



Student Tips to Support Academic Integrity:

What is Academic Integrity?

Academic Integrity is defined as a commitment, even in the face of adversity, to six fundamental values in the Learning Environment: honesty, trust, fairness, respect, responsibility, and courage.

NAIT requires that all students complete the [Academic Integrity Training in Brightspace](#) at least once each academic year.

What is Academic Misconduct?

Academic Misconduct Types
Plagiarism
Representing assignments, words, data, photos, or work that has been taken from another source or person as your own
Re-using one's work from previous assignments
Paraphrasing work from another source and using it as your own without citations
Cites a source with inaccurate information, making it impossible to find that source
Uses a direct quote from a source, cites that source, but fails to indicate the copied text with quotation marks
Submits work that the student has obtained from someone else
Submits work that contains a purported statement of fact or refers to a source that does not exist or has been concocted
Cheating
The use of unauthorized materials or information during an assessment (i.e., notes, textbook, calculator, cellular device, personal electronic device)
Copying from an unauthorized source
Unpermitted collaboration or consultation with peers during an assessment
Presenting false results
A third party completes an assessment, with or without payment, between two people
Communicating with other students during tests or examinations without explicit permission from the Academic Staff
Write an examination or part of it outside the confines of the examination environment (physical or virtual) without permission to do so
Allowing work to be copied or aiding in the misrepresentation of another student's knowledge or skills
Removes any examination materials or papers from the examination room without permission
Misrepresentation
The act of misrepresenting knowledge, skills, or competencies in an



assessment
Impersonating someone or having someone impersonate you (in writing or in person) during an assessment
Reproducing and submitting another's work with or without their knowledge
Misrepresenting credentials, educational background, or altering academic documents
Facilitation of Academic Dishonesty
Offering, sharing, or selling information (like assessment questions) or completed assessments
Allowing work to be copied or aiding in the misrepresentation of another student's knowledge or skills
Tampers or attempts to tamper with examinations, class work, grades, or class records

What can Students do to ensure they are not unintentionally committing Academic Misconduct?

If you are unsure about any assessment expectation, please ask your instructor for clarification before beginning the assessment.

If you are completing an online course and are expected to conduct Environmental Scans prior to assessment, make sure that you know how to do this properly. Ask your instructor for clarification and/or a demonstration.

Rules for Online Test Taking to Ensure Academic Integrity:

- Do not leave the computer or shut off your webcam once the test has begun
- No cell phones or other secondary/unauthorized devices or materials in the room or test area. No use of additional applications or the internet. No dual screens/monitors
- The testing room must be well lit, and you must be clearly visible throughout the entire exam
- You should be alone in a private space
- If you do not have access to a private space in your residence, you may be able to [book an appropriate space on campus](#).
- If you require any special consideration (e.g., bathroom breaks due to medical conditions), please discuss this with your instructor **prior** to any online assessments to ensure you follow the required process.
- If you experience any technical issues while taking the exam, take note of the date and time, and send an email to your instructor to notify them of the issue. Continue to complete the assessment, if possible. Indicate to the proctor that you are experiencing technical issues.



Conduct a thorough and comprehensive environmental scan. Please review the [Environment Scan Video, available in Panopto](#); you will need to log in with your NAIT credentials.

An external webcam is best for this (particularly if you are using a desktop computer that cannot be easily moved), as you need to show a complete view of the environment you are in while taking an online assessment. Webcams may be borrowed from the NAIT library. Please go to the NAIT homepage at www.nait.ca (click on: Student Life; Library Services; Loanable Equipment) for information on that process

Your webcam should show your entire face, arms, hands, and workspace (including any surface such as a desk or table) for the entire duration of the assessment.

Move your camera slowly to show:

A full 360-degree view of the room you are taking the test in

The top (and underside) of your workspace and any surface

All materials in your workspace (both sides of any paper should be shown, as well as the underside of any materials, such as approved calculators)

The floor around and under your workspace.

Test Taking Do's and Don'ts:

DO	DON'T
<ul style="list-style-type: none"> • Clarify any questions you have about the assessment in advance • use a functioning webcam and microphone • Keep your eyes on your own work • A thorough and complete environmental scan (online) • Ensure understanding of allowable materials, devices, and what you may access • Make sure you won't be interrupted, alone in a private space • Have a clear work area 	<ul style="list-style-type: none"> • Leave your questions unanswered, and make assumptions about assessment requirements • Look at other Students or their work areas • Conduct a poor or rushed environmental scan (online) • Make assumptions as to what materials or devices you are permitted to use or access • Complete an assessment with others in the room (online) • Have unnecessary items in your workspace

FAQs:

What is Academic Integrity, and why is it important?

Academic Integrity is a commitment to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage in the learning environment.

Academic Integrity refers to the honest and ethical expectations required in the completion



of your academic work. This means that you will only submit work that is your own, that meets the expected parameters of the assessment, and that is not your own is accurately attributed.

Acting with Academic Integrity is how your instructors will fairly evaluate your performance and progress and is critical in supporting the development of your Knowledge, Skills, and abilities, as well as the credibility of the credential you are working towards.

What is Academic Misconduct?

Academic Misconduct is an offence against the academic integrity of the learning environment. Academic misconduct includes, but is not limited to, Plagiarism, Cheating, Misrepresentation, and the Facilitation of Academic Dishonesty.

What constitutes Cheating?

Cheating includes the use of unauthorized materials or information, copying from an unauthorized source, unpermitted collaboration or consultation with others, presenting false results, or contract cheating- when a third party completes assessments, with or without payment, for a student.

What constitutes Plagiarism?

Plagiarism is intentionally or unintentionally representing assignments, ideas, words, data, photos, or work that have been taken from another source or completed by another person as your own. Ideas from another source without citation are considered plagiarized, even if paraphrased. This does not include facts that are common knowledge.

My instructor has contacted me regarding Academic Misconduct. Now what happens?

You will have the opportunity to meet with your instructor in person or via Teams (or respond by email if you prefer) to explain your perspective. If you have any evidence to support your perspective, it is essential to share it with your instructor as well.

After hearing from you, your instructor will review all information presented and will render a decision as Responsible or Not Responsible for Academic Misconduct.

This decision will be based on a Balance of Probabilities - The evidentiary standard used at NAIT. This standard requires that when all available evidence is reviewed, whatever the evidence suggests is most likely to have happened is considered to be true.

If you are found Not Responsible, the matter is documented and concluded. A finding of Not Responsible has no impact on the student.

If you are found Responsible, then the instructor will assign an appropriate sanction(s), which may be up to a grade of 0 on that assessment. The matter will be thoroughly documented, and accurate records will be maintained.

Repeat incidents of Academic Misconduct may result in higher or additional Sanctions being imposed, up to and including Expulsion or the rescinding of a credential.

Is there an Appeal process if I don't agree with the instructor's findings of Responsible for Academic Misconduct?

The instructor's decision is final unless one or more of the following Appeal criteria are met. Appeals for academic misconduct will be granted by the Academic Integrity Supervisor (or



designate) if one of the following conditions is demonstrated by the student, based on a balance of probabilities:

- The decision or sanction was demonstrably biased.
- New information has become available that would change the outcome of the case.
- The appropriate process was not followed, was demonstrably unfair, or flawed.

Students must submit an **Academic Misconduct Appeal Form**, within 10 business days of receiving an Academic Misconduct Decision Letter, to the Academic Integrity Supervisor at academicintegrity@nait.ca

I have questions about Academic Integrity. Who can I speak with?

- Your instructor
- the Academic Integrity Office by email at academicintegrity@nait.ca
- the Student Academic Rights Advisor (NAIT's Student Association) by email at studentrights@nait.ca

I have questions about NAIT Policy and/or Procedure relating to Academic Integrity/Misconduct. Where can I seek clarification?

The Academic Integrity Policy and the Academic Misconduct Procedure may be found on the NAIT homepage at www.nait.ca (click on: About NAIT; Corporate Structure; Legal Policies & Reporting)

If you have additional questions after reading these documents, please speak with:

- Your instructor
- the Academic Integrity Supervisor by email at academicintegrity@nait.ca
- the Student Academic Rights Advisor (NAIT's Student Association) by email at studentrights@nait.ca

*Resources used in the creation of this document have been taken from:

www.honorlock.com

www.scribbr.com <https://www.scribbr.com/plagiarism/how-do-plagiarism-checkers-work/>

<https://www.nait.ca/nait/about/corporate-structure/legal/nait-policies-procedures>