icecampus

April 2025

Academic Integrity and E-Learning Fraud Prevention Policy

v1.0

ICE Arabia for Training (Saudi Arabia)

Table of Contents

1. Overview

ICE Arabia for Training ("ICE") is committed to fostering a culture of academic integrity across all e-learning and training activities. This policy outlines our approach to promoting honesty, preventing fraud and identity theft, and ensuring the authenticity of trainee work in our e-learning environment.

2. Company's Commitment

ICE upholds the principles of honesty, trust, fairness, responsibility, and respect in all training programs. We expect all staff, trainers, and trainees to abide by these principles, ensuring a fair and credible learning experience.

3. Aims of the Policy

- Define the concept of academic integrity and its importance.
- Identify forms of integrity violations in e-learning and training environments.
- Detail mechanisms for preventing identity theft and academic fraud.
- Outline procedures for addressing violations and applying appropriate penalties.
- Maintain integrity among all parties involved in the training process.

4. Concept of Integrity

Academic integrity is the ethical commitment to uphold honesty, trust, and fairness in all educational activities, even under challenging circumstances. It is fundamental to sustaining the credibility and value of our programs and qualifications.

5. Forms of Integrity Violations

Violations of academic integrity may include, but are not limited to:

- **Cheating**: Using unauthorized materials or assistance during assessments.

- **Impersonation**: Having another individual complete assessments or coursework on one's behalf.

- **Forgery**: Altering or falsifying academic documents, certificates, or results.

- **Plagiarism**: Presenting others' work or ideas as one's own without proper acknowledgment.

- **Exploitation of Collaboration**: Misusing group work to pass off the contributions of others as personal work.

6. Mechanisms to Prevent Integrity Violations and Identity Theft

ICE employs the following measures to protect the e-learning environment:

- **Secure Examination Tools**:
  Use of Safe Exam Browser (SEB) to restrict trainees' ability to navigate away from examination screens, open unauthorized materials, or communicate externally during assessments.

- **Randomized Testing**:
  Deployment of question banks with randomized questions to ensure uniqueness of each assessment.

- **Single-Question Display**:
  Assessments display one question at a time, preventing backtracking and unauthorized collaboration.

- **Work Verification**:
  Trainers verify the authenticity of submissions through plagiarism detection software, random oral reviews, and assignment audits for courses lasting more than one month.

7. Procedures and Penalties

Violations of academic integrity are dealt with promptly and fairly:

- **Initial Investigation**:
  Any suspected violation must be reported to the Training Manager for review.

- **Evidence Collection**:
  Supporting documents, screenshots, login data, and system logs will be collected.

- **Notification**:
  The trainee will be informed of the allegation and given an opportunity to respond.

- **Outcomes**:
  Depending on the severity:
  - Warning letter.
  - Deduction of marks or failure of the assignment/test.
  - Failure of the course.
  - Suspension or dismissal from the program.

- **Record Keeping**:
  A formal record of the case will be maintained confidentially.

8. Safeguards and Victimisation

ICE ensures that trainees and staff who raise concerns in good faith will not suffer any form of retaliation. Acts of victimisation against those reporting breaches will be considered a serious violation of company policy.

9. Confidentiality

All matters related to academic integrity investigations are treated confidentially. Information will only be shared with those directly involved in the investigation and resolution of the case.

10. Records

Records of all reported violations, investigations, and outcomes will be kept securely and reviewed periodically to strengthen preventive measures.

11. Communication

- This policy will be published on the ICE website.

- Regular training and awareness sessions will be held for staff and trainees on the importance of academic integrity.

12. Breach of Policy

Breaching this policy will result in disciplinary action as outlined in our Disciplinary Actions & Dismissal Policy.

Summary

ICE Arabia for Training is committed to maintaining the highest standards of integrity in all e-learning environments. Through robust prevention measures, transparent procedures, and a culture of ethical responsibility, we strive to protect the credibility of our programs and the success of our trainees.

—

This policy can be changed by Management from time to time.