

Cheating and Plagiarism Policy

What is cheating and plagiarism?

Cheating involves taking/using unauthorized information during any form of assessment.

Plagiarism, on the other hand, occurs when the student uses another writer's work without giving credit to the source. It includes not only direct quoting of another writer's words, but also the use of another writer's ideas or work without giving credit to the writer properly.

All students at Canada Online Academy (COA) are expected to conduct themselves in an honest and trustworthy manner in all aspects of their academic performance. Engaging in any kind of cheating or plagiarism behavior to obtain academic advantage is an offence of such honesty and will not be tolerated by COA.

The following **disciplinary actions** will be taken if the student is caught to have involved in cheating and/or plagiarism of any kind:

1st Offence

- A mark of "0" for any tests/projects in which cheating or plagiarism occurs
- No credit for the assignment and the students will be required to restart the assignment. A mark deduction ranging from 10-30% (at teacher's discretion), will be taken from the redone assignment
- Discussion with the course facilitator through Teacher-Student Conference
- Incident is recorded on student record

2nd Offence

- 0% given on assignment/test
- Further disciplinary action may be taken by COA, up to and including suspension or withdrawal from course
- Parent/guardian is notified
- Incident is recorded on student record