

## Plagiarism and Cheating Policy and Procedure

The Alberta Child Care Orientation Course trusts in the integrity of the student to be honest while taking the online course and tests. No student shall submit the words, ideas or writing of another person, artificial intelligence (AI) tool or publication, as the student's own in any required exercises, assignments, or tests. A student who enrolls in the course will not distribute or share assignments or provide answers to other students enrolled in the course.

When taking the Orientation course, it's important to acknowledge that plagiarism and other methods of cheating are not permitted. A student using online tutoring services or uploading Base Corp's materials (screenshots, photos, etc.) will face immediate removal from the course.

A student caught cheating or plagiarizing may face disciplinary action with consequences ranging from a failing grade on the assignment or test to removal from the program.

### Definition

*Cheating* is to behave in a dishonest way in order to get what you want. Remember that plagiarism is a form of cheating.

*Plagiarism* is the fraudulent representation of another person's language, thoughts, ideas, or expressions as one's own original work with or without their consent<sup>1</sup>. Plagiarism may be intentional or unintentional and includes but is not limited to:

- Verbatim quotation without clear acknowledgement
- Copying, using ideas or paraphrasing from: internet sources, publications, AI, tutoring services websites, social media, and other people without clear acknowledgement, and
- Collusion – working with others to come up with answers to assignments or other projects.

### Policy and Procedure

Plagiarism is considered a disciplinary offense within BaseCorp's Alberta Child Care Orientation Course.

The following procedure will be enacted in the event a student is suspected of plagiarism:

1. Instructors will complete an investigation to determine whether the student's coursework is deemed plagiarized based on but not limited to the following factors:
  - a. Questionable responses that do not fit the theme of the question(s) or scenario(s)
  - b. Wording that does not reflect the student's usual use of language
  - c. Use of commonly plagiarized text or ideas
  - d. Copied responses from another student's response to assignments
  - e. AI and plagiarism detection resources

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<sup>1</sup> Plagiarism Definition:

Source: <https://www.merriam-webster.com/dictionary/plagiarize>

Source: <https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism>

2. If the student has plagiarized any responses, the student will receive notification from an instructor that their work is not original.
3. There are two levels of penalty for plagiarism:
  - a. Warning: A warning and failed assignment notice will be issued through email for a first offence when a student has been found to have plagiarized an assignment in the course. At this time, all submitted assignments will be marked for review.
  - b. Course Removal: When a student plagiarizes again after receiving a warning, the student will be removed from the course. Reenrollment is not permitted. A removal letter will be sent by email.

### **Use of Tutoring or Course Help Services**

The use of tutoring or course help services is strictly prohibited. A student using online tutoring services or uploading Base Corp's materials (screenshots, photos, text, etc.) will face immediate removal from the course.