ASSESSMENT EVALUATION AND STANDARDIZATION (AES)

Code of Ethics and Compliance

CISA Vulnerability Management (VM) Branch
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Cybersecurity and Infrastructure Security Agency

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1 Introduction

Assessment Evaluation and Standardization (AES) courses are offered to federal, state, local, tribal, territorial, critical infrastructure, and private sectors to promote education and qualification in the areas of cyber assessments, resilience, and sound cybersecurity practices. It is important for CISA to ensure all students are given every opportunity to learn in a safe, ethical, and protected environment. This document describes CISA's expectations of students participating in AES program courses.

2 Scope

The AES Code of Ethics and Compliance ("the Code") applies to all AES courses, whether virtual or in-person, offered in the AES program. The Code and all statements are applicable to registered and enrolled students, observers, and, in some situations, AES instructors.

3 Acknowledgement

All students and prospective students must acknowledge they have received, read, and understand the Code; agree to comply with the Code; and understand that violations of the Code may result in punitive action.

4 AES Expected Behavior

4.1 Privacy

- Students or observers enrolled in AES courses must treat as private all personal and sensitive organizational information that AES course students, observers, or instructors disclose intentionally or unintentionally.
- Instructors teaching AES courses must treat as private all personal and sensitive organizational information that enrolled students or observers disclose intentionally or unintentionally.

4.2 Academic Integrity and Cheating

- Students or observers[1] registered for AES courses must maintain the academic integrity of each course and are not permitted to cheat or enable cheating (for example, through the sharing of course materials from separate students or observers) on course evaluations, exercises, or capstone exams. See Table 1 in Section 4.4 for examples of cheating infractions.
- Students must perform all course exercises, evaluations, and capstone exams alone, unless the course allows group activity.[2]

4.3 Enforcement

- The AES course Learning Management System (LMS) is configured to detect cheating.
- Course instructors, students, points of contact (POCs), and observers are required to report suspected or proven cheating to CISA.

4.4 Reponses to Infractions

The AES Program reserves the right to escalate CISA's response to infractions based on the severity of the infraction(s).

Table 1 lists the actions AES Program or CISA personnel will take in response to AES Program AES Code of Ethics and Compliance infractions.

Table 1: AES Program Actions in Response to AES Code of Ethics and Compliance Infractions

Infraction — AES Code of Ethics and Compliance	Action — First Offense	Action — Second Offense
Disruption of teaching, learning, the free flow of ideas, or any other actions that have a negative impact on course delivery.	The student or observer is asked to stop the behavior immediately or at the first appropriate moment. The student can remain in the course.	The student is removed from the class. The student can reapply for admission to the same course six months after the end date of the current course.

[1] Observers do not have access to course exams or capstones. If observers assist students during exam or capstones, it will be considered cheating.

[2] AES Instructors will inform students when group activities are necessary.

Infraction — AES Code of Ethics and Compliance	Action — First Offense	Action — Second Offense
Dishonesty or misrepresenting oneself during the course delivery or in correspondence with instructors, fellow students, observers, or the administrative staff. For example: • enrolling in a course as oneself and under a fictious name to ensure successful completion. • enrolling in and completing a course under someone else's name.	CISA presents the student with evidence and, if warranted, asks the student to leave the course. The student can reapply for admission to an AES course six months after the current course end date.	CISA presents the student with evidence and, if warranted, asks the student to leave the course. The student can reapply for admission to an AES course 12 months after the current course end date.
Cheating (virtually or in person) is any form of collaboration or consultation on an exam or other skills test with one or more individuals (when collaboration has not been explicitly permitted). For example: • soliciting answers to course exams and skill tests from other students and observers. • performing course exams and skill tests as a group exercise. • one student completes a course exam and/or skills test and shares answers with others in their organization.	CISA presents the student with evidence and, if warranted, fails the student. The student can reapply for admission to an AES course six months after the current course end date.	CISA presents the student(s) with evidence and, if warranted, fails the student. The student can reapply for admission to an AES course 12 months after the current course end date.
Physical abuse: intimidation, harassment, or threatening behavior directed toward instructors, students, observers, or the administrative staff.	CISA asks the student to leave course immediately. The student can reapply for admission to the same course 12 months after the end date of the current course.	CISA asks the student to leave course immediately. The student not permitted to reapply to the same course or to apply to any AES course.
Unauthorized attendance in the course, or misuse of the course resources.	In the event of misuse, CISA asks the student to stop behavior immediately. The student may remain in the course. In the event of unauthorized attendance, CISA asks the student to leave the course until they are authorized to attend.	In the event of misuse, CISA asks the student to leave the course immediately.
Sexual misconduct of any kind.	CISA asks the student to leave course immediately. The student can reapply for the same course in 12 months.	CISA asks the student to leave course immediately. The student is not permitted to reapply to the same course or to apply to any AES course.

4.4.1 Student Rebuttal

- CISA gives students or observers accused of infractions an opportunity to rebut the accusation.
- Students or observers must provide sufficient evidence to CISA to refute cheating allegations on evaluations, exercises, or capstones. CISA reserves the right to determine whether the evidence provided is sufficient.

5 Related Practices and Supporting Documents

None