

EAST BRIDGE TRAINING (EBT)

ACADEMIC HONESTY & ASSESSMENT INTEGRITY POLICY

Policy Reference: EBT-POL-AH-001

Version: 1.0

Policy Created: September 2025

Effective Date: 03 September 2025

Review Date: 03 September 2026

Approved By: Director, East Bridge Training (EBT)

1. Purpose

The Academic Honesty & Assessment Integrity Policy ensures that all teaching, learning, and assessment activities conducted at East Bridge Training (EBT) maintain the highest standards of ethical conduct and fairness.

The policy supports compliance with:

- Executive Council Resolution No. 30 of 2021 (Regulating Vocational Education in Dubai)
- KHDA Vocational Education Standards A3.4, B3.6, B4.1, B4.2
- Awarding body requirements for vocational qualification integrity

EBT maintains zero tolerance toward any form of academic dishonesty or malpractice.

2. Scope

This policy applies to:

Learners

All individuals enrolled in any EBT KHDA-approved vocational qualification or training program.

Staff

Trainers, Assessors, Internal Verifiers, Academic Coordinators, administrative personnel involved in teaching, assessment, and verification.

Stakeholders

External verifiers, industry assessors, and awarding body representatives.

This policy governs all assessments including written assignments, exams, practical demonstrations, workplace assessments, online submissions, and portfolios.

3. Policy Statement

EBT is committed to ensuring:

- Authentic learner work
- Fair and reliable assessment
- Transparent academic processes
- Compliance with all KHDA requirements
- Alignment with awarding body quality assurance procedures

EBT prohibits:

- Plagiarism
- Collusion
- Contract cheating

- Impersonation
- Falsifying data or evidence
- Unauthorized assistance
- Misrepresentation
- AI-generated work submitted as original
- Tampering with grades or records
- Malpractice or maladministration by staff or learners

Any breach will result in sanctions as defined in this policy.

4. Definitions

Plagiarism

Using another person's work, ideas, words, images, or AI-generated content without proper acknowledgment.

Collusion

Working with others on tasks meant to be completed individually.

Contract Cheating

Outsourcing assignments to a third party, including AI.

Impersonation

Completing assessments on behalf of another individual.

Learner Malpractice

Any unauthorized behavior that provides an unfair academic advantage.

Staff Malpractice

Any action by staff that compromises assessment integrity or awarding body expectations.

Maladministration

Inefficient, incorrect, or negligent handling of assessment procedures or records.

5. Preventive Measures

5.1 Induction

All learners complete an Academic Integrity Induction during enrollment.

5.2 Transparent Assessment Criteria

Clear rubrics, assessment briefs, and expectations are provided before every assessment.

5.3 Staff Training

Assessors and Trainers receive periodic training in academic integrity, malpractice prevention, assessment ethics, and awarding body standards.

5.4 Plagiarism Detection

EBT uses verification tools and manual review to ensure authenticity.

5.5 Secure Assessment Handling

All assessment materials, results, and data are securely stored to meet KHDA Standard A2.10 and B4.1(e).

6. Reporting & Investigation

6.1 Reporting

Any suspected academic dishonesty must be reported to:

- **Academic Head**
- **Lead Assessor**
- **Internal Verifier**
- **Director**

Reports remain confidential.

6.2 Investigation

EBT forms an Academic Integrity Panel consisting of:

- **Academic Head**
- **Lead Internal Verifier**
- **Representative of the Director**

The panel reviews evidence, interviews involved parties, and ensures impartiality.

6.3 Investigation Steps

- 1. Receive written report**
- 2. Notify learner formally**
- 3. Review submitted evidence**
- 4. Conduct interviews**
- 5. Issue written decision**
- 6. Apply sanctions**
- 7. Record outcome**
- 8. Notify awarding body/KHDA where required**

7. Sanctions

7.1 Minor Offenses

- **Written warning**
- **Mandatory academic integrity training**
- **Resubmission with reduced grade**

7.2 Moderate Offenses

- **Zero mark for the assessment**
- **Re-assessment fee**
- **Formal warning on academic record**

7.3 Major Offenses

- **Disqualification from the assessment**
- **Removal from the qualification**
- **Suspension or expulsion from EBT**
- **Report to awarding body**
- **Report to KHDA when required**

7.4 Staff Malpractice

Handled under EBT's Staff Malpractice & Maladministration Policy and may result in:

- **Removal from assessment duties**
- **HR disciplinary procedures**

- **Mandatory reporting to KHDA as required under Standards A4.6 and B4**
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8. Use of AI Tools

AI tools may only be used for:

- **Research**
- **Drafting ideas**
- **Concept explanation**

AI may not be used to generate assessment responses.

Learners must:

- **Declare AI usage**
- **Ensure all submissions reflect original work**

Undeclared AI-generated work is classified as contract cheating.

9. Record Keeping

EBT retains all records of:

- **Reports**
- **Investigation notes**
- **Evidence**
- **Decisions**
- **Corrective actions**

for five years, ensuring compliance with KHDA Standards A4.10 and B4.1(e).

10. Appeals

Learners may appeal decisions under the EBT Appeals & Grievances Policy within 5 working days of receiving the decision.

11. Roles & Responsibilities

Director

Ensures overall compliance with KHDA and awarding body requirements.

Academic Head

Implements this policy and leads the Academic Integrity Panel.

Assessors

Ensure authentic assessment work and report concerns.

Internal Verifiers

Ensure assessment integrity and detect irregularities.

Learners

Submit only original work and comply with this policy at all times.

12. Policy Review


This policy is reviewed every 12 months in line with KHDA standards and awarding body requirements.

Next review due: 03 September 2026

Approval

Name: Shivanjan Chakraborty

Title: Director, East Bridge Training

Signature:  _____

Date: 03 September 2025