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# ACADEMIC HONESTY POLICY

## WHOLE SCHOOL

## INCLUDING EYFS AND BOARDING SCHOOL

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| **Committee normally reviewing:** | Senior Leadership Team |
| **Date last formally approved:** | Spring Term 2024<br>(Interim changes Autumn 2023) |
| **Date policy became effective:** | Spring Term 2018 |

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| **Period of Review:** | 3 Years |
| **Next Review Date:** | Spring Term 2027 |

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| **Person responsible for implementation and monitoring:** | Deputy Head (Academic) SENIOR<br>Assistant Head (Academic) PREP |
| **Other relevant policies:** | |

## The following Policy encompasses the Aims and Ethos of the Whole School

***Aims and Ethos***

***SAFEGUARDING STATEMENT***
***Felsted is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its Safeguarding (Child Protection) Policy and the Staff Behaviour Policy.***

***EQUAL OPPORTUNITIES STATEMENT***
***The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of their race, sex, disability, religion or belief, sexual orientation, gender reassignment or pregnancy or maternity; equally these characteristics will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.***

# Academic Honesty Policy

## Introduction

In a world where students are increasingly asked to collaborate on tasks, and have relatively unlimited access to the internet, including AI platforms, it is essential to make clear our expectations with regard to academic honesty. The provisions of this policy aim to establish the working principles that will be applied by the school in dealing with matters related to academic honesty in a context of rapidly changing digital tools.

In short, Academic Honesty means that students must not profit by, nor take credit for, material that is not their own original work. This applies both to classwork and to longer tasks, such as coursework or 'non-examined assessments, the majority of which may be completed outside the classroom or offsite.

In examinations, oral, practical and written, there are specific guidelines as to what constitutes malpractice; and a list of sanctions that may be enforced if a student is found guilty of a breach of any of these rules.

## Expectations of a Felstedian

All Felsted students are expected to be scrupulously honest in the way in which they carry out and present their work. This means that all parts of all work submitted for assessment, whether internal or external, must either be original to the student or must be properly attributed.

## Academic dishonesty:

Academic dishonesty / malpractice may involve:

- Copying material from a textbook, the internet, or another student and presenting it as one's own work.
- Using online AI tools to generate content that is then presented as being the student's own work
- Colluding in such practice.
- Taking unauthorised material into an examination room (for example, an electronic device other than a permitted calculator, own rough paper, notes, a mobile phone) regardless of whether this material is used or potentially contains information pertinent to the examination.
- Misconduct during an examination or formal assessment, including any attempt to disrupt the examination or distract another candidate.
- Exchanging or in any way supporting, or attempting to support, the passing on of information that is related to the examination or formal assessment.
- Failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of the examination or formal assessment.
- Impersonating another candidate
- Stealing examination papers
- Using an unauthorised calculator during an examination or formal assessment.
- Disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours of the end of the examination.

**The distinction between legitimate collaboration and unacceptable collusion or plagiarism.**

There are occasions (e.g. in language group orals, science labs / practicals) when group work is entirely desirable and acceptable. This is a legitimate collaboration. In such a case, each student involved should play a distinct part so that it can clearly be 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.

Unacceptable collusion occurs when one student copies from another with her or his agreement, or when one student does the work for another.

Some work may be checked using online tools such as Turnitin.com for checking. Coursework or project work that is submitted to meet a deadline may or may not be given additional time to rectify problematic content depending upon the individual circumstances. Any pupil found to be guilty of dishonesty in the context of a public examination is subject to the procedures set out in the examinations policy.

The distinction between acceptable and unacceptable use of Artificial Intelligence

Felsted school recognises that Artificial Intelligence offers significant potential to support learning. Examples of ways that pupils and teachers might use AI include:

- Generating ideas
- Indicating alternatives view points
- Offering examples from which to select and discuss in pupils' own words

Pupils may use AI content within their work if:

- The specific section is referenced and clearly acknowledged as being taken from AI
- Pupils should screen-shot and store as a record the content generated, with date, time and source

However, the fundamental principles of academic honesty continue to apply, so that work submitted is the pupil's own, and any inclusion of material taken from AI that is not clearly indicated as such will constitute a breach of academic honesty. Examples to illustrate include:

- Copying definitions of terms into work
- Generating part or whole answers and submitting as pupils' own
- Including examples or case studies generated by AI (these should be cross-checked for validity and referenced accordingly)
- Improving pupils' own writing

Mitigating the Risk of Academic Dishonesty

- Felsted school will take a number of steps to mitigate against the risk to pupils, to cohorts and to the wider school of academic dishonesty. These are:
- Educating pupils about the nature of academic honesty and dishonesty, and ensuring that pupils understand the risks (see below)
- Checking that work submitted is the pupils' own, through:
    - Checking through the marking process for authentic pupil 'voice' in the work
    - Viva voce check of pupil understanding compared to content of piece in question
    - Using AI checkers and plagiarism checking tools
    - Internal moderation of work, with sampling of work undertaken across cohort to check for AI use or plagiarism

## Action to be taken by the school if a candidate is found guilty of malpractice

The emphasis of Felsted's policy is on prevention, and on students learning the appropriate skills of correctly referencing work and ensuring students understand what constitutes academic dishonesty. 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. Repeated offences will mean that more severe action will be taken.

**In general, the following procedure is followed:**

All students in Year 10 and Lower 6th are provided with details of this policy and it is explained to pupils through briefings and tutorials the expectations of academic honesty. Students are encouraged to discuss this with their tutor or with teachers where they are unsure about the key principles of academic honesty.
If a student is subsequently found guilty of malpractice as outlined above:

1. For a piece of classwork*, the student is given the opportunity to re-submit the piece, properly attributed and/or with unacceptable material taken out. A sanction such as a detention may also be imposed, depending on the severity of the case.
2. For a repeat offence, the student will be put into a Deputy Head's Detention (DHD); and warned that his/her place on the course may be in jeopardy. S/he will also have to submit the work again. The Deputy Head (Academic) will be informed and will contact parents to inform them of the situation.
3. For a piece of coursework, the student will immediately be put into DHD and warned that his/her place on the course may be in jeopardy. The work must be re-submitted. For students undertaking the International Baccalaureate, the Director of IB will be informed. For all students, the Deputy Head (Academic) will be informed and will contact parents.
4. Any further malpractice from the same student will result in the same sanctions as outlined in point 3 above. However, there will be a formal meeting with the Director of IB or Deputy Head (Academic), and such others as may be deemed appropriate (e.g. parent, tutor, HM) at the conclusion of which a decision will be made as to whether the pupil is able to continue with the course in question.

**In this context, 'classwork' refers to a piece of work done in the normal process of the course, whether completed in or outside the classroom; as opposed to a piece of work that is to be presented for external examination purposes.*

Some examples of the (sorts of) problems that may be encountered and the School's response to them are given for reference in the table below, but these should not be considered exhaustive.

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| 1. | A student pastes a paragraph from the internet into an essay that he is writing for homework. | • The student will be reminded by the teacher of our expectations and the requirements for Academic Honesty, and required to do the work again. |
| 2. | Two students hand in identical or excessively similar homework / practical reports, etc. | • The students will be reminded by the teacher of our expectations and the requirements for Academic Honesty, and required to do the work again. |
| 3. | A student copies a paragraph from a book into an essay that he is writing for internal assessment. | • The incident will be reported to the Academic Office (and the Director of the IB where appropriate)<br>• The student will be required to do the work again.<br>• The student's name will be added to a list of students who have brought themselves under suspicion. |
| 4. | A student uses a paragraph of text generated by an AI online tool in their NEA or IA, presenting it as their own work (without referencing it as sourced) | • The student will be seen by his or her teachers and the Deputy Head (Academic), along with the Director of the IB where appropriate. The student will be reprimanded and told to rewrite the essay within a short time frame.<br>• The student's name will be added to a list of students who have brought themselves under suspicion. |
| | A student copies from another during an internal exam. | • The incident will be reported to the Deputy Head (Academic) and the Director of the IB where appropriate. The student will receive a 'N' grade for that exam, which will go on her or his transcript. (If there is not a second offence, this may not be reported to universities when applications are made.)<br>• The student's name will be added to a list of students who have brought themselves under suspicion. |
| . | A student plagiarises some of his or her Extended Essay, perhaps indicated by AI and plagiarism checkers | • The student will be seen by his or her supervisor and the Deputy Head (Academic), along with the Director of the IB where appropriate. The student will be reprimanded and told to rewrite the essay within a short time frame.<br>• The student's name will be added to a list of students who have brought themselves under suspicion. |
| . | A student is caught on more than one occasion. | • The case will be referred to the Deputy Head (Academic), and the Director of the IB where appropriate, for further action. |
| | | • Such repeated offences could lead to suspension, or even expulsion from the School. |

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| | A student brings unauthorised material (e.g. some notes on a piece of paper) into an exam. | • The incident will be reported to the Deputy Head (Academic) and the Director of the IB where appropriate.<br>• A report will be made to the IB or to Pearson (BTec), following the procedures given in their publications. |

## Educating pupils about Academic Honesty

We recognise the need to ensure that pupils understand what is meant by the concepts 'academic honesty' and 'academic dishonesty' and as such seek to ensure that pupils have many opportunities to engage with and develop skills to enable them to avoid problems with plagiarism and malpractice.

The following opportunities will arise for pupils to engage with the matter of academic honesty:

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| Key stage 2 and 3 | Pupils are introduced to issues relating to academic honesty through whole school assemblies, through individual lessons and through discussions with their tutor.<br><br>Teachers should model good practice by referencing quotations or extracts used in lessons and explaining to pupils where source material has come from. |
| Year 10 | All pupils will be asked to read and sign the Academic Honesty Statement in tutorials. Time will be spent enabling pupils to understand why Academic Honesty is important, and developing skills such as referencing sources used in their project research.<br>Teachers should model good practice by referencing quotations or extracts used in lessons and explaining to pupils where source material has come from. |
| Year 11 | Pupils completing coursework (NEAs) or externally moderated tasks should be reminded of the Academic Honesty policy as part of their preparation for the task set. Teachers must make pupils aware of the risk of disqualification by the exam board, should their NEA be found to contain unreferenced AI content.<br>Teachers are responsible for ensuring that pupils know how to give citations and references in their work as appropriate to the subject and the material to which it refers.<br>Teachers should model good practice by referencing quotations or extracts used in lessons and explaining to pupils where source material has come from. |
| Sixth Form | All pupils are required to read and sign the Academic Honesty Statement as part of the Induction into Sixth Form process. Most pupils will encounter direct teaching on matters related to Academic Honesty either through IB Extended Essay work or the EPQ.<br>When working with pupils on NEAs, teachers must make pupils aware of the risk of disqualification by the exam board, should their NEA be found to contain unreferenced AI content.<br>Teachers should remind pupils of Academic Honesty expectations as they near the completion of their work and are at the point of submission |

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| | Subject teachers in all subject areas should work to promote understanding and adherence to this policy in setting and assessing tasks such as essays or research work. Tutors may also discuss issues relating to Academic Honesty at appropriate times with their tutees. |

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| | Teachers should model good practice by referencing quotations or extracts used in lessons and explaining to pupils where source material has come from. |
| Upper Sixth | Subject teachers in all subject areas should work to promote understanding and adherence to this policy in setting and assessing tasks such as essays or research work. Tutors may also discuss issues relating to Academic Honesty at appropriate times with their tutees.<br>Teachers should model good practice by referencing quotations or extracts used in lessons and explaining to pupils where source material has come from. |

In addition to the above, there will be opportunities to talk with the whole school and individual year groups about matters relating to Academic Honesty.

Finally, before 'mocks' and final examinations, a member of the Academic Office will also re-iterate the rules on academic honesty at a briefing which all students in the cohort will attend.
Further information can be accessed by students via the following links:
Information on the Sixth Form Learning Hub:

- Exams and Assessments: Academic Honesty Policy and Pupil Agreement
- Project Learning
- A Level Specific
- IB Specific
- BTEC Specific

# E7 ACADEMIC HONESTY

The following is issued to pupils in the L6 – whether IB or A Level – for reading and completion of the form signed by both student and parent/guardian.

***Please read this document concerning Academic Honesty and then complete and return to School the form on the final page. The form should be marked for the attention of the Academic Office.***

## Academic Honesty

"An authentic piece of work is one that is based on the candidate's individual and original ideas with the ideas and work of others fully acknowledged."

*Extracted from the IBO Academic Honesty Policy*

Coursework provides you with an opportunity to do some independent research into a topic. Using information from published sources (including the internet) as the basis for your coursework is a great way to demonstrate your knowledge and understanding of a subject, but you must take care how you use this material – you cannot copy it and claim that it is your own work.

**The examination regulations state that:**

- **The work which you submit for assessment must be your own.**
- **You must not copy from someone else or allow another candidate to copy from you.**

What is Malpractice?

The IBO and JCQ (for A Level) define malpractice as behaviour that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components.

*Malpractice* includes:

- **plagiarism**: this is defined as the representation of the ideas or work of another person as your own. This includes content generated by online AI tools that is not fully referenced and acknowledged.

- **collusion**: this is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another.

- **duplication of work**: this is defined as the presentation of the same work for different assessment components and/or examination requirements.

- any other behaviour that gains an unfair advantage for you and/or another candidate or that affects the results of another candidate.

### Referencing

Using the words and ideas of another person to support one's arguments while following accepted practices is an integral part of any intellectual endeavour, and

integrating these words and ideas with one's own in accepted ways is an important academic skill.

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called "referencing". You must make sure that you give detailed references for everything in your work that is not in your own words.

A reference should show the name of the author, the year of publication and the page number. For example: (Morrison, 2000, p.29).

For material taken from the internet, your reference must show the precise web page, not the search engine that was used to locate it. This can be copied from the address line.
For example: (http://www.bbc.co.uk/schools/16/sosteacher/ history/49766.shtml). It is sometimes believed that information on the Internet is in the public domain and can be taken from web sites without the need for acknowledgement. This is not true.

You must also include a bibliography at the end of your work, which lists the full details of publications you have used to research your work. For example:
Morrison, A, (2000) "Mary, Queen of Scots", London: Weston Press.

For all work submitted for assessment:

- all ideas and work of other persons, regardless of their source, must be acknowledged
- CD-Rom, e-mail messages, web sites on the Internet and any other electronic media must be treated in the same way as books and journals
- the sources of all photographs, maps, illustrations, computer programs, data, graphs, audio-visual and similar material must be acknowledged if they are not your own work
- passages that are quoted verbatim (word for word) must be enclosed within quotation marks and references provided.

However, there are occasions when collaboration with other candidates is permitted or even actively encouraged. If you have worked as part of a group on a project, for example, undertaking field research, you must each write up your own account of the project. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words. This means that the abstract, introduction, content and conclusion or summary of a piece of work must be written in your own words and cannot therefore be the same as another candidate's.

The presentation of the same work for different assessment components is a duplication of work and therefore constitutes malpractice. If, for example, you submit the same or very similar piece of work for the in-depth study in history internal assessment and for an extended essay in history, this would be viewed as malpractice. However, it is perfectly acceptable for you to study one aspect of a topic for internal assessment and another aspect of the same topic for an extended essay.

Malpractice most commonly involves collusion or plagiarism. However, there are other ways in which you may breach the Examination Boards' Regulations.

- fabricating data for an assignment
- taking unauthorised material into an examination room
- misbehaving during an examination
- exchanging or in any way supporting, or attempting to support, the passing on of information that is related to the examination

- failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of the examination
- using an unauthorised calculator during an examination.

**Offences and their penalty**

**a. IBO**

Penalties are imposed on a candidate found guilty of malpractice by the IBO in order to:

- ensure that the candidate does not gain an unfair advantage
- maintain the integrity of the examination session
- deter other candidates from taking the same action.

The IBO will not take into account the consequences of imposing a penalty; the penalty will be imposed according to the nature of the offence.

If the final award committee decides that a case of malpractice has been established:

- no grade will be awarded in the subject concerned.
- no diploma will be awarded to the candidate, but a certificate will be awarded for other subjects in which no malpractice has occurred.

**b. A Level**

For A Level one of the following penalties will be applied:

- The piece of work will be awarded zero marks;
- You will be disqualified from that unit for that exam session;
- You will be disqualified from the whole subject for that exam session;
- You will be disqualified and barred from entering again for a period of time.

# Felsted BTec Assessment Malpractice Policy

**Aim: To identify and minimise the risk of malpractice by staff or learners**

- To respond to any incident of alleged malpractice promptly and objectively
- To standardise and record any investigation of malpractice to ensure openness and fairness
- To impose appropriate penalties and/or sanctions on learners or staff where incidents (or attempted incidents) of malpractice are proven
- To protect the integrity of the School and BTEC qualifications.

**In order to do this, Felsted will:**

- Seek to avoid potential malpractice by using the induction period and the learner handbook to inform learners of the School's policy on malpractice and the penalties for attempted and actual incidents of malpractice
- Show learners the appropriate formats to record cited texts and other materials or information sources
- Ask learners to declare that their work is their own
- Ask learners to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used
- Conduct an investigation in a form commensurate with the nature of the malpractice allegation.

Such an investigation will be supported by the Headteacher and all personnel linked to the allegation. It will proceed through the following stages:

1. A teacher or LIV suspecting malpractice will gather the key evidence and ensure that no further alteration of material can take place.
2. The LIV should inform the Academic Office.
3. The LIV will be asked to ensure that the individual is fully aware at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven.
4. The LIV will give the individual the opportunity to respond to the allegations made
5. The LIV will inform the individual of the avenues for appealing against any judgement made
6. Document all stages of any investigation.
7. Where malpractice is proven, the School will apply appropriate penalties / sanctions:

## Action to be taken by the school if a candidate is found guilty of malpractice

The emphasis of Felsted's policy is on prevention, and on students learning the appropriate skills of correctly referencing work. 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. Repeated offences will mean that more severe action will be taken.

**In general, the following procedure is followed:**

1. All students in year 10 and L6 are issued with a copy of the Academic Honesty publication as part of induction to HPQ (yr10), and either A level, IB or BTec courses.

2. If a student is subsequently found guilty of malpractice as outlined above:
   a) For a piece of classwork*, the student is given the opportunity to re-submit the piece, properly attributed and/or with unacceptable material taken out. A sanction such as a detention may also be imposed, depending on the severity of the case.
   b) For a repeat offence, the student will be put into a Deputy Head's Detention (DHD); and warned that his/her place on the course may be in jeopardy. S/he will also have to submit the work again. The Deputy Head (Academic) will be informed and will contact parents to inform them of the situation.
   c) For a piece of coursework, the student will immediately be put into DHD and warned that his/her place on the course may be in jeopardy. The work must be re-submitted. For students undertaking the International Baccalaureate, the Director of IB will be informed. For all students, the Deputy Head (Academic) will be informed and will contact parents.
   d) Any further malpractice from the same student will result in the same sanctions as outlined in point 3 above. However, there will be a formal meeting with the Director of IB or Deputy Head (Academic), and such others as may be deemed appropriate (e.g. parent, tutor, HM) at the conclusion of which a decision will be made as to whether the pupil is able to continue with the course in question.

**In this context, 'classwork' refers to a piece of work done in the normal process of the course, whether completed in or outside the classroom; as opposed to a piece of work that is to be presented for external examination purposes.*

Some examples of the (sorts of) problems that may be encountered and the School's response to them are given for reference in the table below, but these should not be considered exhaustive.

| | | |
|---|---|---|
| 1. | A student pastes a paragraph from the internet into an essay that he is writing for homework. | ● The student will be reprimanded by the teacher, and required to do the work again. |
| 2. | Two students' hand in identical or excessively similar homework / practical reports, etc. | ● The students will be reprimanded by the teacher, and required to do the work again, handing in separate pieces of work. |
| 3. | A student copies a paragraph from a book into an essay that he is writing for internal assessment. | ● The incident will be reported to the Academic Office<br>● The student will be required to do the work again.<br>● The student's name will be added to a list of students who have brought themselves under suspicion. |
| 4. | A student copies from another during an internal exam. | ● The incident will be reported to the Deputy Head (Academic). The student will receive a 'N' grade for that exam, which will go on her or his transcript. (If there is not a second offence, this may not be reported to universities when applications are made.)<br>● The student's name will be added to a list of students who have brought themselves under suspicion. |

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| 5. | A student plagiarises some of his or her Extended Essay, perhaps as indicated by Turnitin.com | • The student will be seen by his or her supervisor and the Deputy Head (Academic). The student will be reprimanded and told to rewrite the essay within a short time frame.<br>• The student's name will be added to a list of students who have brought themselves under suspicion. |
| 6. | A student is caught on more than one occasion. | • The case will be referred to the Deputy Head (Academic) for further action.<br>• Such repeated offences could lead to suspension, or even expulsion from the School. |
| 7. | A student brings unauthorised material (e.g. some notes on a piece of paper) into an exam. | • The incident will be reported to the Deputy Head (Academic).<br>• A report will be made to Pearson (BTec), following the procedures given in their publications. |

## Definition of Malpractice by Learners

This list is not exhaustive and other instances of malpractice may be considered by this centre at its discretion:

- Plagiarism of any nature
- The use of content generated by AI sources that is not fully acknowledged and referenced by the student.
- Collusion by working collaboratively with other learners to produce work that is submitted as individual learner work Copying (including the use of ICT to aid copying)
- Deliberate destruction of another's work
- Fabrication of results or evidence
- False declaration of authenticity in relation to the contents of a portfolio or coursework
- Impersonation by pretending to be someone else in order to produce the work for another or arranging for another to take one's place in an assessment/examination/test.

In other words:

Academic dishonesty / malpractice may involve:

- Copying material from a textbook, the internet, or another student and presenting it as one's own work.
- Colluding in such practice.
- Taking unauthorized material into an examination room (for example, an electronic device other than a permitted calculator, own rough paper, notes, a mobile phone) regardless of whether this material is used or potentially contains information pertinent to the examination.
- Misconduct during an examination, including any attempt to disrupt the examination or distract another candidate.
- Exchanging or in any way supporting, or attempting to support, the passing on of information that is related to the examination.
- Failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of the examination.
- Impersonating another candidate
- Stealing examination papers

- Using an unauthorised calculator during an examination.
- Disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours of the end of the examination.

## Definition of Malpractice by School Staff

This list is not exhaustive and other instances of malpractice may be considered by the School at its discretion:

- Improper assistance to candidates.
- Inventing or changing marks for internally assessed work (coursework or portfolio evidence) where there is insufficient evidence of the candidates' achievement to justify the marks given or assessment decisions made

- Failure to keep candidate coursework/portfolios of evidence secure
- Fraudulent claims for certificates
- Inappropriate retention of certificates
- Assisting learners in the production of work for assessment, where the support has the potential to influence the outcomes of assessment, for example where the assistance involves school staff producing work for the learner
- Producing falsified witness statements, for example for evidence the learner has not generated
- Allowing evidence, which is known by the staff member not to be the learner's own, to be included in a learner's assignment/task/portfolio/coursework
- Facilitating and allowing impersonation
- Misusing the conditions for special learner requirements, for example where learners are permitted support, such as an amanuensis, this is permissible up to the point where the support has the potential to influence the outcome of the assessment
- Falsifying records/certificates, for example by alteration, substitution, or by fraud
- Fraudulent certificate claims, that is claiming for a certificate prior to the learner completing all the requirements of assessment.

This policy will be reviewed every 3 years by the Assistant Head Academic.

Copies of signed declarations by LIVs, teachers and pupils will be held on record for the duration of the learning cycle.

All documentation relating to malpractice and the expectations of both Pearson and Felsted School are held in accessible locations for staff, learners and parents to view.

# Academic Honesty Statement

I, _____ , have read and understood the document on 'Academic Honesty' and accept that failure to act within its conditions may result in my exclusion from School programmes and may result in

- For the IB: the non-award either of the IB Diploma or of individual subjects
- For A Level: disqualification either from a particular unit or from a complete subject for either an examination session or for a period of time.
- For Btec Qualifications, penalty of failure in one or more component of the course.

I understand that Felsted School will use software packages to test the authenticity of work submitted for assessment and that any suspicions about malpractice may be reported to the Examination Boards.

Signature of Student: _____

Signature of Parent/Guardian: _____

Date: _____