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# Verifying Student Identity in Online Learning Activities



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<b>Access to Document</b> <i>(Minimum list of document users to be notified upon release of document update)</i>	Internal Staff	Student & Academic Staff	Public	Category	Procedure
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Version	Change Originator	Document Owner	Approver	Approval Date	Effective Date
1 <sup>st</sup> release of document Doc_046_v1	Curriculum Manager	Curriculum Manager	Director of Studies	06/09/2019	06/09/2019
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2 <sup>nd</sup> version Doc_046_22	Change Originator	Document Owner	Approver	Approval Date	Effective Date
	Director of Quality and Curriculum	Director of Quality and Curriculum	Principal	12/07/2022	12/07/2022
	Details of Change	*Code includes the year. *Replacing ILMI to IDEA Academy.			
	IDEA College Logo	New College logo was changed on 24/06/2024			

<p><b>Instructions for Document Users</b></p> <p>All IDEA Academy employees can access current, controlled and approved documents related to the Quality Management System via the IDEA Academy's website link: <a href="https://ideaeducation.com/">https://ideaeducation.com/</a></p>
<p><b>Continuous Improvement</b></p> <p>Procedures are meant to be 'living' documents that need to be applied, executed, and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated. Please contact us on: +356 2145 6310</p>

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## 1. Aim and Scope of Document

The purpose of this is to describe the process whereby IDEA Academy verifies the identity of students in online learning activities. This process ensures that a student contributing in online learning activities is the same student that participates in, completes and receives credit for the whole study course.

## 2. Verifying Student Identity in Online Activities

The methods employed to verify student's identification include the following:

1. An individual secure login: Online student work, assessments or activities are submitted via a system that verifies the student's identity using an individual secure login.
2. Other practices of verification include:
  - Assessment modes that support academic integrity.
  - Lecturer reserves the right to ask students to present his/her work on unprompted basis during discussions in face-to-face lecture sessions.

## 3. Secured Login

Secure Login: Each IDEA Academy student is assigned a unique username to log into the IDEA Academy learning management system. Students are responsible for providing their complete and true identity information in any identification verification process.

## 4. Responsibilities

Responsibilities: All users of the IDEA Academy's learning management system are responsible for maintaining the security of usernames, passwords, and other access credentials as required. An account is given to an individual for the exclusive use by that individual. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or mail is prohibited. It is against IDEA Academy policy for a user to give someone his or her password or allow others to use his or her account. Users are responsible for any and all users of their account. Users are responsible for all activity on their accounts.

Failure of students to comply with this agreement/policy will be addressed through the IDEA Academy's Policy on Plagiarism and other Infringements of Academic Honesty as noted in the IDEA Academy's learning management system. If warranted, a student's failure to comply will result in termination of access to IDEA Academy technology resources. Students will be asked to sign Honesty Declaration Form to keep them accountable for this Agreement.



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