



## **Authenticating Student Work and Identification**

### **1. Introduction**

At Xtra Dog Academy, we prioritise academic integrity and the security of student information. This policy outlines the procedures and standards for authenticating student work and identification to ensure the validity and credibility of academic assessments and related activities

### **2. Purpose**

The purpose of this policy is to:

- a. Uphold the principles of academic honesty and integrity.
- b. Establish guidelines for verifying the identity of students participating in online and in-person assessments and activities.
- c. Prevent academic misconduct and fraud.
- d. Maintain the reputation of Xtra Dog Academy.

### **3. Authentication of Student Work**

#### **1.1 In-Person Assessments**

#### **1.2 For in-person assessments, the following measures will be implemented to authenticate student work:**

- **Photo Identification:** Students must present a valid government-issued photo identification (e.g., driver's license, passport) before participating in assessments. The identification will be checked against the student's registration information.
- **Sign-in/Sign-Out:** Students may be required to sign in and sign out at the assessment venue, confirming their attendance.

#### **1.3 Online Assessments**

For online assessments, we employ various methods to authenticate student work, including:

- **Secure Online Platforms:** We use secure online assessment platforms that require students to log in using their unique credentials, which may include a username and password.
- **Multi-Factor Authentication (MFA):** When deemed necessary, students may be required to use MFA, such as a code sent to their registered email or phone, to access assessment materials.
- **Proctoring Services:** Online assessments may be proctored using software or services that monitor students' activities and identity throughout the assessment. These proctoring solutions may include facial recognition, screen recording, and identity verification.

### **4. Academic Integrity**

Xtra Dog Academy is committed to promoting academic integrity. Students are expected to adhere to our academic integrity policies, which include:

- Not engaging in plagiarism, cheating, or any form of academic dishonesty.

- Submitting original work and properly citing sources when necessary.
- Following the specific assessment instructions provided by instructors or examiners.

## **5. Reporting Suspected Violations**

Faculty, staff, and students are encouraged to report any suspected violations of this policy or instances of academic misconduct promptly to the appropriate authorities. Reports should be submitted following the institution's established procedures for reporting academic misconduct.

## **6. Consequences of Violations**

Violations of this policy may result in disciplinary actions, as outlined in the institution's academic integrity policies and codes of conduct. Consequences may include but are not limited to warnings, grade reductions, course failure, probation, suspension, or expulsion.

## **7. Training and Awareness**

Xtra Dog Academy is committed to educating students and staff about the importance of academic integrity and the authentication procedures in place. Training and awareness programs will be developed and implemented to ensure a clear understanding of the policies and procedures outlined in this document.

## **8. Review and Revision**

This policy will be reviewed periodically to ensure its continued effectiveness and relevance in maintaining academic integrity and authentication standards.

## **9. Contact Information**

For enquiries or concerns related to this policy, please contact: Matt Wildman, Education Director via [woof@xtradog.academy](mailto:woof@xtradog.academy).

By adhering to this policy, Xtra Dog Academy seeks to ensure the credibility and validity of student work and identification, promoting an environment of academic excellence and integrity.

**This policy has been approved & authorised by:**

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| <b>Name:</b>     | Matt Wildman       |
| <b>Position:</b> | Education Director |
| <b>Date:</b>     | 1/1/2025           |