

Academic Integrity: Instructional Response Process

This instructional response process operates under [Sask DLC Academic Integrity Administrative Procedure](#).

When a teacher has questions about a student submission, they initiate a reliability check. Reliability checks themselves are not negative; it is only unresolved checks that result in sequential and escalating responses.

Questions, Concerns and Appeals

Reliability checks are a routine part of online assessment and are not subject to review, as they are a standard instructional tool rather than disciplinary measure. Students and parents/guardians may contact the campus administrator at any stage to ask questions, request a review or raise concerns about whether this process has been followed correctly or whether they have been treated fairly and with respect. For more details refer to the Questions, Concerns and Appeals section of the [Sask DLC Academic Integrity Administrative Procedure](#).

<i>Reliability Check → Integrity Pause → Integrity Restriction → Administrative Review → Disciplinary Action</i>			
Reliability Checks Part of the regular process of communicating with and educating students online.			
1	Assign a placeholder mark of IE (K-9) or 0 (zero in 10-12).	The teacher marks the submission with a comment, requesting a reliability check. This is not a penalty; it is a signal that reliable evidence of learning is needed before a grade can be determined. Reliability checks may be a request for specific process evidence or a request for a conversation.	Teacher
→	Student or Family Responds	It is the responsibility of the student or family to connect with the teacher and respond to reliability check requests.	Student or Family
2	Gather Evidence of Learning	The teacher and student work together to confirm what the student knows. This may include a verbal discussion, a follow-up question, an alternate demonstration, or a resubmission. Common process evidence artifacts include sketches, calculations, notes, & verbal explanations. The process focuses on what the student understands, not on proving misconduct. This may happen through a student submission of process evidence but may also occur during synchronous classes, guided learning meetings, or informally at the start of a new unit.	Teacher
3	Assign a Grade Reflecting Demonstrated Learning	A grade is recorded based on the evidence of learning provided. If a student demonstrates understanding, they receive credit. If they cannot, the placeholder mark remains until they can.	Teacher
Most situations are resolved here. <i>Steps 1–3 repeat for each reliability check. If a student has 3 concurrent unresolved reliability checks (5 at K-9), the teacher may proceed to an Integrity Pause as outlined below.</i>			

Reliability Check → Integrity Pause → Integrity Restriction → Administrative Review → Disciplinary Action

Integrity Pause

Student can see course, can still learn, but cannot hand in any assignments. Student remains on teacher dashboard.

1	Initiate Integrity Pause	When the student accumulates concurrent unresolved reliability checks (Three (3) unresolved in one course grades 10-12 or Five (5) unresolved across all courses K-9) they lose the ability to hand in any further assignments until the situation is resolved. Communication is sent to make everyone aware that the student is on an Integrity Pause.	Teacher
2	Document Pause	The pause is documented in the Academic Honesty Log with the identifier "Paused" and reason details.	Teacher
→	Submit outstanding evidence with requested verification	The student connects with the teacher to plan to resolve the outstanding placeholder marked submissions. The student follows through by submitting the requested evidence or participating in conversations.	Student
3	Mark item with new evidence	The teacher changes the marks from their placeholder to a new reliable mark that represents the student's current level of understanding on the outcome and takes into consideration the conversations and observations of student processes.	Teacher
4	Reinstate and student	When the response is satisfactory, the teacher rescinds the restrictions so that the student can again submit assignments.	Teacher
5	Document end of Integrity Pause	The teacher documents resolution in the Academic Honesty Log by changing the Type to 'Resolved' and editing the Actions Taken text field to include the resolution and current date.	Teacher

Students who continue to submit unreliable work with no process evidence and accumulate 2 more concurrent unresolved reliability checks after an Integrity Pause, will be placed on an Integrity Restriction which again removes hand in abilities and includes mandatory academic integrity training as outlined below.

Reliability Check → Integrity Pause → Integrity Restriction → Administrative Review → Disciplinary Action

Integrity Restriction

Student can see course, can still learn, but cannot hand in any assignments. Student remains on teacher dashboard.

1	Initiate Integrity Restriction	When the student accumulates 2 concurrent unresolved reliability checks after an Integrity Pause, they again lose the ability to hand in any further assignments until the situation is resolved. This is called an Integrity Restriction because the student must complete Academic Integrity training and produce a certificate to their teacher prior to re-engaging with the material. Communication is sent to make everyone aware that the student is on an Integrity Restriction and must complete training.	Teacher
2	Document Restriction	The restriction is documented in the Academic Honesty Log with the identifier "Restricted" and reason details.	Teacher
→	Complete Integrity Training from email link	The student completes the academic integrity training and saves the dated certificate provided. The student emails the teacher with the certificate.	Student
→	Submit outstanding evidence with requested verification	The student connects with the teacher to plan to resolve the unresolved reliability checks. The student follows through by submitting requested evidence or participating in a conversation.	Student
3	Mark item with new evidence	The teacher changes the marks from their placeholder to a new reliable mark that represents the student's current level of understanding on the outcome and takes into consideration the conversations and observations of student processes.	Teacher
4	Reinstate and student	When the response is satisfactory, the teacher rescinds the restrictions so that the student can again submit assignments.	Teacher
5	Document end of Integrity Restriction	The teacher documents resolution in the Academic Honesty Log by changing the Type to 'Resolved' and editing the Actions Taken text field to include the resolution and current date.	Teacher

Students who continue to submit unreliable work with no process evidence and have 1 more unresolved reliability checks for after an Integrity Restriction, will be placed on an Administrative Review which removes course access and includes an administrative review as outlined below.

Administrative Review

Student cannot see course, is removed from teacher dashboard.

1	Initiate Admin Review	When the student has one more unresolved reliability check after an Integrity Restriction, they lose the ability to see the course contents completely. This is called an Administrative Review because the campus administrator is involved in the resolution. Communication is sent to make everyone aware that the student is on an Administrative Review.		Teacher
2	Document Restriction	The restriction is documented in the Academic Honesty Log with the identifier "Admin Review" and reason details.		Teacher
3	Inform Campus Administrator	Inform the campus administrator that the student requires administrative review.		Teacher
4	Review logs	The campus administrator reviews the academic honesty log and connects with the teacher and family to determine the course of action.		Campus Administrator
5	Apply consequence	Options include:		Campus Administrator
		- Supervised or proctored assessments for the remainder of the course - An alternative assessment scheme within the bounds of the course outcomes	- Recommend Course Withdrawal and proceed to Superintendent Review	
	Result	- These consequences result in continuing in the course with conditions.	- These consequences result in removal from the course with no grade history retained.	
	Document consequence	The campus administrator documents resolution in the Academic Honesty Log by changing the Type to 'Conditions' which will indicate ongoing issues.	In the Academic Honesty Log campus administrator edits the Actions Taken text field to include the superintendent review details and leaves the Type at "Admin Review".	
6	Superintendent Review	No action if conditions are applied.	If course withdrawal recommended, follow through with withdrawal as outlined in the student discipline administrative procedure.	Campus Administrator + Superintendent

If a student continues to submit work without process evidence that requires teacher intervention and investigation after the administrative review they will be removed from the course.

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Disciplinary Action

Student is withdrawn from a grade 10-12 course; K-9 students follow Student Discipline Administrative procedure.

1	Communicate & Initiate Course Withdrawal	When the student has even one reliability check after being allowed to proceed with conditions after an Administrative Review they lose the ability to see the course contents completely. Teacher informs campus administrator of situation and campus administration sends communication to make everyone aware that the student is recommended for removal for Academic Integrity.	Campus Administrator/Teacher
2	Document incident	The restriction is documented in the Academic Honesty Log with the identifier "Admin Review" and reason details.	Campus Administrator
3	Complete Course Withdrawal Process	Campus administrator recommends to superintendent removal of the student from the course in line with the Student Discipline Administrative Procedure.	Campus Administrator → Superintendent
4	Communicate	Call parent/guardian (and partner school if applicable) to inform of outcome with email follow up documentation.	Superintendent or Campus Admin.

Students removed from a course for integrity concerns do not carry forward grades and are ineligible to re-register in that course for the remainder of the academic school year. Superintendent reserves the right, according to Student Discipline Administrative Procedure to remove student from the Sask DLC.