Policy Statement

The Academic Honesty policy states CAE Australia Flight Training's unequivocal intolerance of academic dishonesty. The policy sets out the principles underpinning CAE Australia Flight Training's approach to academic honesty, it identifies individual responsibilities for promoting the principles of academic honesty and provides for a transparent process for handling allegations of academic dishonesty by students.

Purpose & Scope

This policy applies to all staff and students. It is a condition of each student's enrolment that the student complies with CAE Australia Flight Training's Academic Honesty policy.

Communication to Prospective and New Students

This policy forms part of the CAE Australia Flight Training Student Handbook and will be provided to prospective students prior to enrolment. Key elements of the policy, including examples of academic dishonesty and associated consequences, will be explained during the student induction and orientation process to ensure students are aware of their obligations before commencing training.

Document Identification

Document Identification	
Policy Number	POL86102
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Document Title	Academic Honesty Policy
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Related Documents	Document Identification
CAE Student Management Manual	86099
CAE Code of Conduct for Students	86100
CAE Student Discipline Policy	86101
CAE Student Handbook	

Definitions

Term	Definition
Academic Dishonesty	has the meaning outline below
Academic Integrity	has the meaning outline below
Assessment	means evaluation of a student's demonstration of specified learning outcomes, including by written or oral examination, assignments, or presentation.
CASA Exam	Summative Assessment in the form of a written exam on the topics as listed under CASR Part 61 Manual of Standards. All CASA Exams are completed via the PEXO Exam system under the supervision of a CASA Approved Invigilator.
Formative Assessment	An assessment is used to monitor student learning to provide ongoing feedback that can be used by instructors to improve their teaching and by students to improve their learning. Formative assessments do not form part of the overall result for the instructional unit.
Internal Exam	Summative Assessment in the form of a written exam on one of the following topics conducted by CAE under CASR Part 142. Pre Solo, Pre Area Solo, Basic Aeronautical Knowledge, Aviation Radio Operation and C172 Class Rating. All Internal Exams must be completed under the supervision of a CAE approved Invigilator. The successful completion of an internal exam will be entered into the student's logbook, (theory section), by an authorised person.
Invigilator	means a person that is assigned to supervise an exam, which may or may not be a CAE employee.
Practice Exam	Formative assessment in the form of written theory exam that does not form part of the overall result for the instructional unit. A practice exam could be delivered in either a supervised or unsupervised format.
Pre-Licence Exam	Summative assessment in the form of written theory exam that does not form part of the overall result for the instructional unit, but which must be satisfactorily completed before attempting the equivalent CASA Exam. All Pre-Licence Exams must be completed under the supervision of a CAE approved Invigilator.
Student Misconduct	means conduct which, if proven, would constitute student misconduct under the Student Discipline Policy
Summative Assessment	An assessment is used to evaluate student learning at the end of an instructional unit by comparing it against a standard or benchmark.
Training Manager	means a person delegated by the Company to manage training including but not limited to Head of Operations, Deputy Head of Operations, Head of Training, Ground School Manager, Training Manager or Program Manager.

Academic Dishonesty

For the purpose of this policy, academic dishonesty means seeking to obtain or obtaining academic advantage for oneself or for others by dishonest or unfair means.

Academic dishonesty includes, but is not limited to:

a) engaging another person to complete or contribute to an assessment in place of the student
b) submitting work for assessment which has been completed by another person in place of the student or to which the other person has contributed, whether for payment or otherwise
c) accepting an engagement from another student to complete or contribute to an assessment in the place of that student
d) communicating, by any means, with another candidate during an examination
e) bringing into an examination forbidden material such as textbooks, notes, calculators or electronic devices such as mobile phones, tablets, smart watches or computers
f) attempting to read another student's work during an examination
g) writing an examination paper, or consulting with another person about the examination, outside the confines of the examination room without permission
h) copying from another student during an examination; and
i) inappropriately using electronic devices to access information during an examination.

Academic Dishonesty in Online and Remote Assessments

Academic honesty rules apply equally to all forms of assessment, including online theory exams, LMS-based activities, remote practical assessments, and any other form of distance evaluation. Prohibited conduct includes but is not limited to:

a) using unauthorised resources or communication tools during an online assessment
b) seeking or providing assistance through digital channels during assessments
c) impersonating another person or allowing another person to complete an assessment on one's behalf
d) accessing, sharing, or distributing confidential assessment materials without permission.

All online and remote assessments may be monitored through invigilation software, recording, or other verification measures to maintain integrity.

Academic Integrity

CAE Australia Flight Training is committed to academic excellence and integrity as the cornerstones of student achievement and quality assurance.

CAE Australia Flight Training is opposed to, and will not tolerate, academic dishonesty by students or staff.

CAE Australia Flight Training will ensure that students are provided with adequate information on CAE Australia Flight Training Academic Honesty Policy and the consequences associated with academic dishonesty. This information may be provided as a section within the Student Handbook, as a separate document or via a briefing session.

It is the responsibility of all students to:

a) ensure that they do not commit or collude with another person to commit academic dishonesty; and
b) comply with this policy.

CAE Australia Flight Training will treat all allegations of academic dishonesty seriously, in accordance with this policy, and where appropriate, misconduct proceedings under CAE Australia Flight Training Student Discipline Policy.

Dealing with Allegations of Academic Dishonesty

Procedural fairness

CAE Australia Flight Training is committed to dealing with allegations of academic dishonesty by students in accordance with the principles of procedural fairness, including the rights of students to:

a) be informed of the allegations against them in sufficient detail to enable them to understand the precise nature of the allegations and properly to consider and respond to them
b) have a reasonable period of time within which to respond to the allegations
c) have the matter resolved in a timely manner
d) be informed of their rights under this policy and under CAE's Student Discipline Policy
e) invite a support person or student representative to any meeting regarding alleged academic dishonesty
f) be treated impartially in any enquiry or investigation process; and
g) be treated with an absence of bias by the decision-maker.
h) have reasonable consideration given to any relevant factors such as language, literacy, and numeracy (LLN) needs, cultural background, disability, or other circumstances that may have contributed to the alleged conduct, with reasonable adjustments applied where appropriate, provided that such adjustments do not undermine the integrity of the assessment.

Reporting concerns

A CAE Australia Flight Training staff member who suspects academic dishonesty by a student must report it to the relevant Training Manager.

Preliminary assessment

Where a Training Manager becomes aware of an allegation of academic dishonesty, they must, in consultation with the reporting CAE Australia Flight Training staff member:

a) formulate a clear understanding of the alleged conduct; and
b) form a preliminary view of whether, if proven, it would constitute academic dishonesty.

If the Training Manager forms the preliminary view that the alleged conduct:

a) could amount to academic dishonesty
b) but is likely to have been caused by a failure to fully understand the exam rules and associated requirements

then

c) they will direct the student to attend and successfully complete, within a specified time, an additional development course on academic integrity and
d) provided that to do so would not confer an unfair advantage on any student, permit the student to resit the exam or assessment:
   (i) within a specified time; and
   (ii) if appropriate, for a specified maximum mark or with a specified mark penalty; or
d) permit the student to undertake an alternative assessment:
   (i) within a specified time; and
   (ii) if appropriate, for a specified maximum mark or with a specified mark penalty.

If the Training Manager forms the preliminary view that the alleged conduct:

a) could amount to academic dishonesty
b) an is unlikely to have been caused by a failure to fully understand the exam rules and associated requirements

then they must

c) refer the matter to the Head of Operations to be dealt with under this policy.

The Head of Operations must refer to the General Manager any credible allegation that:

a) would, if proven, warrant a penalty more serious than failure in the exam
b) involved another person what has been engaged to complete or contribute to an assessment instead of the student; or
c) the student has accepted such an engagement from another student.

Determining Allegations of Academic Dishonesty

Determining Allegations of Academic Dishonesty

Where a matter has been referred to the Head of Operations, the Head of Operations or delegate will:

a) inform the student; and
b) determine a time and place for an interview.

The Head of Operations must consider:

a) the allegation as formulated
b) any supporting material (copies of which must be provided to the student); and
c) any submissions made by or on behalf of the student

Available Determinations

The Head of Operations must determine whether the student has engaged in:

e) no impropriety
f) academic dishonesty or
g) potential misconduct

Consequences

The consequences of each determination are as specified below.

No impropriety

If it is found that the student has not engaged in academic dishonesty, the matter will cease, and the student will be informed of the outcome.

Academic Dishonesty

If it is found that the student has engaged in academic dishonesty, the Head of Operations must either refer the matter to the General Manager for action under the Student Discipline Policy (if appropriate) or take one or more of the following actions:

a) provided that to do so would not confer an unfair advantage on any student, require the student to resist the exam or assessment or undertake an alternative exam or assessment:
    (i) within a specified time; and
    (ii) for a specified maximum mark
b) require the student to undertake other remedial action
c) apply a failure grade, a mark penalty or a mark to the exam which reflects its unsatisfactory standard (which may be a mark of zero); or
d) apply a failure grade or a mark penalty to the unit of study, which may be a mark of zero.

Impact on Assessment Validation

Where a substantiated breach of academic honesty is determined to have potentially compromised the reliability of assessment judgments, CAE will initiate a review of the affected assessment tools, processes, and outcomes as part of its validation and quality assurance system. This review will ensure the ongoing integrity, fairness, and consistency of assessment decisions.

Potential Misconduct

If the conduct would, if proven, constitutes academic misconduct, the Head of Operations must refer the matter to the General Manager for action under the Student Discipline Policy.

Notification to Student

The Head of Operations must inform the student of any determination made under clause 0, and any penalties made under clause 0, or other remedial action imposed.

Appeals

Students may appeal against academic decisions made under this policy in the manner provided in the Student Discipline Policy and the Complaints and Appeals Policy.

Such an appeal will be determined in the manner provided Student Discipline Policy and the Complaints and Appeals Policy.

Responsibilities

All CAE Australia Flight Training Staff and Students:

Demonstrating and embedding academic integrity is the responsibility of all members of the CAE community.

Specific Responsibilities:

General Manager:	Overseeing the maintenance of academic integrity within the company and ensuring CAE Australia Flight Training Academic Honesty Policy is regularly reviewed and amended as required.
Head of Operations:	Developing and supporting academic integrity. Monitoring and overseeing the implementation of this policy, assigning appropriate duties to Training Managers to implement this policy and conducting investigations under CAE Australia Flight Training Student Discipline Policy.
Training Managers:	Monitoring and reporting on instances of academic dishonesty consistent with this policy, maintaining consistent decision making and high standards of academic integrity within their designated area of responsibility and complying with the requirements of this policy.
Student Services Managers:	Monitoring and overseeing the implementation of this policy, promoting good practice for all courses which they administer, responding to requests for information from the Head of Operations or General Manager, providing to all students, during the early stages of all courses, formal advice and/or education about principles and practices of academic integrity and avoiding academic dishonesty.
Instructional Staff:	Advising students on academic integrity and the consequences of academic dishonesty, maintaining academic integrity in all activities relating to learning and assessment and reporting breaches of academic integrity consistent with this policy
Invigilators:	Reporting instances of suspected academic dishonesty.
Students:	Students are responsible for ensuring academic integrity in all learning and work completed by them.

Document Control

Amendments made to this document since the previous version, are listed below. All amendments to this document have been made in accordance with CAE's document management procedure.

Version No.	Issue Date	Amendment Description
V1.0	22/11/2022	Implementation of Policy
V2.0	25/09/2025	Refresh of Policy to implement the SRTs 2025
V3.0	09/12/2025	Minor updates to correct typographical errors

Hard copies of this manual are uncontrolled, and users of this manual should always refer to the document published on CAE's document management system to ensure that the current document is being referenced.