



معهد آركس الدولي للتدريب  
ARX International Training Institute

# Online Training Integrity Policy

**ARX ITI CD POL 01**

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Signature:	

The Procedure owner shall ensure that this ARX ITI CD POL 01 is properly maintained and updated while in his possession. No portion or part of this Procedure shall be copied or made available to persons or any other organization unless written permission is obtained from the MD or his delegates. He shall return this Procedure to the Admissions and Registration Department whenever demanded or prior to leaving ARX.



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ARX International Training Institute

**DEPARTMENT:**  
Curriculum Department

**DOCUMENT NUMBER / VERSION NUMBER:**  
ARX ITI CD POL 01

**PROCEDURE TITLE:**  
Online Training Integrity Policy

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### 1. Purpose of This Document

ARX International Training Institute (ARX) is committed to upholding the highest standards of academic integrity and ethical conduct in all forms of online training. Integrity forms the foundation of trust in teaching, learning, and assessment, and applies equally to trainees, instructors, administrators, and service providers.

### 2. Scope of This Document

Applies to trainees, instructors, administrators, and service providers engaged in the online training environment.

### 3. Definitions & Abbreviations

Terminology	Definition
<b>The Company</b>	Arx Aerospace
<b>The/This Procedure</b>	The/This Finance Department.
<b>The Policy Owner</b>	The Curriculum Department
<b>Board</b>	The Board of Directors of The Company.
<b>Chairman</b>	Chairman of the Board.
<b>Delegation of Authority</b>	A guideline for the administrative and financial powers approved by the Board.
<b>Budget</b>	The Company's annual budget.
<b>BoD</b>	Board of Directors
<b>MD</b>	Managing Director
<b>CEO</b>	Chief Executive Officer
<b>CFO</b>	Chief Financial Officer
<b>ARXii</b>	ARX International Institute
<b>Trainee</b>	Any individual enrolled in a course, program, or workshop at ARX International Institute.
<b>Instructor</b>	The authorised trainer or course leader responsible for delivering course content and managing classroom activities.
<b>Confidential Data</b>	Any personal or attendance-related information about trainees that must be protected under the Institute's Data Management Policy.
<b>LMS</b>	Learning Management System



#### 4. Related Documentation and Forms

- N/A

#### 5. Roles & Responsibilities

- 5.1 Instructors:** Monitor attendance, engagement, and assessment submissions; report breaches.
- 5.2 All Users:** Instructors, learners, and staff are responsible for maintaining the confidentiality of their unique login credentials.
- 5.3 Senior Instructors / Quality Department:** Conduct monitoring, feedback, and compliance checks.
- 5.4 Curriculum & Assessment Department:** Maintain protocols to ensure academic integrity in asynchronous and synchronous delivery.
- 5.5 Operations Department:** Handle external user access and identity verification when required.

#### 6. Policy

##### Examples of Violations:

- Cheating: Using unauthorized resources, collaboration, or AI tools to complete assignments or assessments.
- Impersonation: Logging in or completing assessments on behalf of another trainee.
- Collusion: Sharing answers, content, or exam materials without authorization.
- Falsification: Altering results, attendance, or submitted work dishonestly.
- Misuse of Technology: Attempting to bypass LMS controls or exploit system vulnerabilities.
- Non-Compliance with AI Guidelines: Submitting AI-generated content without required expert verification.

##### Mechanisms to Prevent Breaches:

- Identity Verification: Unique logins, camera checks in live sessions, LMS/Teams logs and physical ID cards.
- Preventing Cheating: Randomized questions, time-limited quizzes, plagiarism checks, AI submission review by SMEs, spot checks, robust invigilation.
- Reviewing Work: Assignments via LMS, irregularities flagged by instructors, Academic Affairs review.

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**Procedures & Penalties:**

- First Offence: Written warning, invalidation of assessment.
- Second Offence: Grade reduction or temporary suspension.
- Severe/Repeated Offences: Expulsion and disciplinary record.
- Impersonation/Fraud: Immediate invalidation, suspension, and report to administration.

**7. Record Keeping**

7.1 All course access, usage and progress data records will be stored in the college's Brightspace LMS.