

**Al Batool Virtual International School**

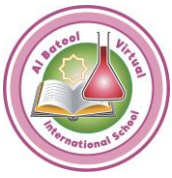
**And**

**Al Forqan Private School  
(Virtual American Program)**

**K-12 Private School**

**Academic Integrity Best Practices**





## Academic Integrity Best Practices

Promote academic integrity by implementing the following best practices.

### 1. Set and Communicate Clear Expectations

Student Acceptable Use contracts and staff policies are an effective way to set and communicate academic expectations. Student contracts should define how suspected dishonesty is handled and the consequences for confirmed dishonesty. Staff policies should hold instructors accountable for taking immediate disciplinary action when dishonesty is suspected or confirmed.

### 2. Prevent Unauthorized Access to Staff Accounts

Methods for preventing unauthorized access to staff accounts include:

- a. Distribute sign in information discreetly.
- b. Avoid writing sign in information down; never keep this information next to your computer.
- c. Sign out of Apex Learning each time you are away from your computer.
- d. Change your password frequently via My Profile. Apex Learning Support will not distribute passwords.

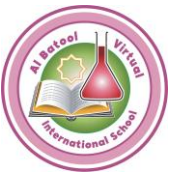
### 3. Configure Course Settings

The following course settings support teachers and administrators in ensuring academic integrity:

- a. **Enable Mastery-Based learning** to ensure sequential access to course content.
- b. **Limit Assessment Attempts** to prevent students from attempting to preview all assessment items in the question bank. In addition, communicate your policy for the maximum number of teacher resets.
- c. **Enable Closed-book assessments** to restrict students from accessing course content during an assessment.

**Do Not Show Question Feedback** to prevent students from being shown the correct answers during a computer-scored quiz.

- a. **Proctor Summative Assessments and enable Auto-Proctoring** to prevent students from accessing assessments until they are unlocked and supervised by a teacher or mentor.
- b. **Do Not Allow Course Review** to prevent students from accessing



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and/or sharing access with other students to completed courses.



### **Terms of use of Apex Learning Digital Curriculum**

Students in grade 6-12 who are using the digital curriculum from Apex Learning must read, abide and adhere to the term of use listed in the following link:

<https://www.apexlearning.com/terms-of-use>

### **Privacy Policy of Apex Learning Digital Curriculum**

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