

A. Cheating Policy

The use or the attempt to gain assistance in testing ,to capture or record training materials or test questions is strictly prohibited and shall constitute cheating and will be handled in accordance with the ISTC cheating policy. If trainee is caught cheating the below procedures should be followed: **Management is the ONLY one that can make an EXCEPTION to the below policy/procedure.**

- a. *If possible* confiscate any /all cheating material as evidence and attach to trainees routing slip.
- b. Escort trainee out of lab area and explain to the trainee that the cheating policy was violated.
- c. Trainees are to be made inactive and a note should be added in Primus immediately after the offense.

Note: the notation should include the date and the initials of the employee who observed the violation and suspension for 30 day.

- d. The trainee course should be marked as a FAIL TEST and all other courses marked NO SHOW in Training Check out.

Note: if courses are C.O.D. a refund should be given for the remainder courses scheduled. NOT the failed course. REMEMBER if the trainee has taken a Basic or Basic Plus Refresher inform them that they MUST repeat the entire Basic Plus Classroom Orientation again.

- e. A written report is required by the employee who handled the offense. The employee should complete the Cheating Policy form located on the ISTC intranet in the box labeled FORMS.
- f. Provide all required information then print and save the form.
- g. Send the form as an attachment in an electronic email to the Vice President of Operations of either location and President & CEO.

Note: Any materials confiscated should be attached to the printed report and given to the VP of Operations of either location.

At all times students are to be treated respectfully and cordially – this also applies when dealing with any problems. Enforce all policies but avoid being confrontational. If an issue cannot be resolved by explaining our policies contact your supervisor.