

EBUS Academy Assessment and Student Integrity

The policies below will be posted to all course websites:

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 an invigilated or supervised assignment, test or exam.
- When testing irregularities occur, a score of zero may be given. When it is appropriate, EBUS Academy may give students the opportunity to test again.
- 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 or Invigilated Exams:

- In many courses supervised or invigilated exams are required. Supervised exams are those in which an adult verifies that the student has done the work without any assistance. Invigilated exams are those that take place under the direct supervision of an EBUS approved invigilator. In cases where irregularities occur or there is a discrepancy between the performance on assignments and mark on the test, teachers may change your mark based on the following:
 - Within 10% difference – no change in your mark
 - Within 25% difference – your mark may be averaged with your invigilated exam mark.
 - More than 25% difference – you may be required to rewrite the exam; your exam mark may replace your unit or final course grade; your teacher may refer your case to administration.

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.

What happens when students plagiarize?

- Student may receive:
 - a warning
 - a score of zero (0).
 - an opportunity to redo the test or assignment under supervision.
- Student may be:
 - required to re-do the assignment under supervision.
 - referred to Administration.
 - removed from the course.

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).*

Click on the picture below to access the Ministry of Education's PDF on plagiarism.

PLAGIARISM	
<p>What is plagiarism?</p> <p>Plagiarism occurs when another's words, ideas or work, whether it is an invention, a lyric, music, a picture, a research paper, information on a web site, etc. is submitted as one's own or used without the creator's permission. The claim may be in the form of a paper containing another's words, graphics or ideas, a Power Point presentation, or any other form of written, audio or visual expression. Plagiarism is theft.</p>	<p>Hints:</p> <p>Tools for checking plagiarism:</p> <ul style="list-style-type: none">• Photocopy the first page of one of their assignments to be used for comparison purposes.• Sign contract stating it is their work.• Ask students to explain a paragraph from their assignment for meaning and understanding.• Take an in-class writing sample from which to compare future work.
<p>What are the Ethical Issues?</p> <p>Plagiarism is the act of taking all or part of the work of someone else and passing it off as your own. Plagiarism is theft and is illegal. Educators and students must realize that properly citing the work of someone else adds authority, quality and authenticity to their own work. Plagiarism is treated as a serious offence in both the academic and business world.</p> <p>Why should we be concerned?</p> <p>Plagiarism is illegal. Plagiarism leads to illiteracy. The student is learning how to cheat and is not developing the critical and creative thinking skills that will enable him/her to develop his/her own ideas.</p> <p>Responsibilities:</p> <p><i>Teacher/Teacher-Librarian:</i></p> <ul style="list-style-type: none">• To become aware of school and/or district plagiarism policies.• To educate students about the issue and its seriousness.• To teach students how to avoid plagiarism through note taking skills, citation skills and encouraging original thought.• To set assignments that are relevant, involve a critical challenge and address higher order thinking skills. <p><i>Student:</i></p> <ul style="list-style-type: none">• Apply note taking and citation skills as taught by teacher.• Use information ethically.• Create original work.	<p>For further information</p> <p>on this topic refer to these sites or see <i>Links - Permission Granted on Page 36.</i></p> <p>Fox, Jayne & Bob Henry. "Cybercheating." College of the Holy Cross (Online). 05/6/99. www.holycross.edu/departments/library/website/workshops/plagiar/main.htm</p> <p>"For Teachers: Fact or Folly Authentication of Online Information." Web Awareness: Knowing the Issues (Online). 6 December 2000. www.media-awareness.ca/eng/webaware/teachers/fact/tfact.htm</p> <p>"Plagiarism Stoppers: a Teacher's Guide." Naperville Community Unit School District 203 (Online) 12/18/00. www.ncusd203.org/central/html/where/plagiarism_stoppers.html</p>
<p>What can be done about plagiarism?</p> <p><i>Ways to identify:</i></p> <ul style="list-style-type: none">• Become familiar with sites on the web where papers can be purchased or copied.• Learn how to use search engines to trace plagiarized work.• Identify unusual phrases or keywords and conduct a web search. Try the web sites listed and the following search engines: Hotbot, Infoseek, Google. <p><i>Ways to prevent:</i></p> <ul style="list-style-type: none">• Teach students the meaning of plagiarism, copyright, intellectual property, fair use.• Teach students how to paraphrase and make proper notes using several different styles.• Teach students how to cite references properly and how to use quotes effectively.• Encourage your school and/or district to set up a plagiarism policy.• Encourage your school and/or district to set up a bibliographic format document to follow.• Let your students know you are aware of the sites from which papers can be copied and how to check online for plagiarism.• Set assignments that require original thought, not just regurgitation of information.• Have students turn in their notes, their working bibliography along with their finished product.• Evaluate the research process at different stages (i.e. Focus (Research Strategy Guide), Work With Information (note taking, working bibliography), Communicate.	

http://www.bced.gov.bc.ca/irp/pdfs/applied_skills/support_materials/ethics.pdf

[Bibme.com](http://www.bibme.com) is a resource to help students create bibliographies and add citations.