

# EBUS Academy

## Assessment and Student Integrity

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The policies below will be posted to all course websites as they apply to all EBUS courses:

### General Exam Security Policies and Procedures

- Students are expected to write all course exams / quizzes independently and without the aid of any electronic or writer resources unless otherwise directed by the teacher.
- ***At any time, EBUS Academy reserves the right to request a proctored or supervised exam.***
- When testing irregularities occur, EBUS Academy may decline to grade exams or may cancel the exam or course grade. When it is appropriate, EBUS Academy may give students the opportunity to test again as soon as possible.
- Examples of irregularities include, but are not limited to, improper student access to the exam; inappropriate access to course information through either print materials, on-line resources, or other people and / or significant discrepancies between submitted course work and online quizzes.

### 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 work, 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
  - Within 25% difference – your mark may be averaged with your proctored exam mark.
  - More than 25% difference – your proctored exam mark may be your final mark for the course.

### Plagiarism:

- Plagiarism is presenting somebody else's ideas or words as your own.
- If you paste words or paragraphs from another document (for example, from a web site) into a report you are writing, it is plagiarism.

- If you slightly reword material from another document (for example, from a web site or book) in a report you are writing, it is plagiarism.
- If you use really good phrases or quotes from another person without putting them in quotes and saying where you got them (citing your sources), it is plagiarism.
- If you use information that is public knowledge (e.g., "BC is a province in Canada".), you don't need to worry about it - it is not plagiarism.
- How to avoid Plagiarism:
  - *Don't copy and paste.*
  - *Jot down notes when you are researching and create your own paragraphs.*
  - *If you see a phrase that expresses something perfectly, use it - but cite the source (tell where you got the phrase and who wrote it).*