

Section: Certification	Subject: Academic Integrity Policy	Date: September 2022
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Intent/Purpose: This policy provides the framework for academic integrity related to the MLPAO MLA/T Certification Exam.

Scope: This policy pertains to all MLA/T candidates who challenge the MLPAO Certification Exam, including Special Consideration candidates.

Policy: The MLPAO is committed to academic integrity. Cheating and attempting to obtain an unfair academic advantage are forms of academic misconduct. Cheating includes, but is not limited to:

- Non-registered individuals posing as exam candidates
- Accessing devices or personal items during the exam
- Giving or receiving help during the exam
- Accessing unauthorized materials through online content, electronic files or any other items that may assist with answering exam questions
- Copying and/or distributing any exam materials to external sources

MLPAO expects all exam candidates to act with academic integrity and abide by the Academic Integrity Policy.

1. At the time of exam registration, all exam candidates electronically agree that they have read and understood the Exam General Information and Policies.
2. All exam candidates must electronically sign the Exam Security Agreement before they have access to the exam questions.
3. Each exam candidate is monitored by a third-party proctor throughout the exam.
4. When the proctor suspects a violation of the agreement has occurred, MLPAO is contacted immediately, and the exam attempt will be terminated if the agreement has been violated.
5. MLPAO contacts the candidate via email to notify them that their exam attempt has been terminated and a formal investigation will be conducted.
6. MLPAO documents the incident including time stamps and photos from third-party provider.
7. Candidate is provided with the opportunity to provide a written response to the suspicion of cheating. The response must be received via email within 10 business days of notification.

8. MLPAO conducts a full review of the incident and consults with the Academic Integrity Committee, as required.
9. The investigation will include a review of the following:
 - a. Incident report
 - b. Candidate's response
 - c. Particulars of the incident – time spent in the exam; degree of violation of the agreement; extenuating circumstances during the exam attempt
 - d. Appropriate consequences for the candidate based on the available evidence
10. The decision may include, but is not limited to, the following actions:
 - Automatic mark of zero "0" on the exam and is recorded as an exam attempt
 - Exam fees are forfeited
 - Eligibility to write subsequent exam is subject to results of the investigation
 - Candidate may incur a delay in eligibility for subsequent exam
 - Candidate may be required to complete supplemental activities to determine eligibility to write future exam (i.e., course or essay)
 - Candidate may be banned from any future attempts at the exam
 - If candidate is caught cheating on a second attempt:
 - Banned from any future attempts at the exam
 - Lose student membership and privileges of MLPAO membership
 - Record in candidate's profile in MLPAO database
 - Candidate may face legal action (i.e., if integrity of the exam is compromised)
11. Once a decision has been made, the candidate will be informed via email.
12. The candidate can appeal the decision of the AIC if they can produce additional evidence that was not presented in the original investigation. Refer to MLPAO Appeal Process.

Related Policy: MLPAO Appeals Policy