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Responsible SLT: Rory  
McKeague, School  
Director

# Academic Honesty Policy

## Guiding Statements

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| <ul style="list-style-type: none"><li>• Show kindness, empathy &amp; respect for each other</li><li>• Actively work together being healthy – physically, socially &amp; emotionally</li><li>• Make a positive impact in local, regional &amp; international relationships</li><li>• Reach their full potential through active participation in the learning community</li><li>• Communicate effectively, recognising English as their school community language</li></ul> | <ul style="list-style-type: none"><li>• Use technology responsibly to support learning &amp; to understand global issues</li><li>• Recognise &amp; respect others' beliefs, culture and values</li><li>• Take pride in Egyptian culture, in personal identity and in the Arabic &amp; English languages</li><li>• Understand how our personal behaviour affects our values, attitudes and beliefs</li></ul> |
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## 1. Introduction and Philosophy

Cairo English School (CES) is committed to fostering an environment where students develop strong academic skills alongside essential social skills and personal attributes. Our vision statement emphasizes promoting self-esteem, creativity, and independence of thought, and our learning objectives aim for students to work effectively both independently and collaboratively, developing greater independence of thought and creativity.

In an age of abundant information, maintaining **academic honesty** is paramount for all members of the school community: teachers, students, and parents. We believe that integrity is vital, and the ability to recognize and respect intellectual property is a fundamental skill for future leaders. Malpractice, defined by the IBO as "behavior that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components," is rigorously avoided.

This policy makes CES's philosophy on academic integrity clear and is aligned with IB guidelines. It describes the rights and responsibilities of all members of the school community, outlines what constitutes good practice and misconduct, and details the actions to be taken in the event of transgressions.

## 2. Fundamentals of Academic Integrity

CES articulates responsibilities for teaching a variety of practices related to academic integrity, reflecting its five fundamentals:

- **Honesty:** Presenting one's own work and acknowledging all sources truthfully.
- **Trust:** Fostering an environment where the work submitted is reliably authentic.
- **Fairness:** Ensuring that all students have an equal opportunity to demonstrate their learning without unfair advantages.
- **Respect:** Valuing the intellectual property of others and properly attributing their contributions.
- **Responsibility:** Taking ownership of one's own learning and adherence to academic standards.

## 3. Principles of Authentic and Original Work

Whenever a student submits work for an assessment, it must be **authentic** and **original**. This means the work should be entirely the student's own in terms of

research, composition, and presentation. While students will undoubtedly draw on the work of others during preparation and research, their submitted work must represent their original ideas, conclusions, and terminology.

Should a student wish to include the words or works of others, whether through direct quotation or paraphrasing, this must be clearly acknowledged and indicated. Simple paraphrasing without proper attribution is not acceptable.

To ensure academic honesty, the following guidelines must be adhered to when presenting work for assessment:

- All work, ideas, and writings of others must be clearly acknowledged.
- When using the ideas and words of others to develop one's own work, the vocabulary, terminology, grammar, and style must be clearly one's own.
- Material from sources such as the internet, CD-ROMs, electronic mail, video, DVD, and audio-visual libraries must be clearly acknowledged.
- Direct quotations must be indicated by the insertion of quotation marks and the source noted.
- Any work of art, drama, or music composed or performed by others must be acknowledged.

#### **4. Practices that Compromise Academic Honesty**

The following practices are considered misconduct and compromise academic honesty:

- **Plagiarism:** Presenting someone else's work, thoughts, ideas, or writings as if they are one's own. This includes submitting work with inaccurate, incomplete, or no information regarding sources used.
- **Collusion:** Occurs when one student allows their work to be used or copied by another student and then submitted for assessment.
- **Duplication of Work:** Submitting the same piece of work for different assessment components.
- **Malpractice in Examinations and Assessments:** This includes cheating, copying, or asking others questions during an examination.
- **Falsifying Documentation or Records:** Providing inaccurate information in logbooks or other documents used in assessment.

#### **5. Collaboration vs. Collusion**

**Collaboration** is permissible and encouraged in situations where pairs or groups of students work together on projects, experiments, or productions. Collaboration enriches learning experiences and outcomes when students work collectively to achieve common goals, applying principles of teamwork. When collaboration occurs, its nature must be stated and acknowledged by each individual. Any submission for assessment should still represent an authentic document or piece

of work individually and by all those concerned. Openness and individuality should be observed to ensure collaboration does not become **collusion**.

**Collusion** occurs when individuals work together secretly to mislead or gain an unfair advantage.

## **6. Acknowledging Sources and Use of Turnitin**

To support academic integrity and identify potential instances of plagiarism, CES utilizes **Turnitin**, an anti-plagiarism software. All teachers are trained on how to effectively use Turnitin, and students are made aware of its use as part of the assessment process. Teachers will utilize Turnitin for each item submitted for final assessment.

## **7. Roles and Responsibilities**

All members of the CES community share responsibility for upholding academic integrity.

### School Director

The school director has overall responsibility for establishing, communicating, and safeguarding the ethos and principles of integrity and academic honesty in the school.

### IB Coordinator, Examinations Officer, and Others Responsible for Assessment

- Must be fully conversant with the content and principles inherent in this policy.
- Must ensure the policy is practiced and take appropriate measures should there be malpractice.
- Support the IBO and other external examination/assessment agencies in ensuring adherence to the principles and practice of academic honesty and take appropriate steps should they be contravened.

### Teachers

- Should familiarize themselves with and be in sympathy with the principles and practices inherent in this policy.
- Convey these principles and practices to their students and their students' parents.
- Provide students with advice and guidelines to follow the policy and avoid malpractice.
- Offer full and timely feedback at the drafting stage when doubtful work has been submitted to ensure the final document adheres to the policy.
- Advise students clearly as to what constitutes plagiarism, collaboration, and collusion.

- Use the anti-plagiarism software employed by the school (**Turnitin**) when assessing students' work.
- Employ the practices inherent in this policy when assessing students' work and report any suspected malpractice to the appropriate coordinator.
- Provide very clear guidelines concerning collaborative assignments.

### Students

- Are responsible for ensuring that their work complies with this policy. Students are made aware of the use of Turnitin.

### Students' Parents

- Should be familiar with this policy and encourage their children to adhere to it.

## **8. Procedures**

- All staff and students will have this policy explained to them and will have access to it.
- All parents of examination class students will receive a copy of this policy.
- Students and their parents will sign the Academic Honesty declaration for each item submitted for final assessment.
- Teachers will incorporate the principles and practice of academic honesty in their teaching and assessment. For each item to be assessed, the teacher will reiterate these principles.
- Teachers will offer timely advice and warning at the drafting stage should there be a danger of compromise or malpractice.
- Teachers will utilize the anti-plagiarism software used by the school (**Turnitin**) for each item submitted for final assessment.
- Specifically, for IB Diploma Programme (IBDP) students, the IB Coordinator facilitates dedicated workshops to deepen their understanding of academic integrity. These sessions provide comprehensive training on proper citation methods, how to effectively integrate quotations into their papers, and constructing accurate bibliographies to ensure their work upholds the highest standards of integrity. Furthermore, IBDP students receive specific guidance on the school's use of Turnitin and participate in sessions that equip them with the knowledge to use artificial intelligence (AI) software ethically and effectively in their academic work, distinguishing between appropriate and inappropriate use.
- To further ensure a shared understanding of our commitment to academic integrity, the school also conducts regular workshop sessions for parents. These sessions aim to explain the school's approach to academic honesty,

including the policies, procedures, and support mechanisms in place, as well as the role parents can play in fostering an environment that champions integrity.

### **9. In the Event of Suspected or Proven Malpractice**

In the event of suspected or proven malpractice, the following procedures will be followed:

- The teacher will immediately inform the coordinator responsible for the area of operation and provide documentary evidence of the case, having informed the student of the situation.
- The coordinator will inform the school director and the student's parents about what has happened.
- In the case of obvious and proven malpractice, the coordinator will inform the school director, who will in turn contact the student's parents. A written confirmation of the malpractice and consequences will be sent to the parents, who will countersign and return one copy to the school as an acknowledgment of receipt.
- Incidents of proven malpractice during formal external assessment must be reported to the assessment authority in accordance with their published procedures.
- If malpractice occurs during the drafting stages for assessment, the teacher will inform the student, warn of the dangers, and offer advice regarding redrafting the work for final assessment to ensure authenticity.