

Academic Integrity of Assessments

Plagiarism detection

Students are required to use sources that enrich and support the content of their assessments and projects. Sources are resources used to obtain information that assists students in completing assessments. An acknowledgement is a description of the sources used that will guide others to locate the source.

Plagiarism occurs when presenting work from another source as an original contribution without acknowledging the source appropriately. The IMM Graduate School groups the sources of plagiarism into five broad categories:

- Plagiarism from textual/internet sources
- Plagiarism of your own previous work
- Plagiarism from another individual or group of individuals, also known as syndication
- Plagiarism through contract cheating.
- Plagiarism through the use of Artificial Intelligence.

Plagiarism avoidance

The skill of identifying and avoiding plagiarism requires study and eventual mastery:

- Contract cheating is the act of enlisting assistance from assignment help services, online services or individuals to either obtain or make available answers to assignments. Under no circumstances may students enlist third-party services to provide them with assessment answers.
- Under no circumstances may students use Artificial Intelligence to generate or enhance assessment answers. This includes
 - Using automated software tools or programmes to generate content; and/ or
 - Using automated software tools or programmes to correct grammar, spelling, clarity or factual information of content that was generated by the student; and/or
 - Using automated software such as translation, paraphrasing or re-writing tools.
- Students are permitted to use automated tools and software to proofread their work provided that all changes and corrections are done by the student. Students may rely on automated software and tools to identify spelling and punctuation errors, poor grammar or missing words. However, these errors may not be rewritten by automated software or tools. Using any third-party assistance or automated software tools or programmes to enhance clarity by rewriting any section of an assessment, improve the structure of an assessment by rearranging paragraphs, correct calculation errors or add or alter factual information, translate content into English or to rename charts, tables or figures are not permitted.
- In order to accurately assess the student's understanding of the module content, answers must be in their own words.
- Students must follow the Harvard Referencing system.
- Students must use adequate paraphrasing and avoid copying passages from other sources without the use of block quotations or inverted commas.
- Under no circumstances may students copy the work of other students or allow others access to their work.

Plagiarism-detection software such as Turnitin is used to verify the authenticity of assessments. Students are advised to keep the following in mind when reviewing similarities to other sources before submitting assignments:

- The acceptable level of plagiarism is deemed to be zero.
- Plagiarism may often involve similarity, but not all similarity indicates plagiarism.
- Turnitin may detect similarities to other sources after an assessment has been submitted for grading, resulting in a similarity index percentage that increased since the time of the submission.
- Similarity to other sources resulting from incorrect referencing, inadequate paraphrasing, copying, or syndication will be treated as plagiarism regardless of the similarity percentage indicated by an internet-based plagiarism-detection service such as Turnitin.

Proctoring of timed, online assessments

All IMM Graduate School Online Timed Assessments must be completed in a proctored environment. The use of proctoring software when completing Online Timed Assessments is compulsory. Students in a country or territory where the proctoring application is not supported may apply to register and pay for private invigilation. For private invigilation, the student will be required to source the invigilator who will be approved by the IMM Graduate School. If approved, the student will be liable for any fees levied by the invigilator. Failure to use the proctoring application or private invigilation will result in the invalidation of the assessment, and the student will receive a zero for the assessment.

Rules and Regulations when completing Online Timed Assessments:

1. Students must familiarise themselves with the module code, assessment date and assessment time before attempting an assessment online. Students will not be permitted to attempt missed assessments at a later date.
2. Students must read the "How to Guide to Complete an Online Timed Assessment eActivity" on eLearn.
3. Up to five marks may be deducted for spelling errors. Students are permitted to use automated tools or software (AI) to proofread their work using English (South Africa) or English (UK) provided that all changes and corrections are done by the student.
4. Using Artificial Intelligence to generate automated assessment answers or to reword or amend existing content is not permitted.
5. For **eLearn technical assistance** or **academic assistance** during timed online assessments, students must submit their queries to helpme@immgsm.ac.za.
6. The following proctoring rules and regulations apply:
 - a. Students need to download and register on the proctoring application. Attempting the practice assessment on eLearn is compulsory. The practice assessment must be attempted and completed at least a week before the start of the semester's Online Timed Assessments. It is the responsibility of the student to ensure that they are familiar with any proctoring application before an online timed assessment.
 - b. The requirement for effective proctoring during online assessments is a quiet room with a blank wall behind the student, with good lighting. Failed proctoring tests due to noise or inadequate lighting will result in the invalidation of the online assessment, and the student will receive a zero for the assessment.
 - c. It is the responsibility of the student to ensure that they have sufficient data available to upload the proctoring software data after completing the online timed assessment.
 - d. Students must log into the proctoring application 5 minutes before the start time of the assessment and enter the module-specific "Exam Access Code" available under the QR code, using the proctoring application. This is available in a document in the module tile next to the assessment tile.
 - e. Students requiring assistance with the proctoring application are required to send a WhatsApp message (typed or voice note) to 073 505 8273. This number cannot be phoned and is not intended for eLearn or academic queries. eLearn assistance or academic queries must be directed to helpme@immgsm.ac.za
 - f. Liveness detection tests ensure that students complete their own assessments and consist of prompts via the proctoring application to take selfies, pictures of an original form of identification or pictures of the surroundings of the student. For the duration of the online assessment, students are required to have the proctoring application ready to respond to these prompts within 15 seconds. Bathroom breaks must be kept to a minimum to avoid failed liveness detection tests. Failing any of these liveness detection tests may result in the invalidation of the assessment and a mark of zero for the assessment.
 - g. The following documents are regarded as acceptable forms of identification should it be requested during the assessment:
 - An original ID Book/Card
 - Driver's License with photograph
 - Passport
 - ID Book application with photo as issued by the Department of Home Affairs (not older than 6 months)
 - Temporary Driver's License with photo as issued by the Department of Transport (not older than 6 months)
 - Learner's License Certificate with photo as issued by the Department of Transport (not older than 6 months)
 - h. Voice and/or video recordings are made during the entire online assessment session. Loud music and inappropriate language are not permitted. Any person entering the room will be recorded and may invalidate the online assessment. Any discussion related to the online assessment session will result in the invalidation of the assessment. Students will receive a mark of zero for invalidated assessments.
 - i. One of the assessment questions may prompt students to acquire a one-time password from the proctoring application and capture the password in answer to the question.
 - j. Students are not allowed to receive assistance during the completion of an online, timed assessment via AI tools, translation tools, grammar tools, web WhatsApp, e-mail inboxes, cell phone etc. The Invigilation software takes screenshots of the student's work during the assessment and notes any unnecessary tabs or non-approved

applications and sites that are open in their browser. The use of such tools and sites will result in the invalidation of the assessment. Students will receive a mark of zero for invalidated assessments.

- k. Students are required to upload the invigilated data after completing the online timed assessment. Failure to upload the collected data within an hour (60 minutes) of the end of the assessment will result in the invalidation of the assessment, and the student will receive a zero for the assessment.
- l. Assessments will be invalidated when:
 - i. The proctoring software was not used for the duration of the assessment; or
 - ii. The proctoring software data is not uploaded for review at the completion of the assessment; or
 - iii. The student failed the proctoring software tests.
7. Queries regarding the Final Assessment question paper must be made within the first two hours of the Final Assessment - no queries will be accepted after that.
8. Should the IMM Graduate School need to communicate module specific information to students during the Final Assessment, SMS messages will be forwarded and if needed, further messages will be posted on the Announcement section of the module on eLearn. Students should therefore not set their mobile devices to flight mode, as this will also prevent SMS's from being delivered.
9. Transgressions of the Online Timed Assessment Rules and Regulations will be investigated and a decision on the appropriate course of action will be at the discretion of the IMM Graduate School.