Examination for Architects in Canada
Misconduct Guidelines

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Purpose

The purpose of the ExAC misconduct guidelines is to ensure that Interns undertaking the examination are aware of and understand the expectations regarding exam conduct and the consequences of misconduct. Misconduct refers to any dishonest behaviour or conduct that undermines the integrity of the exam. While it is not possible to list every instance of inappropriate behaviour constituting misconduct, examples are identified below. Further, these guidelines will inform outcomes and/or action to be taken and who is responsible.

Principles

Interns are expected to act ethically, behave professionally, and be accountable for their actions.

Definitions of Misconduct

Exam misconduct is defined as any behaviour by the examinee before, during, and after an exam that undermines the integrity of the exam or gives an unfair advantage to an examinee. Some types of misconduct may be minor infractions, which are less serious examples of misconduct including an accidental breach of published exam policies and procedures, e.g. not putting pencils down following the end of the exam.

Minor infractions are addressed through verbal warnings from Invigilators. A single observation of this behaviour does not require documentation during the exam. However, repeated minor infractions and more significant instances of misconduct observed before/during/after the examination will be recorded by Invigilators or the Test Supervisor using the Conduct Report form in Appendix A.

Examples of misconduct requiring documentation by Conduct Report include, but are not limited to:

- Repeated failure to follow invigilator instructions (e.g. ignoring warnings or requests made by the Invigilator or Test Supervisor; violating break protocol; refusing to stop writing when time is up; talking or creating a continued distraction by sound or movement that could disrupt the concentration of other candidates).
- Fraud and misuse (e.g. forgery, altering documents, or misuse of exam records/materials).

- Cheating (e.g. using unauthorized materials, copying, collaboration without authorization, or sharing exam content).
- Aiding and abetting (e.g. helping others commit misconduct; copying, producing, reproducing, removing exam questions in any format; disclosing exam questions and/or responses in any form or by any means (orally, in writing, electronically, on the Internet, “brain dumping,” “discussion boards” or otherwise such as but not limited to Facebook, X or other forms of social media); sharing unauthorized material or answers; taking notes from the exam room or outside the exam room).
- Falsification of records (e.g.; providing misleading or false information on examination applications or related documents).
- Unauthorized assistance (e.g. communicating with others; collaboration without authorization; obtaining information from, or giving any information to, another examinee during the exam; having access to or using any electronic, communication, recording, or similar device during the exam).
- Impersonation (e.g. falsification or misrepresenting information required for admission to the testing area; representing oneself as another person or being represented by another in an exam).
- Aggressive behaviour (e.g. harassment, threats, or unsafe conduct in the exam setting).

Actions by Invigilators and the Test Supervisor

When misconduct is observed or reported, Invigilators and Test Supervisors should:

1. Observe discreetly and confirm the misconduct. Invigilators should discreetly alert the Test Supervisor to confirm the behaviour, as necessary.

    - Except in extreme, obvious cases, Test Supervisors and Invigilators are to avoid accusing examinees during the examination. They must discreetly inform the examinee they have exhibited behaviour that could be interpreted as misconduct. The examinee will directed to cease the behaviour and be advised that a Conduct Report may be filed.

2. Invigilators/the Test Supervisor must allow examinees to complete the exam unless the behaviour is severe (e.g., aggression) or the behaviour compromises the exam’s integrity (e.g., to confiscate unauthorized materials).

3. The Invigilators or Test Supervisors must collect all evidence and take note of all relevant details (e.g. time, behaviour, materials used), to be provided in the Conduct Report Form.

The Test Supervisor is authorized to take appropriate action to investigate, stop or correct any observed or suspected irregular behaviour, including discharging Interns from the exam centre and, where required, confiscating prohibited materials.

Prompt Evidence Collection

Invigilators/the Test Supervisor must gather relevant physical and digital evidence immediately. The following items should be collected to support a misconduct report:

- Description of the occurrence (who, what, where, when)
- Confiscated materials (e.g., notes, devices, printed documents)
- Candidate's name and exam ID
- Names and statements from all involved invigilators
- Witness statements, if applicable

Photographs of unauthorized materials should be captured without compromising examinee privacy.

Actions by Provincial and Territorial Regulators

All occurrences of suspected misconduct that result in the creation of a Conduct Report will be submitted to the national ExAC Co-Administrators. The ExAC Co-Administrators will share the Conduct Report with the architectural regulator in the candidate's home jurisdiction within 5 business days of receipt from the jurisdiction within which the conduct occurred. It is the responsibility of each regulator to consider the matter within their regulatory mandate and in accordance with the appropriate processes established by the regulator. The provincial or territorial regulator will render a decision on the matter within 90 days of receiving the Conduct Report.

Provincial and territorial regulators reserve the authority to share information related to misconduct occurrences with other regulators. In addition, an aggregated and anonymized annual report of misconduct occurrences, including a description of each incident, the jurisdiction involved, and the outcome, will be provided to all provincial and territorial regulators as well as the CExAC.

Possible outcomes

- Warning or reprimand: A formal, written notice of the misconduct, with a warning that further violations could result in more severe penalties, including suspension of future exam privileges.
- Suspension of future ExAC privileges: The Intern may be banned from writing a future exam for a period of time.
- Invalidation of the exam results: The Intern's exam results for that exam year may be nullified. When an examination result is invalidated, the attempt will constitute one of the intern's three allowable attempts within the intern's three-year ExAC examination period.
- Legal action: In extreme cases legal action may be brought against the Intern and/or the matter may be reported to the police, as necessary.

Appeals

It is the responsibility of each regulator to consider requested appeals within their regulatory mandate and in accordance with the appropriate processes established by the regulator.

Appendix A: Conduct Report Form (Sample)

Intern Information

Full Name: _____

Exam Date: _____

Candidate ID: _____

Exam Location: _____

Details of Occurrence

Time of Occurrence: _____

Location in Venue: _____

Invigilator(s) Involved: _____

Description of Misconduct (include what was observed, when, and by whom):

_____

_____

_____

_____

_____

_____

_____

_____

Evidence Collected

☐ Unauthorized materials confiscated (attach if possible)

☐ Witness statements collected (attach to report)

☐ Photographic evidence (yes/no): _____

☐ Exam materials flagged: _____

Intern Interaction

Was Intern informed of the inappropriate behaviour during the exam? (yes/no): _____

If yes, describe the communication briefly:

_____

_____

_____

Follow-Up Action

☐ Intern allowed to finish exam

☐ Intern removed from exam room

All Conduct Reports will be referred to the architectural regulator in the candidate's home jurisdiction within five business days of receipt by the ExAC Coordinator.

Reporting Invigilator

Name: _____

Signature: _____

Date: _____

Reporting Test Supervisor

Name: _____

Signature: _____

Date: _____