

4. ACADEMIC HONESTY POLICY

All students are required to read the information below and then sign and return **Form 1, Academic Honesty Declaration**, which is to be found in the forms section of the Parent & Students Information Pack.

The school seeks to *inspire* its students to attain high standards of education, positive personal development and the realisation of the desire to make a significant contribution to society. Our values include academic rigour and *challenge*, mutual respect and responsibility, and the valuing of a strong work ethic so that all students *achieve* their potential. With this in mind the school seeks to foster a culture of academic honesty where students respect their own work and that of others, attributing sources where appropriate.

'Academic honesty must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. It is influenced and shaped by a variety of factors including peer pressure, culture, parental expectations, role modelling and taught skills... An authentic piece of work is one that is based on the student's individual and original ideas with the ideas and work of others fully acknowledged. Therefore all assignments, written or oral...must wholly and authentically use that student's own language and expression. Where sources are used or referred to, whether in the form of direct quotation or paraphrase, such sources must be fully and appropriately acknowledged.'

The school supports this ethos of the International Baccalaureate Organisation for all students throughout the school, whichever educational pathway they are following.

Academic dishonesty includes

- Plagiarism using ideas, words, illustrations, music, data or any other form of published information produced by someone else and passing it off as your own.
- Copying another student's work whole-sale, with or without their knowledge and passing it off as your own.
- Cheating during an examination communicating with another (other than the invigilator) either in the examination room or outside by speech, sign language, signalling, in writing, via mobile 'phone or any other means; bringing unauthorised resources (e.g. 'phones, calculators, notes, etc.) into the examination room or consulting such material.
- Collusion allowing another student to copy your work or helping them to be academically dishonest in any way.
- Falsification, fabricating or altering data.

Ensuring academic honesty

The importance of academic honesty is emphasised throughout the curriculum and teachers are responsible for issuing timely reminders of this to students when setting assignments. As a study aid a simple guide to the Harvard Referencing system and a bibliography log sheet can be viewed on the school's VLE library section. Students are advised to keep their notes and drafts as proof of their academic honesty should the authenticity of their work be questioned.

A copy of this policy will appear in all student planners and be included in the standard admissions pack issued to new students. The school subscribes to the plagiarism detection software, **turnitin**, and all coursework will be evaluated using this tool.

Consequences of academic dishonesty

Suspected cases of academic dishonesty will be investigated to verify intent. Instances of careless or inaccurate citation will be categorised as misuse of sources rather than plagiarism and will be penalised through the mark scheme, although persistent offences will be considered as intentional. Deliberate academic dishonesty will be dealt with severely and parents will be informed. Cheating in a public examination will result in disqualification. In the case of assessed coursework, if deadlines permit, the student will be given the opportunity to resubmit another piece of work, produced under supervision, in its place. If not, sanctions will be applied according to the stipulations of the particular examining board or organisation concerned – this will usually result in the student failing the overall examination.

ⁱ International Baccalaureate Organisation (2007) *IBO Academic Honesty Policy*, [Online], Available: <http://occ.ibo.org> [3 Dec 2010]