

Academic Honesty Policy

June 2018 AD in consultation with SH/CD

Next review date June 2019



Academic Honesty Policy

1. Introduction

The purpose of this policy is to ensure that all staff and pupils are aware of acceptable practice when producing work and/or citing sources.

2. Academic Dishonesty and Malpractice

The following practices fall under the label of academic dishonesty and malpractice.

- **Plagiarism** – this is judged as presenting someone else’s ideas, words, information or illustrations as your own without giving credit to the original author. Students must be aware that despite the fact that the internet is a public domain all sources taken from the web must be acknowledged and quoted. All ideas and works of another person such as pictures, maps, diagrams, illustrations and data must be acknowledged in the same way as a quotation from a book. As a school we use Turnitin to check the authenticity of the students’ work.
- **Collusion**: this means working with another person with intent to be academically dishonest. Collusion often happens when students are asked to work collaboratively but to produce individual written work. Although cooperation is encouraged in some internal assessments, students are expected to work independently and produce written work which is solely their own. If two students produce essays or coursework for external assessment which contain, for example, identical paragraphs, this is collusion. It is however perfectly acceptable for written and oral assignments to be written on the same topic but the expression and specific content must be different. The distinction between collusion and cooperation is a very fine one and if students are in doubt they should consult their subject teachers.
- **Examination misconduct** – communicating with another student in an exam or bringing into an exam items which are not allowed or using prohibited materials in an exam for the purpose of gaining an advantage.

3. The School

The School will make all pupils aware of the need to submit authentic work for assessment and of the procedures in place for suspected malpractice. The School will provide resources and will teach pupils the methods for referencing work, which are appropriate for their year group and assignments.

Responsibilities:

- Heads of Department should ensure that students are briefed and understand the meaning of academic honesty within their subject at all levels. When work is submitted to external examining bodies, the Head of Department should inform the Deputy Head (Academic) and/or the IB coordinator if malpractice is suspected.
- Subject teachers should ensure to the best of their ability that all work submitted for external assessment is the student’s authentic work. If they have any doubt about the

authenticity of a student's work they should inform their Head of Department in the first instance.

- Invigilators should be vigilant during the exam sessions and report immediately any suspected cases of cheating to the Examinations Officer and /or the IB coordinator.

The School subscribes to Turnitin which is a software used to check plagiarism. It is available for GCSE, AL and IB work. Currently all Extended Essays, ToK Essays and some internal assessments for the IB are submitted into Turnitin (both drafts and final versions) to ensure that plagiarism has not occurred at the various stages of the writing process. Training for teachers is available via the IB coordinator and Turnitin themselves,

4. Pupils

British examinations boards and the IBO will ask students to sign a declaration to acknowledge that the coursework or controlled assessments they are submitting are their own work. Therefore pupils must agree to take responsibility for their own work and to ensure it is authentic and appropriately referenced.

In particular, pupils should understand the need to reference sources and that failure to do so could be judged as malpractice.

It is the pupils' responsibility to make sure that all sources are acknowledged and that the work they submit is authenticated as their own.

5. Procedure to be followed in case of academic dishonesty or malpractice

If a teacher suspects a student of plagiarism or collusion, they should speak directly to the student about their concerns and inform the HoD of such malpractice.

- If the student agrees that the work has indeed been plagiarised or that academic dishonesty has occurred, she should be given one opportunity to revise and resubmit her work, providing it was originally submitted by the set deadline.
- If the student does not agree with the teacher's concerns about academic dishonesty, the teacher should inform their Head of Department who may contact the Deputy Head (Academic) and the student's parents. If malpractice is subsequently discovered, the work cannot be submitted to the examination board and it is likely that there will be no further opportunity to submit the work. It may also result in the student being suspended from school.

N.B: Please note that if an examination board discovers malpractice, it is likely no mark will be awarded and the student will be disqualified in that particular subject. In the case of the IB it may result in the student failing the whole Diploma Programme.

If a student is suspected of cheating in an external examination, it will have to be reported to the board either by the Examinations Officer or by the IB Coordinator in case of IB examinations.

Useful reference material for Academic Honesty within the IBDP can be found using the following links on the internal School Network, or copies are available from the School on request:

[Academic honesty in the DP Arts.](#)

[Academic honesty in the IB educational context](#)

[Effective citing and referencing](#)