

Who:	Operations Officer and Educational Liaison Operations Officer and Industry Liaison Apprenticeship Training Coordinator (ATC) Qualification Assessor Quality Assurance Officer Apprenticeship Manitoba Authorized Examination Invigilators Apprenticeship Manitoba Clients and Registered Apprentices
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Effective Date:	January 4, 2022
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Purpose

The purpose of this policy is to describe the consequences of cheating as it relates to examinations under Apprenticeship Manitoba and *The Apprenticeship and Certification Act*.

Definitions

In this Policy,

“Act” means *The Apprenticeship and Certification Act*;

“cheating” means engaging, or attempting to engage, in a behavior or behaviors that are outside the standards or rules for examinations and includes, but is not limited to,

- i) obtaining information from another examination candidate or an unauthorized source during an examination;
- ii) giving information to another examination candidate during an examination;
- iii) bringing into, or using within, an examination room any unauthorized electronic devices or unauthorized materials;
- iv) acquiring, possessing, sharing and distributing examination materials or information about an examination not authorized by staff of Apprenticeship Manitoba;
- v) representing oneself as another person or having oneself represented by another person in the taking of an examination;
- vi) recording, in any format, of examination questions not authorized by staff of Apprenticeship Manitoba;

“examination” means written certification examinations, practical certification examinations, and level placement examinations, administered by or on behalf of Apprenticeship Manitoba in a designated trade or occupation under the Act.

“examination candidate” means an individual who is engaged in an examination;

“unauthorized electronic devices” include, but are not limited to, cellular telephones, programmable calculators, smart electronic devices, and other technological devices capable of capturing content.

“unauthorized materials” include, but are not limited to, text books, notebooks, study aids, and other written materials.

Policy

Cheating is inappropriate behavior and is **not** tolerated.

Penalties

Penalties imposed by Apprenticeship Manitoba for cheating will be documented on the examination candidate's record and may include one or more of the following:

- i. A written warning;
- ii. A failing grade;
- iii. Imposition of a period of time before being permitted to challenge or re-write the examination,
- iv. Forfeiture of any fees paid to Apprenticeship Manitoba or an educational institution.
- v. Notification of the penalty imposed to the examination candidate's indentured employer and/or sponsoring entity.
- vi. Suspension or cancellation of certificate of qualification and/or endorsement already granted under Section 20(a)(i) of the Act.
- vii. Suspension or cancellation of current apprenticeship agreement 40(1)(h) of the Act.
- viii. Refusal to permit examinations in designated trade or designated occupation 40(1)(b) of the Act.

Appeals

A person may appeal a penalty under section 41(1) of the Act to the Appeals Board, whose decision is final. The appeal must be submitted in writing within 30 days of receiving written notification of the decision being appealed.

X-Referencing	N/A
Legislation	The Apprenticeship and Certification Act Trade Regulation and By-laws for all designated trades.
Reference Forms	Apprenticeship application agreement.
Approved Date	December 31, 2021
Review Date	December 31, 2026
Comments	