

Academic Integrity Policy

EarnLearn Quality Assurance Team

CMAPP Ref: v1.0



Te Pūkenga

Note

This policy is taken from EarnLearn's internal **Consent, Moderation and Assessment Policies and Processes (CMAPP) v1.0** document, **Section 8**.

This section of the policy can be shared externally with relevant stakeholders.

8. Academic Integrity

8.1 Purpose

The purpose of this policy is to provide learners, assessors, verifiers, and employers with a process to deal with concerns relating to academic misconduct.

8.2 Scope

This process is used in the event of suspected learner authenticity in summative assessment.

This policy does not exclude learners from utilising Artificial Intelligence (AI) tools as a blanket rule. AI can make learning more accessible by translating text into speech, or translating technical language into simpler concepts. AI can support when language barriers disadvantage learners.

If there is any doubt about the use of AI during learning and/or assessment, the Quality Assurance Manager must be consulted.

8.3 Definitions

Authenticity refers to a learner presenting someone else's work or ideas as their own. This can be intentional or accidental.

Authenticity prevents an assessment from demonstrating a learner's own original understanding of the topic. It includes:

- a. Copying another learner's work.
- b. Working collaboratively with other learners to produce assessments that are submitted as individual work.
- c. Copying text word-for-word from a source without quotation marks or referencing.
- d. Paraphrasing information from a source without acknowledging it.
- e. Using ideas, concepts, images, or data from a source without referencing it.
- f. Using or being found in possession of unauthorised material such as marking guides, or other learners work, or support material when assessment takes place under exam conditions.

8.4 Process

EarnLearn will respond to and review all instances of suspected academic misconduct if raised by assessors, verifiers, employers, other learners, tutors or EarnLearn staff such as Account Managers, Programme Managers, or the Quality Assurance team.

EarnLearn will follow a fair and transparent investigation process. This will include providing the learner reasonable opportunity to make re-submissions and be heard on the matter.

When there is suspected authenticity issues based on the definitions listed from "a" to "e" above, the following process will apply:

An informal resolution may be achieved by:

- The Assessor or Quality Assurance team contacts the learner to discuss the suspected authenticity issue.

- The assessor explains the evidence and advises the learner to redo the whole assessment, and re-submit using their own words. The assessor explains that ongoing authenticity issues may result in the termination of their training with EarnLearn.
- The assessor notifies the Quality Assurance team and the EarnLearn Account Manager.
- The Quality Assurance team makes a note on the learner's file (SIMS).
- The learner rectifies the situation and re-submits the assessment to the same assessor.

If an informal resolution is not achieved, or if the learner continues presenting inauthentic work, or if the learner is found in possession of unauthorised material (see definition "f" above), the EarnLearn Quality Assurance Manager is notified, and the following formal process applies:

- The Quality Assurance Manager assesses whether there are grounds for a formal investigation. If so, they inform the learner and the relevant EarnLearn Account Manager who will notify the learner's employer that an investigation is taking place.
- The evidence is presented to the learner in writing, and they are requested to respond within five (5) working days.
- If the learner's response provides a reasonable explanation and the Quality Assurance Manager is satisfied with the explanation, the investigation ceases. The learner and their employer is notified. The Quality Assurance team will make a note on the learner's file (SIMS).
- If the Quality Assurance Manager does not find the learner's response reasonable, they will document the reasons and inform the learner in writing within five (5) working days.
- The Quality Assurance Manager will invite the learner to a meeting. The meeting will also include the person who identified the authenticity issue. The learner is provided with an option to bring a support person to the meeting.
- The meeting takes place. The discussion and corrective actions are documented, with timelines if relevant.
- The agreed actions are shared in writing, with the learner and their employer. Actions are monitored by Quality Assurance. The Quality Assurance team will make a note on the learner's file (SIMS) and random assessments may be checked during the enrolment period with EarnLearn.
- The discussion and agreed actions are documented using the Authenticity Discussion Report.

If the authenticity issue cannot be resolved or if there is ongoing authenticity issues, the Quality Assurance Manager will inform NZQA. This may result in the termination of the learner's training with EarnLearn.

8.5 Associated Documents and Forms

8.5.1 Authenticity Discussion Report