

APPENDIX 302A

GUIDELINES FOR DETERMINING CHEATING

JOB CORPS HIGH SCHOOL DIPLOMA AND EQUIVALENCY PROGRAMS

Cheating is defined as representing someone else's work as one's own or helping someone else to do so. Cheating can take many forms, including plagiarism. Plagiarism is defined as passing off the ideas or words of another as one's own without crediting the source. The student and staff actions listed below are not all-inclusive, but are examples included in the definition of cheating:

Cheating by staff includes test/test materials misuse, test answer misconduct, testing room infractions, inappropriate grading practices, and inappropriate award of units/credit hours. Examples of each are shown in the chart below.

<i>Staff behavior</i>	<i>Examples</i>
Test or test materials misuse	<ul style="list-style-type: none"> • Copying test materials from online tests • Giving copies of test questions and/or answer sheets to students • Falsifying student test identification or tracking numbers • Allowing students to take exams outside of test rooms, classrooms, or academic buildings.
Test answer misconduct	<ul style="list-style-type: none"> • Changing student answers • Filling in answers left blank by the student • Overtly or covertly providing correct answers • Cueing students on incorrect answers • Taking all or part of a test for a student • Providing "cheat-sheets" • Talking students through processes and definitions
Testing room infractions	<ul style="list-style-type: none"> • Allowing unauthorized people in the testing area that could aid students • Displaying improper information in the testing area that could aid students • Seating students in ways that facilitate cheating
Inappropriate grading practices	<ul style="list-style-type: none"> • Marking missing or incomplete assignments as completed • Giving passing grades to substandard work that doesn't merit the assigned grade • Asking students for information about the test and then sharing that information with others • Failure to monitor for plagiarism
Inappropriate award of units or credit hours	<ul style="list-style-type: none"> • Awarding more units or credit hours than were actually completed • Listing on a transcript, courses that were not taken or not completed as passed with credit

Cheating by students includes test answer misconduct, testing room infractions, and inappropriate response to course work. See examples in the chart below.

Student behavior	Examples
Test answer misconduct	<ul style="list-style-type: none">• Giving, receiving, or taking copies of tests or answers• Collaborating to change answers or cover up similarities
Testing room infractions	<ul style="list-style-type: none">• Taking a test for another student or requesting another student to take their test• Bringing electronic devices or unauthorized materials such as backpacks or book bags into the testing area/room• Accessing search engines or other support during the testing period• Divulging details about test items to students who will be taking the test in the future
Inappropriate response to course work	<ul style="list-style-type: none">• Sharing or receiving/copying assignments• Claiming coursework taken outside of designated times and days• Submitting work completed by another person as one's own