



معهد آركس الدولي للتدريب  
ARX International Training Institute

# LMS Identity Verification Policy

**ARX ITI CD POL 05**

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Signature:	

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ARX International Training Institute

**DEPARTMENT:**  
Curriculum Department

**DOCUMENT NUMBER / VERSION NUMBER:**  
ARX ITI CD POL 05

**PROCEDURE TITLE:**  
LMS Identity Verification Policy

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### 1. Purpose of This Document

ARX International Training Institute (ARX) employs a layered verification process to ensure that the correct learner undertakes all learning activities and assessments.

### 2. Scope of This Document

Applies to all learners accessing ARX's Learning Management System (LMS) and participating in synchronous and asynchronous training sessions.

### 3. Definitions & Abbreviations

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

### 4. Related Documentation and Forms

- N/A

### 5. Roles & Responsibilities

**5.1 Operations Department:** Supports external user access and manages identity verification when required.



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**5.2 Instructors/Trainers:** May require camera verification during synchronous sessions and proctored assessments.

**5.3 Learners:** Must use their assigned credentials to log in and participate in online learning activities.

## 6. Policy

### 6.1 Verification Methods:

- 6.1.1 Unique login credentials for the LMS.
- 6.1.2 Two-factor authentication using MS Authenticator.

## 7. Record Keeping

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