

EXAMPLE OF AN ACADEMIC INTEGRITY DECISION LETTER

October 18, 2022

To: Annie Sunshine (V0000000)

123 Portsmouth Way

Victoria BC V7V 8E6

PDF letter sent via email: asunshine@uvic.ca

Background:

On, May 1st 2019, the student submitted the DECI 409 mid-term take home exam. Upon marking the exam, the instructor for DECI 409 collected information that led them to believe the student violated the UVic Academic and Integrity Policy (the “policy”) by cheating on their mid-term exam due to having similar results as another student in the class. The student was notified of the allegation on May 15, 2019. As the chair of the department, I provided the student with the evidence collected by the instructor and provided the student the opportunity to respond. The student submitted a written response to me on May 22, 2019.

Issue:

The issue that I am to determine is, whether the student violated the academic integrity policy by cheating on their take home exam by sharing information and/or aiding others to cheat?

University Policy:

Cheating includes, but is not limited to: copying the answers or other work of another person

- sharing information or answers when doing take-home assignments, tests or examinations except where the instructor has authorized collaborative work

Aiding others to cheat

- It is a violation to help others or attempt to help others to engage in any of the conduct described above.

Evidence:

- The instructor provided the exams of both students and highlighted the sections where both students had similar content. The documentation indicates that the content of the long answer responses were the same. The long answer section is made up of approximately 30% of the exam. Answers in the multiple-choice section look similar but not conclusive.

Anne Sunshine’s Position:

- The student said they did not cheat on their exam because they were allowed to collaborate with other students as per the instructions given by the instructor.
- The student did collaborate with another student but used their own original words, so they believe it’s the other student that cheated by copying their original work.

Other Student’s Position:

The other student involved in matter was notified about the allegation and provided a response. The student indicated they collaborated with Annie Sunshine on the take home exam. The student indicates the responses to both the long

and short answers were created by both students. The reason why the answers are similar, and in some cases exact, is they both thought that the other would modify the answers to distinguish between the two submissions.

Analysis of Evidence:

I reviewed both students' exams. It is agreed that the students were allowed to collaborate with each other to develop ideas, but the instructions in the take home exam was explicit, students were to demonstrate their own original work. Both students agreed that they met to collaborate on the assignment; however, Annie Sunshine states the exam is her original work. Annie Sunshine has not presented any additional information to conclude why the submission was solely created by her or explained how the other student obtained access to her supposed original work. It is possible that an alternative explanation exists; however, the content in the long answer submitted by both students is the same. Based on this information, I am persuaded to believe the students worked together to write the content for the long answers and used those answers for their individual exams. **As a result, I determined Annie Sunshine violated the academic integrity policy by cheating on their exam by sharing work when they were not permitted to do so.**

Penalty:

I reviewed the student's file and it appears this is their first academic violation. In accordance with the regulation, I have applied the penalty of a grade of 0 for the exam when such sharing covers a minor part of the work. As per the policy a copy of this reprimand letter will be sent to the student and a copy shall be included in the record maintained by the Office of the Registrar. The letter will be retained for five (5) years after the date of this letter.

The student has the option to appeal my decision. The information is provided as follows and can be found in the [academic calendar](#):

A student may:

- appeal a decision made by the Chair to the Dean of the faculty in which the student is registered within 21 business days of the date of the Chair's decision.

If you wish to appeal, please email the Dean of the faculty in which you are registered. Please include: your name, student ID#, email address (that is registered to your Netlink ID) along with an explanation about why you are appealing. You may want to consult the Ombudsperson for advice and assistance in making an appeal. The Ombudsperson can be contacted as follows: email: ombuddy@uvic.ca phone: 250-721-8357

Regards, Ms. Clouds

Chair of Decision Making Department