Godolphin & Latymer

Academic Integrity Policy



Reviewed by: JCR/AD October 2026

Next review by: July 2027

1 Introduction

1.1 The purpose of this policy is to ensure that all staff and pupils are aware of procedures in case of any form of academic malpractice.

1.2 This policy sets out what can be considered as malpractice, what responsibilities staff and pupils hold and which procedures are in place in school in case of malpractice or misconduct.

2 Conduct of Internal Examinations

2.1 ***The examination schedule***

- Each examination must be taken during the morning or afternoon session as scheduled by the Examinations Officer, unless a request to reschedule the examination has been accepted by the IB coordinator and/or Examinations Officer.
- Candidates are permitted a short break between examination papers, including examinations for the same subject and level.

2.2 ***Invigilation***

- It is the responsibility of the IB coordinator and/or Examinations Officer to ensure that all invigilators understand their responsibilities and know how examinations are conducted and supervised. It is not permitted for an invigilator to engage in any activity other than supervising the examination. Candidates must not be left unsupervised at any time including during a temporary absence from the examination room.
- There must be sufficient invigilators to ensure the adequate supervision of all examinations (1 invigilator for every 20 candidates, with a minimum of 2 invigilators per examination room). A 'floating' invigilator can be used for rooms with a small number of candidates.
- A copy of the 'Conduct of examinations booklet' must be placed in the examination room. The invigilator must give verbal instructions to candidates during the course of each examination.
- During the examination, the invigilator must keep an accurate written record of any incidents.

2.3 ***Candidate identification***

- The IB coordinator/Examinations Officer must establish the identity of all candidates sitting examinations.

2.4 ***Access Arrangements***

- Invigilators must be informed of those candidates with access arrangements and must be made aware of the access arrangements awarded.

2.5 ***Examination papers and materials***

- Examination question papers are provided by the relevant Head of Department on the day of the examination.

- Booklets, formulae and other documents used in examinations must be clean copies without annotations or any other marks.
- Candidates must be made fully aware of the regulations involving calculators. On the day of the examination the IB coordinator and/or Head of Department must be satisfied that the calculators being used comply with requirements. Only authorised materials required for the examination may be taken into the examination room.
- Candidates' scripts must be collected before they leave their desk. The Examinations Officer and/or IB coordinator will return completed scripts to the relevant Head of Department.

3 Conduct of Public Examination

3.1 *The examination schedule*

- Each examination must be taken during the morning or afternoon session as scheduled by the IBO or relevant national examination board, unless a request to reschedule the examination has been approved.
- At the discretion of the IB coordinator and/or Examinations Officer, candidates are permitted a short break between examination papers, including examinations for the same subject and level. For A Levels, GCSEs and IGCSEs, the administration of the examinations will be consistent with the regulations published by the Joint Council for Qualifications (JCQ).

3.2 *Invigilation*

- It is the responsibility of the IB coordinator and/or Examinations Officer to ensure that all invigilators understand their responsibilities and know how the specific examination is to be conducted and supervised. It is not permitted for an invigilator to engage in any activity other than supervising the examination. Candidates must not be left unsupervised at any time including during a temporary absence from the examination room.
- There must be sufficient invigilators to ensure the adequate supervision of all examinations (1 invigilator for every 20 candidates, with a minimum of 2 invigilators per examination room). A 'floating' invigilator can be used for rooms with a small number of candidates.
- The invigilator must display outside the examination room a copy of the poster 'Conduct of the examinations: Notice to candidates' and the poster 'Conduct of the examinations: Items not permitted'. Any information that may be helpful to candidates during any examination must be removed from the room.
- A copy of the 'Conduct of examinations booklet' must be placed in the examination room. Invigilator must give verbal instructions to candidates during the course of each examination.
- During the examination, the invigilator must keep an accurate record of any events. For an IB examination, an act of misconduct by a candidate in relation to the examinations must be reported to the IB Assessment Division without delay. The IB Coordinator must inform the Head. For other public examinations, the Examinations Officer must inform the Head and Senior Deputy Head (Academic) and undertake the appropriate action dictated by JCQ regulations.
- The invigilators continue to be responsible for secure delivery of the examination until the scripts are sealed in the envelope.

3.3 ***Candidate identification/seating plan***

- The IB coordinator/Examinations Officer must establish the identity of all candidates sitting examinations.
- A record of where each candidate sat in the examination room must be kept for each examination. Candidates must be seated a minimum of 1.5 metres apart and must not be able to overlook the work of other candidates.

3.4 ***Access arrangements***

- Invigilators must be informed of those candidates with access arrangements and must be made aware of the access arrangements awarded.

3.5 ***Examination papers and materials***

- All examination material must be stored in a secure storage area that complies with the relevant current IB or JCQ requirements. Access to the secure storage area is strictly limited and key-holders are accountable to the Head. If the wrong packet of IB examination papers is opened by mistake, the invigilator or Examinations Officer must seal the packet and report the incident to the Head and to IB Answers immediately after the examination.
- Where individual candidates are taking their examination outside of the main room, all material must be placed in a separate envelope and sealed before it is transferred to the main examination room. The invigilator is responsible for ensuring that this is done securely.
- Booklets, formulae and other documents used in examinations must be clean copies without annotations or any other marks.
- IB stationery used in examinations must be kept secure.
- Candidates must be made fully aware of the regulations involving calculators. On the day of the examination the IB coordinator and/or relevant Head of Department must be satisfied that the calculators being used comply with requirements. Only authorised materials required for the examination may be taken into the examination room.
- Candidates' scripts must be collected before they leave their desk. The Examinations Officer and/or IB Coordinator must ensure that the papers are dispatched within 24 hours of the examination. If this is not possible due to logistical problems, the examination scripts must be locked away in the school's secure storage facility.
- No earlier than 24 hours after the examination, the paper for that examination must be made available to the subject teacher.

4 Academic Dishonesty and Malpractice

4.1 ***Plagiarism*** – this is judged as presenting someone else's ideas, words, information or illustrations as your own without giving credit to the original author. Pupils 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 pupils' work.

4.2 Pupils must understand that presenting any work produced using generative AI as one's own is a form of plagiarism with potentially serious consequences, including disqualification from examinations. Pupils are expected to acknowledge and reference any work produced using AI tools. See the Code of Conduct for Pupils' Use of ICT and the document Appropriate Use of AI at G&L for further information.

4.3 ***Collusion***: this means working with another person with intent to be academically dishonest. Collusion often happens when pupils are asked to work collaboratively but to produce individual written work. Although cooperation is encouraged in some internal assessments, pupils are expected to work independently and produce written work which is solely their own. If two pupils 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 pupils are in doubt they should consult their subject teachers.

4.4 ***Examination misconduct***: communicating with another pupil in an exam or bringing into an exam item which are not allowed or using prohibited materials in an exam for the purpose of gaining an advantage.

4.5 ***Maladministration***: school maladministration can be defined as an action by the school as a whole or by individual members of staff associated with the school which infringes on the rules and regulations of an examination awarding body and potentially threatens the integrity of examinations and assessments. It can happen before, during or after the completion of an internal assessment, a coursework component or a final examination.

5 *The School*

5.1 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.

5.2 ***Responsibilities:***

- Heads of Department should ensure that pupils 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 Senior Deputy Head (Academic) and/or the IB coordinator if malpractice is suspected. Departments are encouraged to get their pupils who submit coursework for public examinations to external examining bodies to sign an Academic Integrity contract/document at the start of their studies (GCSE, A Level or IBDP).
- Subject teachers should ensure to the best of their ability that all work submitted for external assessment is the pupil's authentic work. If they have any doubt about the authenticity of a pupil's work they should inform their Head of Department in the first instance.

5.3 ***Avoiding maladministration***

- During the completion of coursework or internal assessment, the subject teacher should not provide excessive assistance. Heads of Departments should regularly remind their teachers about expectations from awarding bodies (national and IBO)

when it comes to what help can and cannot be given to pupils during this process. If in doubt, contact the awarding body or the IB coordinator (for IBDP examinations).

- During the examination period, the Examinations Officer should be aware of the candidates who are granted access arrangements. Invigilators are well trained to the demands of awarding bodies (national and IBO) and the examination officer always ensures that there are enough invigilators on any given examination day.
- The school stores examination papers in a secure room in a lockable security cabinet. The secure room is solely assigned for the purpose of administering secure examination materials, restricted to two key holders only (Examinations Officer and Head of Centre). Examination stationery is stored in the secure room.
- 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 A Level 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.

6 Pupils

6.1 British examinations boards and the IBO will ask pupils 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.

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

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

7 Procedure to be followed in case of academic dishonesty or malpractice by a pupil

7.1 If a teacher suspects a pupil of plagiarism or collusion, they should speak directly to the pupil about their concerns and inform their Head of Department of such malpractice. All actions taken will be consistent with the appropriate Examination Board rubric and regulations.

- If the pupil agrees that the work has indeed been plagiarised or that academic dishonesty has occurred, they should be given one opportunity to revise and resubmit their work, providing it was originally submitted by the set deadline, and if such revision is allowable under the rubric of the qualification.
- If the pupil does not agree with the teacher's concerns about academic dishonesty, the teacher should inform their Head of Department who may contact the Senior Deputy Head (Academic) and the pupil'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 pupil being suspended from school.

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

7.3 If a pupil 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 the case of IB examinations.

8 Procedure to be followed in case of maladministration by a member of staff/invigilator

8.1 If maladministration is suspected, it should be reported directly to the Senior Deputy Head (Academic) and the Head. An investigation will be completed and, if needed, they can liaise with the relevant member(s) of staff (IB Coordinator, Examinations Officer or Heads of Departments). If substantiated it will be reported to the relevant awarding body (IBO or national).

8.2 Further useful reference material for Academic Integrity 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