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## Academic Honesty Policy – (March 2019)

“Academic honesty must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment.”

*IBO Publication: Academic Honesty*

The Colleges have adopted this policy, and the accompanying procedure on academic honesty, to inform all students, parents and staff about the expectation of honest and ethical practice at all times.

**The Colleges are caring communities where the development of the intellect is complemented by the pursuit of personal and interpersonal growth. We aspire to excellence, to act with integrity, embrace diversity and cultivate responsibility.**

The aim of this policy is to enable the Colleges’ community to understand the definition and importance of academic honesty and to be fully aware of procedures to follow in the event of possible academic dishonesty. It should also be to **encourage and explain decent, honest and effective study habits**. This is preferable to warning students that various forms of academic cheating are unacceptable and liable to result in a penalty.

This policy applies to all examinations and year groups. Academic honesty and its attendant study habits and skills should be cultivated from an early age.

The Colleges’ policy on academic honesty is intended to demonstrate that:

- we will ensure promotion of the academic honesty amongst parents, students and staff;
- we will ensure that academic honesty, study skills and referencing skills are taught within the curriculum throughout the Colleges, relevant to the age and programme of study;
- we will provide clear procedures that will be followed if suspicion of academic dishonesty is raised;
- we will provide a clear outline of the consequences, and sanctions to be imposed, if academic dishonesty is proven.

## Authenticity & Respect

In order to be an authentic piece of work it should be based on the individual’s ideas. Where the work of others is used, the sources should be fully acknowledged. Where sections are reproduced from the work of another source and are quoted verbatim, the words should be enclosed by quotation marks. It is also important to respect intellectual or creative property and to be aware that law usually protects this property. The use of works of art - film, dance, painting, music and so on – are also subject to the same restrictions where this might involve the passing off of the work of other artists as a student’s own.

## What is Academic Dishonesty?

Academic dishonesty is behaviour that results in, or may result in, a student gaining an unfair advantage over others and/or acting in an unethical manner to falsify their personal academic attainment. This may take many forms and the following are examples of unacceptable academic conduct:

a) *Plagiarism*: where the work or ideas of others are presented, intentionally or unwittingly, as a student's own without proper, clear and explicit acknowledgment. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism.

b) *Collusion*: where dishonesty is supported by another student who allows their work to be copied and submitted for assessment. This should embrace direct help from adults beyond the Colleges' teachers – parents, other relations or outside tutors, **and also applies to UCAS Personal Statements written or edited by persons outside the Colleges.**

c) *Duplication of work*: where work produced for one component or subject is deliberately submitted for another.

d) *Other forms of misconduct*: defined as actions which might confer an unfair advantage on a student: stealing or gaining access to examination material in advance; unacceptable conduct during an examination or supervised assessment; making false declarations about a piece of work being their own; collusion with staff or other adults to gain an unfair advantage; impersonating another student; disclosure of information to and receipt of information from candidates about the content of an examination paper within 24 hours after a written examination via any form of communication/media

Please refer to **Appendix 1: Examples (non-exhaustive) of Academic Dishonesty**

## Responsibilities

The Colleges will take overall responsibility for ensuring that all members of the community including staff, students and parents have access to, and are familiar with, the Academic Honesty Policy.

Staff have a professional obligation to ensure that all forms of assessment are carried out fairly, objectively and accurately. They should also take every step to respect and work within the regulations and guidelines laid down by the examining body so that no student or candidate obtains an unfair advantage. Our integrity as Colleges is especially important where staff are asked to authenticate students' work.

Staff should be vigilant about the academic integrity of students' work. They should follow the Academic Honesty Policy fairly and consistently, without fear or favour. The use of anti-plagiarism devices like **Turnitin.com** should be encouraged and they should be developed as positive tools for students to develop decent and effective study habits.

New members of staff must be appropriately briefed about this policy and how we carry it out in practice by their academic line manager, usually the Head of Department.

Staff have responsibility for ensuring that academic honesty, study skills and referencing skills are taught to all students within the curriculum as appropriate to the Key Stage and subject area. Awareness of academic

honesty should be discussed with students, staff and parents regularly. Staff should be aware of the reasons why students might decide to act in a dishonest fashion but should never facilitate, condone, encourage or excuse cheating.

Teachers should model good practice by actively using correct citing conventions when providing candidates with reference material. ***The current preferred method for doing so at the Colleges is the Harvard style of referencing, but this is at the discretion of departments and individual teachers.***

It is the responsibility of the Colleges' Examinations Officers to ensure that candidates are provided with access to 'conduct of examinations' protocols as per the instructions of each awarding body. It is also expected that active steps will be taken to ensure that students understand the expectations placed upon them.

Students should understand that academic honesty is the responsibility of each individual learner at all times. They should understand the consequences of academic dishonesty and the sanctions that may be applied.

Students should follow the guidance given in ***Appendix 2: Advice for being academically honest.***

Parents should be familiar with the aims and guiding principles of academic honesty and actively support their children in upholding these. They should understand the consequences and sanctions that apply to academic dishonesty.

## Procedures and Sanctions

The majority of cases of academic dishonesty are accidental: it is important that students learn from their mistakes in order then not to repeat them. Academic dishonesty can be found in classwork and homework, internal assessments, tests and examinations, coursework and essays for external accreditation and external examinations. The Colleges may make use of plagiarism-checking software to monitor students' work.

If/when academic dishonesty is suspected the following points offer suggested guidance:

- Discuss your observations with the student(s) concerned
- Log your concern in ISAMS or Integris
- Make and keep a copy of relevant work
- Share your observations with your HoD

If/when academic dishonesty is proven the following points, in addition to the above, offer suggested guidance:

- Formally share your observations with the relevant Head of Year at your College
- Fully ***document it to include the reason(s)*** for dishonesty explored
- The above colleague, in liaison with all parties involved, will coordinate communication to parents.

In repeat or serious cases, especially when external accreditation of academic work is jeopardized, the student(s) could expect suspension from the Colleges, and/or removal from the subject concerned.

## **Appendix 1: Examples (non-exhaustive) of Academic Dishonesty**

### **General Examples:**

1. You have forgotten to do your homework so you borrow a friend's book and copy their answers.
2. You cut and paste material off the Internet to use in your own work. Even changing the words around or changing a few of them is academic dishonesty. When you write in your own words, you still must reference the idea as belonging to someone else.
3. You have a tutor who edits and rewrites part(s) of your work.
4. You write down exactly what your teacher said in class as part of your assessment without acknowledging it.
5. You are working in a group but you have not actually done any of the work. You present it to the teacher as your group work anyway.
6. Images/graphs are imported from Google etc. without giving recognition to the original authors. (You must add a reference for an image as you would any other source.)
7. You lend your friend your work so that they can copy from you. (This is known as collusion).
8. Your friend was absent for the test your class took yesterday and she/he has to take it today. You tell her/him some of the questions to expect.
9. You have a really important essay to do, but you do not think you can do it very well. You use an online 'Pay per essay' service to write your essay for you.
- 10. You need to complete your UCAS personal Statement and ask someone else to write it for you or use an on-line service.**

### **Common Subject Specific Examples:**

In Music: you hear a piece of music and decide that you like the melody. You decide to use it in your composition and say that it was your own idea.

In Languages: you have to write a story in the language you are learning for homework. You find a story in English, run it through Google Translate, and submit it as your work.

In Science: you miss an investigation and use another student's data to "catch up". If this is then used as part of your coursework it is academic dishonesty and the work would be deemed as plagiarized.

In Mathematics: you write a statistics-based exploration either making up the data used (i.e. you do not go through the process of collecting data but say that you did) or you fabricate the results of an experiment.

In English: you have been asked to deliver a presentation on the novel you are reading. You find one already done on *Slideshare* or *Prezi* and present that.

In Art: you take an image off the Internet and paint it without acknowledging your source of inspiration.

In History: you have to write an essay and you know a relative/friend did that very same essay two years ago with a different teacher. You ask them for their old essay and submit it as your own.

## **Appendix 2: Advice for being academically honest**

- ✓ When writing notes, always summarise in your own words, whether you are listening to a teacher, reading from a textbook, online article or watching a video.
- ✓ If it is relevant to copy directly, you must use quotation marks and a reference. Always cite your sources properly in footnotes and a bibliography.
- ✓ If you paraphrase, you still need to reference the original author's ideas.
- ✓ Use multiple sources when carrying out research and keep careful records of where you found your information. You will need it for your references later. There are many online sites and applications that can help you with this.
- ✓ Never cut and paste anything, including images, from Google without checking the copyright law. When you do a Google Search for example, you can filter your results to find images, videos, or text that you have permission to use. To do this, use an Advanced Search filter called "usage rights" that lets you know when you can use, share, or modify something you find online.
- ✓ Never do the work for someone else or tell them what was in a test.
- ✓ Always contribute as much as you can during group work so you do not end up taking the ideas of the other group members. Collaboration is when you all work together to share ideas and you come up with a group idea. Collusion is when one person does all of the work and the whole group claims it is their project.