

# Academic Integrity at FVA



## Guidelines for Integrity in Assessments, Assignments and Time on Task

### Time on Task

Student time on task is an integral part of Academic Integrity, if an assignment requires a reading assignment, practice and assessment all parts of the assignment must be completed by the student before continuing through the course. Each assignment is given an estimated amount of time to complete. If a student is completing several assignments within minutes rather than truly completing all the work this is not showing academic integrity.

Additionally Time on Task is going to be the main way for a teacher to check for cheating and academic dishonesty. For example, in order for a teacher to check that a multiple choice question test was done without outside help the fact that 30 questions were answered all correctly in 3 minutes would be a red flag.

### Assessments & Assignments

Assessments, such as quizzes, and tests, are a critical part of any academic program. They offer important information about your progress toward mastery. But this information is helpful only if it is accurate. And it can be accurate only if the assessment represents your work and only your work.

You will be asked to submit written assignments for teachers to grade. Your written work must be completely free of plagiarism. Plagiarism is copying another person's work without providing direct reference to the author, original print material, or website. Write your responses in your own words and make sure to always give credit where it is due when using direct quotes. Be sure to ask your teacher if you have questions regarding citing sources. Schools have Web tools available to check for student plagiarism. You may also be asked to submit oral assignments for teachers to grade. Your oral work must be completely free of plagiarism.

**1) Collusion** – When multiple students work together on a solo assignment and end up providing similar or identical answers. This includes but is not limited to the following example:

- Copying answers from another student
- Allowing another student to copy answers
- Encouraging another student to show their answers
- Allowing another student to view your work
- Allowing another student to take a picture of your work
- Unauthorized collaborating on a solo assignment or exam
- Modeling your work based off the work created and submitted by another student
- Multiple students discussing the answers to a solo assignment together and writing down the same answer with no personal rephrasing

**2) Plagiarism –** Failing to give credit to the true author and forgetting to provide references or use proper reference formatting. This includes but is not limited to the following examples:

- Presenting another person's ideas or theories in your own words without an appropriate & formal citation
- Committing literary theft where you present as new & original that which came from an existing source
- Identically using many words, phrases, sentence structure, or ideas from a source such that it makes up the majority of your work, whether you give credit or not
- Copying information from an online source onto a presentation
- Copying another person's actual words without the use of quotation marks
- Did not provide proper citation for another person's idea, opinion, or theory
- Did not provide proper citation for any facts, quotes, theories, statistics, graphs, drawings — any pieces of information—that are not common knowledge
- Did not provide references in the required formatting style when specified
- Did not provide proper citation for quotations of another person's actual spoken or written words
- Did not provide proper citation for paraphrase of another person's spoken or written words

**3) Cheating –** The unauthorized use of materials, notes, information, study aids, or devices on an assignment. This includes but is not limited to the following examples:

- Using unauthorized notes during an exam
- Preparing answers or writing notes on any material that will then be used on an examination
- Using physical materials or internet sources on an examination or quiz that is to be closed-note
- Asking other students the content of an examination that they themselves have not yet taken
- Asking other students the answers of an assignment that they themselves have not yet finished
- Discussing and posting questions and answers with others, or on the internet / social media
- Changing the response on your exam after the test has already been graded
- Using the work or answers from "paper mills," internet vendor sites, online programs, & other illicit sources
- Copying answers from an online source onto an assignment
- Taking pictures of a completed assignment
- Taking pictures of a completed exam
- Using answer keys that may have been made by previous students or instructors
- Stealing, reproducing, circulating or otherwise gaining prior access to examination materials
- Retaining, using or circulating exam materials that should have been returned at the end of the exam

## Offense and Action Chart

<b>Offense</b>	<b>First Offence not of a serious nature and the student expresses remorse</b>	<b>First offence of a serious nature (e.g. deliberate disregard for, or a clear attempt to, circumvent rules), or Second offence <u>not</u> of a serious nature.</b>	<b>Second offence of a serious nature.</b>
Abuse of Time on Task	-Academic Breach recorded; -Parent & Student Contacted -Discuss expectation of time on task in course assignments & assessments	-Academic Breach recorded; -Parent & Student Contacted -Create Academic Contract	-Academic Breach recorded; -Parent & Student Contacted -Assess Academic Contract -Student suspension is assessed.
Plagiarism	-Academic Breach recorded; -Parent & Student Contacted -penalty for part or whole of assessment	-Academic Breach recorded; -Parent & Student Contacted -penalty for whole of assessment or zero for unit -Student suspension is assessed.	-Academic Breach recorded; -Parent & Student Contacted -imposing zero in the unit -Student suspension/exclusion is assessed
Collusion			
Cheating in an examination (including being in possession of a mobile phone)			
Cheating by having another person complete an assessment/exam*			
Assisting someone else to cheat			
Submitting Fraudulent documentation to support a special consideration application.*	-Academic Breach recorded; -Parent & Student Contacted -penalty for part or whole of assessment -conditional penalty focused on cause of conduct	-Academic Breach recorded; -Parent & Student Contacted -imposing zero for the assessment or unit; and -Student suspension is assessed	-Academic Breach recorded; -Parent & Student Contacted -imposing zero in the unit -Student exclusion is assessed.

\* Only in very unusual circumstances would this be an offence that is not of a serious nature due to the inherent seriousness of the offence.

***By honoring these principles can you assure both academic and personal integrity.***