

Guidelines for Plagiarism Check:

1. If the lab-book/presentation is not existing for any course, create a lab-book/presentation using latest template.
2. Upgrade the presentation and lab-book in the latest template if material exist.
3. Document the version history in each module.
4. Re-check for the availability of the content in the external site. If content exist rephrase the content in your own words (meaning should not be changed).
Note : Copy the sentences and paste it in a Google search, if the exact content is displayed as a search result then rephrasing the content is mandatory.
5. Check for Spelling Mistake or Grammer.
6. If there is any image included in the content, verify if it exist's as-is in the external site. Re-create the image and replace it with new.
7. Recheck any ambiguity in the questions and answer as part of knowledge check.
8. Recheck for objective and Summary of the module is relevant with the content coverage of the module.
9. Flow of the content should also be validated.
10. If any commands exist, validate the syntax of the command and capture as a picture to document in a presentation.
11. Lab-Book: Document the commands as a picture and maintain the actual commands in a separate notepad file to share with the participants.
12. Module 0/Briefing Deck needs to be created for all the courses.

Instructions to be followed for assessment creation/review:

1. Re-Check for any ambiguity in questions or answers.
2. Check for syntax and grammar.
3. Check whether there are too simple questions exists.
4. Check whether the question is relevant to the content covered as part of the training.
5. Question should not contain options as None of the above/All of the above/ True or False.