1. Earning CLPs and Testing Policy

1.1 Background

Students are given the option of taking the quiz to earn continuous learning points (CLPs). Students may refer back to the training materials at any time. The quiz results are provided to the student upon quiz completion.

Though failures are uncommon, we recognize that retaking a quiz may be needed. Our policy allows students to retake the failed quiz, in an effort to pass and receive full credit for the training.

1.2 VAO Webinar and Publication Quiz Policy

Students are given the option of taking a quiz to earn continuous learning points (CLPs). Virtual Acquisition Office™ (VAO) students will be offered unlimited chances to take the quiz at any time while their subscription is active. All quiz results will be provided to the student and are automatically recorded in our learning management system. Should you have any trouble or have questions about a quiz, please contact us at VAOCustomerCare@gotovao.com.

Passing Score

Students must achieve a score of 100% to receiving a passing grade. You may retake the quiz as many times as needed. We recommend you review the training materials prior to retaking a quiz to increase your chances of passing.

1.3 ALO Quiz Policy

Students are given the option of taking the test to earn continuous learning points (CLPs). Applied Learning Online™ (ALO) students will be offered three chances to take the quiz at any time while their subscription is active. All quiz results will be provided to the student and are automatically recorded in our learning management system. If the student has questions, they are encouraged to use the "ask the instructor" feature.

Should you have any questions about an ALO module, please contact us at ALO@gotovao.com.

Passing Score

Students must achieve a score of 80% or higher to receiving a passing grade.

2. Academic Integrity

Academic integrity is an essential component of teaching and learning. All students of the VAO are subject to the standards of academic integrity. Academic integrity is expected not only in formal coursework situations, but in all training relationships and interactions connected to the educational process, including partnerships and the use of resources.

The following academic integrity policy is modeled after the Defense Acquisition University, Student Standards of Content:

"A student's submission of work for academic credit indicates that the work is the student's own. All outside assistance and citations should be acknowledged, and the student's academic position truthfully reported at all times. In addition, students have a right to expect academic integrity from each of their peers.

General Responsibilities: A student shall not:

- Misrepresent his or her work.

- Fraudulently or unfairly advance his or her academic position.

- Be a party to another student's failure to maintain academic integrity.

- Violate the principle of academic integrity in any other manner.

The following actions are examples of activities that are violations of academic policy and subject their participants to actions under this policy (this is not a comprehensive list):

- Knowingly representing the work of others as one's own.

- Using, obtaining, or providing unauthorized assistance on examinations, papers, or any other academic work.

- Removing or copying any examination materials or any portions thereof by any means, including electronically.

- Specific Guidelines for Courses: All submitted work will be the result of student's own individual effort unless otherwise directed. Representing another's work as one's own is plagiarism and a violation of academic integrity. If materials are taken from published sources the student must clearly and completely cite the source of such materials.

- o Examinations: No student may take an examination for another student nor provide assistance to another student.

- o Course Assignments: Students are encouraged to discuss the content of a course and to help each other to master it, but no student should receive help in doing a course assignment unless specifically provided guidance that the assignment is a group exercise.

- Principles for Computer Use and Network Systems: The use of computers and network systems does not exempt students from the normal requirements of ethical behavior. Use of a computer and network system that is shared by many users imposes certain additional obligations. While rules are built into computer and network systems, such restrictions cannot eliminate the opportunity for perusal of the work or resources of others. Students are responsible for their actions whether or not rules are built in, and whether or not they can circumvent them. Standards of behavior include, but are not limited to:

  - o Respect for the privacy of other users' information, even when that information is not securely protected.

  - o Respect for the ownership of proprietary software. For example, making or using unauthorized copies of such software, even when that software is not protected against copying, is inappropriate and violates this policy.

  - o Respect for the finite capacity of the system and limitation of use so as not to interfere unreasonably with the activity of other users.

  - o Respect for the procedures established to manage the use of the system."[1]

2.1 Penalty for Academic Integrity Violations

VAO does not condone cheating, plagiarism and misrepresentations of one's work. When any of these activities are suspected, VAO will take reasonable action to establish whether it actually occurred. If it has, the VAO will apply appropriate disciplinary policy.

The ordinary penalty for academic integrity violations is failure of the course. Penalties less severe than the recommended penalty will be imposed when appropriate. A list of possible disciplinary actions is given below. Actions within the course include:

- Negative credit for the assignment;
- No credit for the assignment;
- Forced drop in the course;
- Failure of the course.

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[1] http://www.dau.mil/registrar/Studentinfo/student_info_D.asp#2