Academic Honesty Policy

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1. Documents which inform this Policy

The documents which inform this policy are:

- Programme standards and practices (IBO, 2014)
- The International Baccalaureate Academic Honesty Guidance (IBO, 2007)
- Effective citing and referencing (IBO, 2014)
- School work plagued by plagiarism? A Survey (Association of Teachers and Lecturers, 2008)
- Suspected Malpractice in Examinations and Assessments 2013-14 (Joint Council for Qualifications, 2013)
- Information for Candidates on Controlled Assessment, Coursework, Onscreen test, Privacy Notice, Social Media, Written Exams (Joint Council for Qualifications, 2013)

Coursework - a Parent's Guide. (The Qualifications and Curriculum Authority, 2005).

2. Rationale

2.1.   Southlands International School encourages its students to become confident, independent learners with a positive attitude towards research, the creation of their own work and a respect for the work of others. We want our students to be 'principled' and act with integrity and honesty so we must instil within our students the understanding that academic work is the property of its author and that considerable time and effort would have gone into the preparation of an item of work. Our students must understand the learning and creative processes undertaken to produce work, once they accept the processes then they will understand the need for, and value of, academic honesty.

2.2.   Academic honesty represents a set of values that promote personal integrity in all aspects of teaching, learning and assessment. Academic honesty is shaped by a variety of factors including, peer pressure, parental expectation, role modelling and taught skills. All staff carry the central responsibility for the instilling and modelling of good practice so that our students may evolve and develop into responsible and respectful learners.

2.3.   Southlands and its teachers wish to encourage amongst our students the moral sense that academic work constitutes "intellectual property". Intellectual property is in some circumstances protected under law. By instilling this moral sense and respect for others' work, we will be helping to combat

illegal out of school activities such as music downloading and file sharing. These activities are illegal and as such our students may be liable for such acts and face prosecution.

2.4.   The development of student awareness of academic honesty from Key Stage 3 will prepare our students for the work they will engage in their iGCSE and IBDP studies. The values and skills our students gain will prepare them for study in further and higher education.

2.5.   Students must understand that academic honesty relates not only to coursework/controlled assessment but also to all work they produce during their time at Southlands. Examinations, although taken under controlled conditions are also subject to the principles of academic honesty.

3. Purpose

3.1   To help our students understand the principles of academic honesty and create a learning environment under which students produce original work and respect the work of others through effective acknowledgement.

3.2.   To develop in our students practices and conventions that will prepare them for future study in further and higher education institutions.

4. What would constitute a breach of academic honesty?

4.1   Students, parents and teachers are frequently confused about what would constitute a breach of academic honesty. Academic honesty is acting with integrity in all your schoolwork by making sure all your work is your own and not copied from either friends, books or the internet. Academic dishonesty is therefore defined as submitting as your own work that which is not your own and produced by someone else.

There are occasions (e.g. in the IBDP Language B group orals,Group 4 projects, CAS projects and TOK presentations) when group work is entirely desirable and acceptable. This is legitimate collaboration. In such a case, each student involved should play a distinct part so that it can be clearly seen how her or his contribution differs from that of others in the group. Any written work presented must be individual. One student cannot do the writing for another.

All kinds of cheating are academically dishonest and they come under three broad terms.
- *Malpractice* - gaining an unfair advantage in any class, homework assignment or examination. Examples of this could be unauthorised help from friends, parents, siblings, tutors. Using within examinations electronic aids (mobile phones, tablets, electronic dictionaries, smart watches and the like) or any other items prohibited under the rules of the examining authority.
- *Collusion* - when a candidate knowingly allows her or his work to be copied and/or handed in by another student.

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- *Plagiarism* -when presenting another's words and ideas as one's own without crediting the source - this includes information taken from books, journals, magazines, television and the internet. This includes paraphrasing material or an original idea without properly acknowledging the source.

4.2   In addition to the above, the falsification of documents and/or signatures will be treated as academic dishonesty.

5. Roles and Responsibilities

5.1   Teachers, support staff and the librarian are responsible for encouraging students from entry to the school in y=Year 7, to accept responsibility for their own work and acknowledge that practices such as "cut/copy and paste" constitute copying and as such must be discouraged.

5.2   Teachers, support staff and the librarian have a collective responsibility to ensure that as our students progress through school they become conversant with the concept of academic honesty and of the various forms that cheating can take.

5.3   Teachers, support staff and the librarian are required to monitor and ensure the rigorous application of specific standards and requirements set out by the examining bodies in relation to coursework, controlled assessment, extended essays and projects that students undertake as part of their iGCSE, or IBDP studies.

5.4   The Examinations Officer at Southlands is responsible for the implementation of regulations and procedures pertaining to public examinations held at Southlands on behalf of the QCA/JCQ and UK-based examination boards. A summary of the policy will be sent out to all parents and carers of students at the commencement of Year 9, 10 and 12. With regard to the International Baccalaureate Diploma examinations, the Southlands Examinations Officer will have responsibility for the implementation of regulations and practices in conjunction with the IBDP Coordinator.

5.5   The students of Southlands will, through the process of teaching and learning, develop initially a sense of awareness and then through practice become responsible for ensuring the originality of their own work. The submission of work by our students to their teacher is an admission on the part of the student that their work is their own and has been produced independently.

6. How do we educate students about academic honesty?

6.1   PSHCE programme
- session on plagiarism associated with controlled assessment and/or essay briefing
- session on citation and referencing
- information on school and examination bodies rules given out at mock examinations briefing and final examinations briefing

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6.2 Information on the school website:
- This Academic Honest policy
- Southlands International School Extended Essay student handbook
- JCQ Information for Candidates on Controlled Assessment, Coursework, Onscreen test, using JCQ guidance, Social Media, Written Exams 2018-19
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- General regulations: IB Diploma Programme (For students and their legal guardians)
- IBO Effective citing and referencing Guide

7. Monitoring

7.1 The school subscribes to the practice of close monitoring by teachers of students' work particularly where that work is a part of assessed work for any educational or external qualification. Southlands uses systems developed by "Turnitin.com" integrated into ManageBac to support this. Student coursework, controlled assessment, projects, or essays produced specifically as part of iGCSE or IBDP courses will be checked using these monitoring systems in order that the school may be reassured as to the integrity of the work produced.

7.2 The emphasis of Southlands' policy is on prevention, and on students learning the appropriate skills of correctly referencing work. As an international school, we are aware that students come from a variety of cultural backgrounds, and it may take them time to understand this Policy. This is not to say that plagiarism is tolerated. However, it may be that in the first instance the student is handed back work and asked to reference it properly. Any student attempting malpractice, collusion and plagiarism, <u>may after investigation into the circumstances</u>, face the penalties outlined.

- *1st Offence*: It may be that in the first instance the student is handed back work and asked to reference it properly.
- *2nd Offence*: A "fail" for the work (which must be repeated), a report to the Principal, Head of Senior School, and in the case of IB Diploma students to the IB Coordinator, a meeting with and letter sent home to parents. The student's name will be shared with the teaching staff of the school and a record made upon the student's file.
- *3rd Offence*: Each of the consequences of the first offence, plus a two-day exclusion and the consequences attached to that.
- *Continued offences*: The student may face the cancellation of examination entry/entries and/or exclusion from Southlands.

8. Review

8.1.   In order to reflect the ever changing landscape of information retrieval practice this Policy will be reviewed on an annual basis (see Policy Review Procedure document) so that it can be amended or updated as appropriate.

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