

## STUDENT CODE OF CONDUCT FOR COMPLETION OF ONLINE ALTERNATIVE TERMINAL ASSESSMENTS

An Online Terminal Assessment is a formal examination given by the Institute as part of the Examinations and Assessment process for programmes leading to an award by the Institute. It is important that online examinations and assessments are valid, fair and consistent, in line with face to face examination approaches. The validity of a student's work and how AIT ensures that the work is authentic is of paramount importance. Students are reminded that Breaches of Assessment Regulations as outlined in *Standards, Assessment and Awards*, are viewed very seriously by the Institute and may lead to any resulting conduct issues being referred to a Committee of Enquiry.

This *AIT Student Code of Conduct for Completion of Online Alternative Terminal Assessment* (hereafter referred to as the Code of Conduct) has been developed to inform Students of the standards and norms that are required when completing an *Online Alternative Terminal Assessment*. Compliance with this Code of Conduct is viewed by the Institute as an essential, fundamental personal responsibility for every student in AIT in the context of creating a fair and valid online assessment process.

When completing an Online Examination, the following Code of Conduct must be adhered to by all students.

### Preparation:

- (i) You will receive notice on **Instructions for Preparing for your Online Examination** via the AIT Examinations Office and you are required to consult closely with this guidance as you prepare for your timetabled module online examination. <https://www.ait.ie/life-at-ait/alternativeassessments>
- (ii) It is the responsibility of the Student to ensure in advance that you have the capacity to access and complete the online examination. You should check in advance that you have reliable internet access and check that you have adequate broadband speed and data allowance. A number of internet tools allow you to check broadband speed and one is available at the following link: <https://broadbandspeedtest.ie/> (minimum download speed of at least 5Mbps and an upload speed of 3Mbps is recommended).
- (iii) You should check in advance that you have met all the hardware/software requirements to complete the Online Examination, including computer/laptop, webcam and any software applications necessary to complete the online examination fully and/or submit the associated files.
- (iv) If the student believes that they may have any issues accessing your online examination, you should seek advice and guidance in advance from your faculty office or from the AIT Examinations Office and/or Computer Services. It is your responsibility to ensure that you have a means of accessing and completing the online examination. A number of options for Students with access issues are presented in the **Instructions for Preparing for your Online Alternative Assessment**. An option to allow for on-campus attendance is permitted if the student, in advance of the scheduled assessment date, completes the **Request for Access to Campus Form** in order to complete one or all of their planned Online Examinations. This form is available via the Examination office website page and will be managed through the Faculty Office to the Examination Office. <https://www.ait.ie/life-at-ait/alternativeassessments>
- (v) If a student cannot attend/complete the online exam (e.g. arrives late/must leave an exam/ becomes ill/internet drops during the exam among others) you should complete an Extenuating Circumstances Form and advise your Faculty Office.

**Verification of the originality and authorship of the Online Alternative Assessment:**

- (vi) You must verify your identity by logging into Moodle for the completion of the examination and/or submission of associated workbook and file attachments.
- (vii) If you are sitting an invigilated online examination you may be required to verify your identity to the invigilator by displaying your student identification card.
- (viii) You must be the author of all work submitted during the period of the online alternative terminal assessment.
- (ix) You cannot seek the guidance of any external third party during the completion of your online alternative terminal assessment.
- (x) You will be required to confirm in writing, by the completion of the **Student Declaration re ORIGINALITY AND AUTHORSHIP OF WORK SUBMITTED IN THE ALTERNATIVE TERMINAL ASSESSMENT** form that all of the work submitted as an alternative terminal assessment is solely that of the student submitting it.

**Breaches:**

- (xi) Any student who is in breach of any of the notices contained in this Code of Conduct may be subject to a Committee of Enquiry under the Institutes Academic Regulations and/or disciplinary measures under the *AIT Code of Conduct and Discipline*.