



## Insurance Council of Manitoba Policy on Alleged Cheating on Examinations

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The Insurance Council of Manitoba (ICM) has developed a *Policy on Alleged Cheating on Examinations*. This policy applies to any examination taken for consideration of a Manitoba licence. For transparency purposes, the ICM is publicizing this policy as below, in the hopes that this deters exam applicants from attempting to cheat on any examination.

For any alleged cheating on any examination for a Manitoba licence:

- The ICM would review video footage of the exam session, whether written at the ICM office or at another location, and would contact the applicant following the steps below:
  - o The exam applicant would be interviewed (either in-person, over the phone or over a virtual platform) and have an opportunity to provide any information to the ICM they feel is warranted.
  - o The ICM would advise the applicant that their exam results are under review and should they apply for a licence, their application would be subject to a suitability review at the industry Council table.
  - o The ICM would advise the applicant that any future exam(s) would be required to be written in-person only at the ICM office, and the in-person proctor would be alerted to keep an eye on the applicant during the re-write for any unusual behaviour.
  - o The ICM would advise the applicant that any breached exam would be deemed inadmissible – a result of a “Fail” is recorded, and attempt is accounted for.
  - o The ICM would advise the applicant that if the same behaviour is observed via audit of previous passed exam modules, previous “Pass” results are voided, and attempt is accounted for.
  - o The incident would be reported to the national organization - Canadian Insurance Services Regulatory Organizations (CISRO).

Multiple instances of alleged cheating may ultimately prohibit the exam applicant from attempting to re-write any examination for a Manitoba licence.

This policy is followed strictly by the ICM staff.

### **INSURANCE COUNCIL OF MANITOBA**

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