

Student Originality of Course Work

Students are expected to submit their own work.

- Student Profiles
 - The E-Learning department or Information Technology Department helps students create a valid E-learning profile complete with a student identification number, student identification card photo, and verification of registered courses.
- Submission of Original Work
 - The students upload original work to Moodle or the required course LMS.
 - Monitoring of submission of work such as verification of the student signature block, patterns of writing styles, and student interaction styles.
 - NTU will check for plagiarism or substitution of work via tool sets and patterns of work by students.
- Proctoring of Course Exams
 - In order to ensure student identities, proctoring exams whenever possible or feasible will be done.
 - The E-Learning department or faculty and staff at the Chinle or Teec Nos Pos Instructional sites will assist students and faculty in the proctoring of exams and any special remote summative activities.
 - Proctors monitor student identification at time of test by verifying that the Student Identification card with name, Student ID number, and picture confirm that the student is doing the work of the exam.
- Authentication
 - Students must complete their own tests/exams/quizzes given online. Failure to do their own work will result in a student receiving a letter grade of “F” for that course.
 - Any student found to have used any kind of identification fraud in an online course where they are not the one doing the required work and sign-up for courses will automatically be dismissed from Navajo Technical University.
 - The E-Learning department and Webmaster will set up a secondary identification question for each student that they must use at Registration to ensure their identity.
 - faculty are encouraged to verify student identities through techniques such as a requirement in the syllabus to use electronic cameras for discussions, at least on a random basis, phone calls to students, and paying close attention to the quality and style of communications with Faculty.
 - Assessment is a key authentication tool. According to the HLC, the following assessment tools are used by universities in the North Central region:

Responses	Frequency	Percent
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Homework assignments	655	20%
Online tests and/or quizzes	606	19%
Bulletin-board postings	547	17%
Projects/papers	494	15%
Participation in chat room	313	10%
Proctored tests and/or quizzes	234	7%
Team projects	149	5%
Reflective journal	93	3%
Student portfolio	79	2%
Other	31	1%
Total	3,200	

- Faculty will use these assessment tools as part of their student verification process.