

Academic Integrity Policies and Laws:

Academic integrity is considered a prerequisite in all transactions within the educational environment at Batterjee Medical College. The college's administration directs all its staff, including administrative personnel, academic faculty, and learners, to adhere to locally and internationally recognized laws regarding academic integrity. This commitment involves upholding ethical values and academic honesty to achieve success and excellence in intellectual efforts and academic work. Appropriate measures are taken in the event of violations of established policies and laws to curb all infringements, such as cheating, forgery, impersonation, and misattribution of others' work without proper citation, among others. The actions, behaviors, and mechanisms used to address these violations are outlined below, but not limited to:

• In the case of a learner caught cheating:

An incident report detailing the cheating is prepared by the invigilator, and then the student is referred to the relevant committee for investigation. Subsequently, the committee takes appropriate action after discussion and consultation, notifying the cheater of the steps taken in such cases.

• If academic plagiarism is proven:

An incident report on academic plagiarism, along with supporting evidence, is prepared. The student is referred to the relevant committee for investigation. After discussion and consultation, the committee takes appropriate action and informs him/her of the steps taken in such cases.

• If identity fraud is proven in the submission of various assessments within the college:

An incident report on identity fraud, along with supporting evidence, is prepared. The student is referred to the relevant committee for investigation. After discussion and consultation, the committee takes appropriate action and notifies the impersonator of the steps taken in such cases.

• Mechanism for examining learners' works and preventing cheating:

- The SafeAssign tool is utilized for assessing essays and academic research to verify content and detect plagiarism if present.
- Assessments are constructed using a question bank.
- The feature to block backtracking to questions is employed.
- Questions are presented randomly using the shuffle questions feature.
- A test code is used for examinations.

• Mechanism for preventing identity fraud:

- All users who use the educational systems must use their username and password through the third-party Microsoft Office 365 to gain access. It is mandatory to update the password every three months.
- All electronic exams are conducted on ExamSoft which is an electronic examination system, accessed via the Exemplify application on either an iPad or a personal computer.
- All electronic exams take place in the college building, and They must be offline. Upon completion and submission of the exam, learners are allowed to connect to the internet to upload the exam to the electronic examination system.
- The invigilator verifies learner identity either through the college-issued ID, national ID, or by checking with the student affairs office and confirming identity by comparing it with the attached photo in the admission and registration system.

