

## Commitment to achieving integrity in the E-Learning environment

### First: Definition of Integrity

Integrity in the e-learning environment refers to the commitment of all parties (trainers, trainees, and administrators) to ethical behaviour that complies with laws and avoids cheating, forgery, or any practices that compromise the credibility of the learning outcomes.

The term “integrity” reflects the internal policies and systems established by the center to ensure a level of learning that properly qualifies the trainee. This includes systems for tracking attendance, recording grades, evaluating trainee performance, and measuring comprehension of lessons. Based on this, trainees are issued attendance certificates upon completion of the course and full participation in all sessions.

Among the foundations of academic integrity is the trainee’s commitment to attending the training sessions and participating in the practical activities prepared by the trainer according to the set training plan. Therefore, academic integrity is a core component of the e-learning and distance education system adopted by **Excellence Visions Training Center**. The center expects all its trainees to adhere to the integrity-related policies and conditions outlined herein.

### Second: Forms of Integrity Violations

- Cheating: Using unauthorized materials or copying others' work during exams or assignments.
- Plagiarism: Presenting someone else's work as one's own without proper acknowledgment.
- Identity Misrepresentation: Having another person attend or complete an activity or assessment on behalf of the actual trainee.
- Misuse of Collaboration: Relying on another group member to complete shared work or using their effort for individual assignments.
- Falsification and Forgery: Altering or fabricating data or documents, including forged medical certificates for absence.

- Receiving or providing unauthorized assistance during exams, bringing unauthorized materials, or accessing information not provided by exam organizers.
- Unauthorized support in labs or academic tasks, or fabricating information to influence results.

### **Reporting Absences That Lead to Course Failure**

- Trainee login activity is monitored electronically, including full session attendance and time spent on each training component.
- Attendance is recorded daily during lectures, assignment submission, and participation in discussion forums.
- A self-service attendance tracking feature is available via unique access codes within each course.
- Exceeding the allowed absence rate of 25% of the total course hours will result in denial of access to the final exam.

### **Third: Procedures and Penalties for Integrity Violations**

**Excellence Visions Training Center** will take the following actions depending on the type and severity of the violation:

- Official warning via email.
- Cancellation of the assessment, exam, or activity in question.
- Temporary or permanent exclusion from the training program.
- Revocation of any certificates issued based on dishonest work.
- Reporting to the competent authorities if the violation involves legal consequences.

### **Fourth: Measures to Prevent Identity Misrepresentation and Monitor Work**

For programs exceeding one month in duration, the center follows these procedures to ensure identity integrity and prevent cheating:

- Verification of trainee identity via national ID or residency permit at registration and login.
- Linking accounts to the trainee's official name and email.
- Use of electronic monitoring tools during assessments (e.g., cameras, secure login systems).
- Work analysis through anti-plagiarism and academic integrity software.

- Short oral interviews or tasks to confirm trainee's personal understanding of the content.

### **Fifth: Trainee Acknowledgment**

By enrolling in any training program through our platform, the trainee acknowledges and agrees to abide by this Integrity Policy and assumes full responsibility for any violations.

For inquiries or to report a violation of this policy, please contact us via: [info@ex-visions.com](mailto:info@ex-visions.com)

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