



ACADEMIC HONESTY POLICY

Date of Policy	August 2021
Approved by Principal	August 2021
Next Review Date	August 2022
Lead for Review	Assistant Principal Academic

Introduction

The college believes academic honesty to be an essential part of college life that should be promoted to all teaching and support staff, and students. Students, and teaching and support 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 that is based on the author’s original ideas with the ideas and work of others fully acknowledged” (IBO, 2013). It is expected that all work should use the candidate’s own language, expression and ideas, and that all sources are fully and appropriately acknowledged, including in written exams. The college uses Turnitin (all languages) 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 one’s 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 candidate’s own is intellectual property theft, is considered as malpractice by examining bodies, and can result in disqualification. The college uses the software Turnitin to check for plagiarism.

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 could include 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 thus 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 on the examinations noticeboards and can be obtained from the Examinations Officer. Copying, taking study materials into the examination, and any form of communication between candidates, are prohibited during exams.

Irregular/Non-Attendance

The college considers regular attendance of classes and activities to be a compulsory part of academic honesty, as 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:

- It is the responsibility of the Principal, Vice-Principal and the Assistant Principal Academic to ensure that all students, and teaching and support 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.
- It is the responsibility of teaching and support 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).

- 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.
- In examinations, it is the responsibility of the invigilator or examiner to be vigilant and report to the college Examinations Officer or 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:

- By the teacher: the student will be allowed one opportunity to revise and resubmit work (e.g. coursework);
- By the teacher/examination officer during an internal on-line assessment/examination: the student evidence will be reviewed by the teacher/CD and/or PD/APA (depending on severity/number of offences) and the student will subsequently be interviewed (viva voce) and presented with the evidence. If it is determined that the offence is upheld, the student will be issued with a U Grade for that assessment, the offence recorded on Shackleton, if the offence is plagiarism the student will be enrolled on the Plagiarism Awareness Course (via Shackleton note under “Academic Honesty”) and a disciplinary Stage issued according to the severity/number of offence(s);
- By the examining body: a formal investigation will be launched by the Assistant Principal Academic (or Director of UFP if offence occurs during an official UFP examination), and a report will be produced and submitted to a committee of the examining body.

For example, for the IB, evidence would be gathered for a report to the IB’s Final Award Committee, which would include statements from the Assistant Principal Academic, 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, UFP, PRE and GCSE programmes of study

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 Policy and they will be given the opportunity to explain before formal action is taken

International Baccalaureate Diploma Program

This policy incorporates guidelines and strategies contained in the following IB Academic Honesty reference policies:

- Academic Honesty in an IB educational context
- Diploma Programme: From principles into practice, “Academic honesty policy’ section.

IB students are provided with the official IB Academic Honesty flyer and all IB teachers are provided with the ‘Academic Honesty in an IB educational context’ document. In addition, the IB Academic Honesty pamphlet is displayed in examination venues.

Related Policies

- Behaviour
- Attendance
- Teaching and Learning, Assessment and Reporting
- Exams

Date for review: the college will review this policy annually and evaluate its effectiveness. This policy takes account of any guidance issued by the Secretary of State