

The George Watson's College pupils are expected to be principled as to their own and others' work and held accountable and responsible for their actions. They should have pride in their own, honest achievements, in any research that they undertake and in any examinations that they will sit. The following policy sets out the expectations that the school has of both pupils and teachers as relates to their academic work; the principles which guide here will support pupils through their external exams, both in SQA and IB, and when they leave school and enter further education or work.

Pupils will be taught research, writing and citation skills by the appropriate subject teachers. The school will also provide access to a reputable online application giving comprehensive guidance on how to reference and cite sources correctly. Teachers and Librarians will be available to support pupils with their work in this area and pupils should approach staff with any queries.

Responsibilities of Pupils

All pupils at George Watson's College must agree to abide by this Academic Honesty policy.

All work submitted will be the pupil's own, with all sources correctly credited.

Malpractice is defined as plagiarism, collusion, duplication of work and any other behaviour that gives an unfair advantage to a pupil e.g. during an examination. Malpractice or cheating, whether it gives a pupil an advantage or not, is regarded as unacceptable at George Watson's College.

The following constitute a breach of our Academic Honesty Policy.

Plagiarism:

- Presenting someone else's work, words or ideas as one's own – even if paraphrased or words substituted. This includes teachers, parents and friends.
- Presenting someone else's work, words or ideas as one's own – even if translated.
- Cutting and pasting, including from the Internet, without the correct acknowledgement and reference.
- Failure to give credit to other authors, failure to use quotation marks when required.
- Submitting work as one's own which has been written, designed, drawn, painted, calculated, performed, composed or created in part or in whole by someone else.
- Using other people's results without permission or acknowledgement.

Falsifying Information:

- Falsifying quotations.
- Falsifying citations.
- Fabricating or falsifying evidence or data.

Collusion:

- Working with someone else when told to work on your own. N.B. Collaboration, when sanctioned by the teacher, is permitted, but unless instructed otherwise, all of the final work must be independent.

Duplication of Work:

- Swapping parts of work with another pupil.
- Copying another pupil's work, in part or in whole, for yourself or another pupil.
- Getting anyone else to write or create your work, in part or in whole.

Test and Examinations:

- Disobeying instructions, working before or after the time allocated to you.
- Communication with others during a test or exam (talking, signalling, texting, sending/leaving notes etc).
- Looking at another pupil's work.
- Giving answers to another pupil.
- Taking in unauthorised notes, material, equipment, phones, calculators etc. to the test or examination, whether used or not.
- Dishonestly obtaining question material in advance.
- Impersonating another candidate.

Other Misconduct or Unethical Behaviour including but not limited to those below:

- Lying.
- Stealing.
- Changing one's own or someone else's marks in a record book, computer file etc.
- Offering one's own work, test papers for sale.
- Interfering or harassing any other pupil, making it difficult or impossible for them to do their work.
- Spoiling, damaging or destroying someone else's work.
- Bringing the school into disrepute.
- Planning or assisting another person to do any of the above or concealing the knowledge that another student has done any of the above.

Penalties for any Malpractice are as follows:

Any pupil either suspected or found to be in breach of George Watson's College Academic Honesty Policy by a teacher, pupil or other member of the school community must be reported immediately to the Academic Head of Department with responsibility for that subject.

Any pupil found to be in breach of the George Watson's College Academic Honesty Policy will receive a minimum sanction of a detention. The school reserves the right to increase this sanction to suspension, and in extreme circumstances, exclusion from school. The school may also report the matter to the relevant examination board who may impose additional sanctions.

Responsibilities of Teachers

Teachers are expected to be aware of the above definitions of academic dishonesty. They must teach any research or citation skills relevant for their subject, and ensure that pupils receive opportunities to practise these skills. A teacher's own use of sources must reflect best practice.

Teachers are responsible for informing their Head of Department of any malpractice by their pupils; either during the course or after work has been submitted.