

# Academic Integrity

## Guidelines for Integrity in Assessments and Assignments

Assessments, such as quizzes, and tests, are a critical part of any academic program. They offer important information about your progress toward mastery. This information is only meaningful if it reflects your honest and independent effort.

Unless otherwise instructed by your teacher or by a specific assessment, you are expected to honor the following principles while taking assessments:

- You alone are responsible for completing the assessment independently.
- You will not copy or redistribute any part of the assessment in any way—electronically, verbally, or on paper.
- You will treat the assessment as "closed book"—meaning that you may not use any textbooks, references, or other materials (printed or electronic) during the assessment—unless your teacher or the specific assessment otherwise instructs (for example, you are specifically told to refer to certain pages in a book as part of the assessment).
- You will treat the assessment as "single browser"—meaning that during the assessment you may not log in a second time to your course, or open your course or related materials on another browser or device.
- Your answers must reflect your original work, and only your original work, without assistance from others. You will not plagiarize in any way.
- You will adhere to all school rules, procedures, and guidelines regarding the use of technology, including AI tools, during assessments. Failure to follow these procedures may result in disciplinary action.
- During assessments, you will not seek or receive help from other students, family members, acquaintances, or any external resources, either in person or through electronic communication, unless written permission is granted by your teacher or school for that specific assessment.

You will be asked to submit written assignments for teachers to grade. Your written work must be completely free of plagiarism. Plagiarism is copying another person's work without providing direct reference to the author, original print material, or website. Put simply, always give credit where it is due. Use proper citation formats as instructed by your teacher or school. Be sure to ask your teacher if you have questions regarding citing sources. Schools have web tools available to check for student plagiarism.

You may also be asked to submit oral assignments for teachers to grade. Your oral work must be completely free of plagiarism. Plagiarism in such assignments includes copying another person's work without providing direct reference to the author, having another

person provide your recording, and so on. Be sure to provide attribution for any ideas, quotes, or sources you include in your oral work. Ask your teacher if you have questions regarding citing or using other sources.

Unless your teacher or specific directions inform you of exceptions, you are expected to follow these principles while taking assessments and completing written or oral assignments. By adhering to these principles, you ensure the integrity of your academic achievements and build the foundation for personal success.