



# Academic Honesty Policy

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## 1. Introduction and Policy Statement

Academic honesty is essentially making knowledge, understanding and thinking transparent. Students need to understand how knowledge is constructed and, consequently, their own role in furthering knowledge construction and building understanding. An essential aspect of this is an understanding of the technical aspects of academic honesty, of citing and referencing. We need to develop principled learners who act with integrity and honesty, with a strong sense of fairness and justice.

We have deemed it necessary to produce an Academic Honesty Policy however that is more directed towards educating students on how to avoid these issues rather than just the consequences of them.

The policy will outline the responsibilities of all our stakeholders; students, parents and teachers.

The following terms will be used throughout the document and are defined below:

**Plagiarism** is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism.

**Collusion** is defined as supporting academic misconduct by another student, for example allowing one's work to be copied or submitted for assessment by another.

**Misconduct** during an examination includes taking unauthorized material into an examination room, disruptive behaviour and communicating with others during the examination.

**Duplication of work** is defined as the presentation of the same work for different assessment components and/or Exam Board requirements.

## 2. Responsibilities of the students

- 2.1 Attend all examination briefings and comply with the rules and regulations of examinations and all internal or external assessment tasks
- 2.2 In written work acknowledge, using the correct technique, all sources you have used
- 2.3 Make sure your work has been completed by you and you alone unless specifically advised otherwise
- 2.4 Ensure that all work submitted for assessment is your own and has not been submitted before

## 3. Responsibilities of teaching staff

All teaching staff have a responsibility to guide students through their teaching in order to avoid malpractice:

- Staff should provide sources for students to access reference material
- Students should be provided with consistent guidance on how to reference material
- Staff should liaise with the library to ensure sufficient material is accessible
- Students should be encouraged to find their own reference material but may ask staff to check sources for them.
- Students should be taught the difference between paraphrasing a source and quoting it
- Students must be taught to write with their own voice whilst correctly sourcing material across all subjects
- Students should be taught time management skills to encourage work to be completed independently
- Students should be encouraged to maintain open dialogue with staff to discuss their work

## 4. Guidance from parents/carers

4.1 Parents/guardians can assist students in avoiding malpractice by encouraging discourse with staff and timely completion of work to avoid the temptation to pass others work off as their own.

## 5. Reporting and investigating allegations of malpractice

5.1 Teaching staff will notify the Exams Officer of any possible infractions of this policy alongside any relevant documentation and evidence. Confidentiality is maintained here and staff may not inform students at this stage.

5.2 The Exams Officer will, in the first instance in liaison with the Principal or his deputy, determine if malpractice has taken place based on the evidence provided which may involve an interview with the student involved. The Principal will appoint an Investigating Officer at this stage.

5.3 Students and parents/carers will be informed of the outcome of the investigation in timely manner by the Investigating Officer irrespective of the outcome.

5.4 An appeal may be lodged and will be addressed by a second member of SLT as decided by the Principal.

5.5 All records will be maintained for an appropriate length of time

5.6 Serious malpractice may result in the loss of examination results in all examinations.