



Version Control

Updated document to be sent to: students, lecturers and internal staff including Programme Managers, Director of Studies (DoS) and Internal Quality Assurance Board (IQAB).

Type of Document	Code	Change Originator / Owner	Date	Changes Done	Approver
Policy and procedure	Doc_046_v1	Kasia Lyczkowska	06/09/19	N/A	Director of Studies

Instructions for Document Users

All IDEA Leadership and Management Institute students, lecturers and other internal staff can access revised and approved documents related to the ILMI Policies and Procedures from Canvas LMS link: <https://ideaed.instructure.com/courses/55>

Continuous Improvement

Procedures are meant to be 'living' documents that need to be applied, executed and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated. Please contact us on: +356 2145 6310

Table of Contents

Aim and Scope of Document	4
Verifying Student Identity in Online Activities	5
Secured Login	6
Responsibilities	7

Aim and Scope of Document

The purpose of this is to describe the process whereby IDEA Leadership and Management Institute verifies the identity of students in online learning activities. This process ensures that a student contributing in online learning activities is the same student that participates in, completes and receives credit for the whole study course.

Verifying Student Identity in Online Activities

The methods employed to verify student's identification include the following:

1. An individual secure login: Online student work, assessments or activities are submitted via a system that verifies the student's identity using an individual secure login.
2. Other practices of verification include:
 - Assessment modes that support academic integrity.
 - Lecturer reserves the right to ask students to present his/her work on unprompted basis during discussions in face-to-face lecture sessions.

Secured Login

Secure Login: Each ILMI student is assigned a unique username to log into the ILMI learning management system. Students are responsible for providing their complete and true identity information in any identification verification process.

Responsibilities

Responsibilities: All users of the ILMI's learning management system are responsible for maintaining the security of usernames, passwords, and other access credentials as required. An account is given to an individual for the exclusive use by that individual. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or mail is prohibited. It is against ILMI policy for a user to give someone his or her password or allow others to use his or her account. Users are responsible for any and all users of their account. Users are responsible for all activity on their accounts.

Failure of students to comply with this agreement/policy will be addressed through the ILMI's Policy on Plagiarism and other Infringements of Academic Honesty as noted in the ILMI's learning management system. If warranted, a student's failure to comply will result in termination of access to ILMI technology resources. Students will be asked to sign Honesty Declaration Form to keep them accountable for this Agreement.

IDEA Group was founded in 2005 as IDEA Management Consulting Services offering advisory services in the field of business development, change management and human resources as well as corporate training.

Today, Idea Group offers a wide range of management, research, training and education services. The Group's centric idea remains keeping clients at the centre of our service.

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