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## Academic Misconduct - Examination Integrity Policy

**Policy Level:** Certification  
**Approved:** Fall 2025  
**Approved by:** Board of Directors  
**Policy No:** SC-CT-110

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### Purpose

Sonography Canada's credentialing examinations evaluate candidates' knowledge, competency, and judgment and are deemed high-stakes. Sonography Canada uses them to determine a candidate's eligibility for a credential, and regulators approve the credentialing exams to determine eligibility for licensure.

As the national credentialing body for sonographers in Canada, Sonography Canada is committed to upholding the highest standards of confidentiality, security, and fairness in its examination processes. The examination lifecycle includes development, review, reproduction, transportation, disposal, administration, and scoring. A breach, or incident of misconduct or malfeasance, at any stage of the lifecycle is considered a threat to the integrity of examinations and poses reputational risk to Sonography Canada.

This policy outlines Sonography Canada's expectations regarding the conduct of candidates before, during and after a certification examination, and specifically addresses cheating and theft (see Definitions).

### Scope

This policy applies to all candidates and to all stages of the examination lifecycle. Sonography Canada credentials, and the process by which they are granted, are exclusive to Sonography Canada and protected by copyright. Examination materials are subject to stringent security protocols that are enforced throughout the credentialing lifecycle to ensure the security and integrity of examinations and the credential.

This policy must be read together with its Appendix(ces) and any applicable candidate agreements.

### Policy

Candidates of Sonography Canada credentialing examinations are expected to display professional and ethical behaviour at all times before, during and after writing an examination.

Illegal activities and unethical conduct are strictly prohibited. They may result in expulsion from an exam, nullification of examination results, denial of credentials, and revocation of a Sonography Canada membership.

Throughout the examination lifecycle, no candidate shall:

- Provide false or misleading information on examination applications or related documents
- Impersonate another candidate or allow impersonation
- Solicit or accept exam content from previous candidates
- Record, copy, reproduce, disclose, or transmit any part of the exam by any means



- Engage in disruptive behaviour that may affect other candidates' performance or well-being
- Bring unpermitted resources into the testing environment, including unauthorized reference or study materials or electronic devices
- Access unpermitted resources during breaks or when not under supervision
- Establish or attempt to establish unauthorized remote connections with the testing system, network, or any device used to conduct the examination, including remotely connecting to or allowing remote access without explicit authorization
- Use or access Artificial Intelligence (AI) tools during an exam session. Candidates are expected to demonstrate their own knowledge and skills without external assistance from AI technologies.
- Communicate with others during the exam for any reason
- Remove or attempt to remove exam materials from the testing environment
- Alter or fabricate documentation showing exam results - letters or related documentation

### **Responsibility**

Policies and procedures relating to the development and administration of Sonography Canada examinations, including remediation immediately following academic misconduct, are the responsibility of the Examinations Committee, subject to approval by the Board of Directors.

Policies and procedures for investigating and imposing penalties or consequences under this policy are the responsibility of the Appeals and Discipline Committee, subject to approval by the Board of Directors.

Administration of this policy is the responsibility of Sonography Canada staff and may include consultation with external examination vendors.

### **Consequences**

Sonography Canada's examinations and credentials are highly regarded by employers, regulators, facility accreditors, and members. Successful completion of the credentialing exams indicates that a sonographer is competent to practice at the entry-to-practice level.

Academic misconduct before, during, or after an examination violates the security of examination questions, compromises the integrity of examinations, and undermines the reputation of Sonography Canada. Theft of examination materials also represents a high cost to the organization.

### **Privacy and Data Protection**

Personal information collected for the purpose of administering and/or enforcing this policy will be stored in a secure and access-restricted manner and will be retained for as long as it is needed to implement the policy, including its Appendix(ces), and/or deal with a complaint. Such personal information may be shared with service providers, internal and external investigators, legal counsel, regulators, and/or law enforcement when necessary for the purpose of implementing and enforcing this policy.

[NOTE: THE "CANDIDATE'S STATEMENT OF UNDERSTANDING" SHOULD INCLUDE A STATEMENT THAT THE CANDIDATE CONSENTS TO THE COLLECTION, USE, AND DISCLOSURE OF THEIR PERSONAL INFORMATION FOR THE PURPOSE OF IMPLEMENTATION AND ENFORCEMENT OF THE POLICY.]



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## Definitions

Academic Misconduct: To act dishonestly or unfairly to gain an advantage before, during, or after a certification exam. May include, but is not limited to, copying, collusion, using cheat sheets or notes, and impersonation.



Artificial Intelligence Tools: Includes, but is not limited to, AI-powered writing assistants, chatbots, code generators, and image or data analysis tools.

Theft: The act of dishonestly obtaining or using exam questions or answers without permission for personal gain or the benefit of others. This includes actions such as plagiarism, selling exam questions, or disclosing exam content before or after an examination. Such behaviours undermine the integrity of the certification process and are considered misconduct.



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## Appendix 2: Procedure: Investigation of Candidate Conduct on Certification Examinations

### Procedure: Investigation of Academic Misconduct on Certification Examinations

**Procedure Level:** Certification

**Approved:** (Date)

**Approved by:** Board of Directors

**Procedure No:** SC-P-001

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#### Purpose

This procedure documents the steps to be followed for investigating and remediating breaches of Sonography Canada's Certification Policy (SC-CT-100): Academic Misconduct Examination Integrity Policy.

#### Scope

Sonography Canada employs Measure Learning, an examination administration company, to provide testing facilities either in test centres or remotely, and to provide examination proctors in both instances. Throughout the examination, the company employs monitoring and surveillance procedures to detect and document misconduct, i.e., incidents of cheating, and notifies Sonography Canada of any conduct or exam integrity breaches.

In addition, any member of Sonography Canada or member of the public may submit a report of a potential incident or breach associated with the credentialing process, including cheating or theft of examination materials.

Sonography Canada will investigate all suspected incidents and determine if a full disciplinary review is required.

#### Procedure

Procedures are described for the remediation and investigation of alleged incidents, specifying who is responsible for action and outlining communication requirements for impacted candidates.

1. **Before the Exam:** Candidates must review and agree to the Candidate's Statement of Understanding that appears on their screen as they prepare to begin the exam.
2. **Remediation:** The following describes actions that will occur immediately following the identification of an incident:

##### 1) During the Examination

Timeline	Action	Responsibility
Immediate	The examination is interrupted	Proctor
Immediate	Candidate receives a warning or is asked to explain the observed suspicious behaviour during the exam.	Proctor
Immediate	If the proctor is satisfied with the explanation, the candidate resumes the exam.	Proctor



Immediate	If the proctor is not satisfied with the explanation and a breach is suspected, the candidate is required to surrender any objects or materials that have been used to support the suspicious behaviour.	Proctor
Immediate	Examination is terminated	Proctor
	Sonography Canada is notified.	Proctor – Manager, Certification

**2) Investigation:** The following procedure shall be followed to investigate a potential or suspected misconduct incident or breach of exam integrity.

Timeline	Action	Responsibility
Within 48 hours of receipt of information about the incident	Notification of the involved candidate(s)	Sonography Canada – Manager, Certification
Within 30 days	Gather documentation, conduct an investigation	Staff, exam administrator, and external resources as needed
Within 30 days	Investigative summary provided to the candidate	Staff
15 days	The candidate provides a response to the allegation/summary	Candidate
Within 45 days of receiving the candidate's response	Invite the candidate to appear before the Appeals & Discipline Committee	Staff
Within 45 days of receiving candidate response	Appeals & Discipline Committee convenes	Appeals & Discipline Committee
Within 30 days of the Appeals & Discipline Committee meeting	Submit a recommendation to the Board of Directors	Appeals & Discipline Committee
Next available Board Meeting	The board approves or rejects the recommendation of the Committee	Board of Directors
Within 30 days of the Board decision	Summary of Board decision and rationale sent to the candidate	Staff on behalf of the Board
Within 15 days	Candidate acknowledgement	Candidate
Upon receipt of acknowledgement	The board's decision comes into effect	

### 3) Options for Sanctioning a Candidate

Should the Board determine that a candidate has cheated on an exam based on submitted documentation, the Board may consider the following actions or sanctions regarding the candidate:

- Exam result recorded as “undetermined.”
- May allow the candidate to retake the exam under enhanced security measures at the candidate’s expense, which may include completing future attempts in person
- May be reported to a regulatory college, if applicable
- Revoking eligibility to sit the Sonography Canada examinations for a period of time
- Temporary or permanent ban from Sonography Canada examinations



- In the case of theft of exam materials, legal action may be considered – criminal or civil
  - More particularly, Sonography Canada may refer matters to law enforcement authorities, and/or pursue civil remedies, including injunctions and damages
- If there is a second infraction during a candidate's eligibility period, the candidate forfeits all current and future eligibility for Sonography Canada examinations.

### **Responsibility**

The Appeals and Discipline Committee is responsible for reviewing and recommending alterations to this procedure. The Sonography Canada Board of Directors is responsible for approving or denying the Committee's recommendations. Sonography Canada staff are responsible for promptly remediating and gathering information and documentation following a suspected cheating incident, and for supporting the Appeals and Discipline Committee in this matter.

### **Consequences**

Although rare, incidents of cheating and/or theft of examination materials pose a serious threat to the integrity of the examination and the reputation of Sonography Canada. There are also potential legal ramifications should the investigation and documentation requirements not be followed.