



Category: Courses

Policy: 101 Academic Integrity Policy (Exam Security)

Approved date:

Revised date: Feb 2019

# Academic Integrity Policy

## PURPOSE OF THIS POLICY

1. To make clear the vitality of academic integrity for student success.
2. To ensure students have fair and equal opportunities to demonstrate ability.
3. To prevent students from attempting to gain unfair advantage.
4. To underscore repercussions for violations to academic integrity.

## TEACHER TASKS AND RESPONSIBILITIES

The following tasks and responsibilities exist to facilitate fair opportunities for students to showcase their skills and abilities.

1. Prior to any instruction, teachers are expected to address the need for academic integrity with both students and their guardians.
2. ASCEND Online teachers are expected to have weekly contact with students. Teachers should attempt to have audio/visual contact at least 3 times per course.
3. ASCEND Online teachers should view a wide range of student work, including assignments, projects, quizzes and tests throughout the course.



Category: Courses

Policy: 101 Academic Integrity Policy (Exam Security)

Approved date:

Revised date: Feb 2019

## **GENERAL EXAM SECURITY POLICY AND PROCEDURE**

- Penalties for irregularities and discrepancies are spelled out in the orientation, and on the online course sites. These problems include but are not limited to; improper student access to the exam; sharing answers through any means, including but not limited to, consulting improper textbooks, email, text messages, a camera phone, and the internet; use of cell phones and any other electronic or communication devices; and other student disruptions.
- When testing irregularities occur, ASCEND Online School may decline to grade the exam or may cancel the exam or course grade. When it is appropriate, ASCEND Online may give students the opportunity to test again as soon as possible. At any time, ASCEND Online reserves the right to request a proctored or supervised exam.

### **Supervised Proctored Exams**

- In some cases, proctored exams are given to verify, not change marks. As long as your mark is within the required limit of your course mark, your course mark will not change after taking a proctored exam. If your exam is not within the limit, then it will change based on the following scale:
  - Within 10% difference - no change in your mark
  - More than 25% difference - your mark will be averaged between course work and the proctored exam mark.



Category: Courses

Policy: 101 Academic Integrity Policy (Exam Security)

Approved date:

Revised date: Feb 2019

## **Zoom/Skype Verification**

- Teachers can randomly ask students to do web Zoom/Skype conversation exams. This allows the teacher to randomly ask questions to the student while they are taking an exam. Questions can be specific to check on the student's ability to know and verify what they are writing.
- Due to the nature of an online learning environment and the teachers desire to determine if work is being done independently, teachers reserve the right to host "assessment conversations" - that is, to go over assignments with you over Zoom/Skype voice. If the teacher has any occasion to doubt that work is the students own work - i.e. a student cannot speak to it confidently, or there are evident gaps between work handed in and the students ability to speak about it – students will receive an "adjusted" (usually 5-20%) course score; or if the teacher senses an inability to defend the student work more broadly, the student can be failed. If after a special web-cam assessment, student ability is found to be 10%+ lower than their course average, teachers may impose the exam score as your grade ceiling.

## **Test Policy**

- All tests must be completed on your own without the use of any of your note materials, any textbook or internet resource. The help of a tutor, friend, parent or any other person is NOT permitted whatsoever on any tests.
- All tests and assignments are open to be verified by Zoom/Skype "pop quizzes". These are an informal verification quiz, and the teacher has the right to change the grade of any assignment or test based on such quizzes. They will be conversational in nature, discussing the topics and types of questions from the related test.



Category: Courses

Policy: 101 Academic Integrity Policy (Exam Security)

Approved date:

Revised date: Feb 2019

## **Assignment Design**

- Requiring that students show all of their work, not just answers-only.
- Include questions that require an original answer, something that cannot just be googled, non-factual, higher order response required. If it is copied, it will stick out.
- Teachers check the assignment properties to see if multiple students saved or edited work on the same computer or sent from the same IP address.

## **Knowledge Verification Tutorials**

- Students must meet with their teacher live, online with voice and web cam to work through various subject specific problems together so the teacher can personally verify the mastery level of the student.
- Picture ID is a must.

## **Member Checking**

- Insisting on a recent head shot in student's Moodle profile.
- Reviewing IP address accesses and times to check for irregularities.
- Keeping detailed notes in Excel for each student to build a profile of who they are.
- Samples of writing required in the first lesson to determine their English language proficiency. Is the student consistent in their LA abilities throughout the course?



Category: Courses

Policy: 101 Academic Integrity Policy (Exam Security)

Approved date:

Revised date: Feb 2019

## **Course Design**

- Regular Brain Checks, testing student knowledge along the way.
  - More original answer-type responses that require higher thinking and that cannot simply be googled to get the answer.
  - Larger random automated tests.
  - Miscellaneous
  - Checking how long it took to complete automated tasks.
  - How long a word file was open, last saved by.
  - Checking IP addresses in student logs.
  - Keeping a physical record of student work to flip through when formatting and word choice appears similar. Is the student reusing work from another student?
  - Having the administration check previous grades of 'high achievers' to see if this is consistent with past performance.
  - Regular teacher communication about how students are cheating, who has been caught, strategies on how to prevent it and detect it.



Category: Courses

Policy: 101 Academic Integrity Policy (Exam Security)

Approved date:

Revised date: Feb 2019

## **PENALTIES FOR VIOLATION TO ACADEMIC INTEGRITY**

Penalties may include, but are not limited to:

- Requiring a student to retake or complete a different test or assignment
- Requiring a student to write a supervised or invigilated exam
- Giving a student a 0 on a test or assignment
- Placing a student on academic probation
- Withdrawing a student from the course
- Withdrawing a student from the school

Irregularities and violations may include, but are not limited to:

- Violating any part of the exam security policy or procedures
- Obtaining improper access to, or information about, an exam
- Using prohibited aids
- Copying from another student or a published work
- Giving or receiving assistance with another person during the exam
- Attempting to take an exam for someone else
-



Category: Courses

Policy: 101 Academic Integrity Policy (Exam Security)

Approved date:

Revised date: Feb 2019