



ACADEMIC HONESTY POLICY

The college believes academic honesty to be an essential part of college life that should be promoted to all staff and students. Students and staff should display complete academic honesty in all work produced (in lessons, and outside of lesson time and in exam situations).

The college deems an authentic piece of work to be one where all work should use the candidate's own language, expression and ideas, and that all sources are fully and appropriately acknowledged, including during exams. The College uses Turnitin software to check the integrity of coursework or other work submitted by students.

The college recognises the following departures from academic honesty and all teachers are required to be vigilant in watching for these:

Plagiarism: Any representation of the ideas or works of another person as your own. This ranges from large scale copying of information from the internet to failing to acknowledge the use of another's image. All ideas and works of another person, photographs, maps, diagrams, illustrations and data must be acknowledged in the same way as a quotation from a book. Not giving due accreditation to others' work or attempting to pass others work off as the candidates own is intellectual property theft, is considered as malpractice by examining bodies and can result in disqualification.

Collusion: Any situation where one candidate's work is presented as the work of another. In most circumstances, independent working is expected and work should be produced in a candidate's own words. Collusion includes one candidate producing an entire piece of work for another to submit, or identical paragraphs appearing in two candidates' essays or exam scripts. Collusion has occurred in both situations. There is a fine line between what is considered co-operation and what is collusion. Guidance should be sought if there is any doubt.

Cheating in Exams: Codes of conduct for examinations are published in advance of exams by JCQ, and can be obtained from the examinations officer. Students are also presented these guidelines on appropriate and dishonest behaviours in an assembly. Copying, taking study materials into the examination and any form of communication between candidates, among other things, are prohibited during exams.

Irregular/Non-Attendance: The College considers regular attendance of classes and activities to be a compulsory part of academic honesty, since failure to do so is a failure to fulfil obligations to parents, sponsors, teachers and fellow students.

The responsibility for academic honesty is as follows:

1. It is the responsibility of the Principal, the Vice Principal, the HEAC and the Curriculum Directors to ensure that all students and staff are aware of the definition of academic honesty and what constitutes academic dishonesty. It is also their responsibility to establish a school culture that promotes academic honesty.

2. It is the responsibility of the teaching staff to ensure to the best of their ability that all submitted work is the authentic work of the candidate, and to remain vigilant for plagiarism and collusion. *“Teachers must also give specific guidelines that encourage candidates to develop their own ideas through problem solving, comparison, precise hypothesis, analysis and techniques”* (IBO, 2009)
3. It is the responsibility of the candidate to ensure that all sources are fully and appropriately acknowledged and that the work submitted is authentically their own and submitted within the deadline set.
4. It is the responsibility of the examiner to be vigilant and report to the examining body any cases of suspected plagiarism, collusion or cheating. This includes those employed by the college to invigilate exams, whether internal or external. Examining bodies regularly spot check individuals work for plagiarism.

If academic dishonesty is detected:

1. By the teacher - the student will be allowed *one* opportunity to revise and resubmit work. The incident must be reported onto Shackleton and the student be seen by the curriculum Director to ensure they understand the issue and that it is not repeated.
2. By the examining body - a formal investigation will be launched by the Vice principal or the HEAC, and a report will be produced and submitted to a committee of the examining body. For example, for the UFP, evidence would be gathered for a report to the UFP Final Award Committee, which would include statements from the VP, the teacher and the candidate. If the committee decides that malpractice has occurred, in the most extreme cases no mark will be given for the subject and the Diploma will not be awarded. A similar outcome would occur for A-Levels, Pre and AEM programmes.

SANCTIONS

The College Discipline policy may also be applied in addition to any action taken by examination boards – see College Behaviour Policy.

Students have the right of appeal under the complaints or Tell Us Policy and they will be given the opportunity to explain before formal action is taken.

Policy reviewed: August 2017

Next review: August 2018