



ACADEMIC HONESTY POLICY

<i>Date of Policy</i>	<i>Nov 2011</i>
<i>Updated</i>	<i>Jan 2012</i>
<i>Approved by Principal(s)</i>	<i>Yes</i>
<i>Review Date</i>	<i>Jan 2013</i>
<i>Key Staff</i>	<i>Curriculum Directors, academic and exam staff</i>
<i>Lead Staff for Review</i>	<i>Director of Studies (Canterbury)</i>

The college believes academic honesty to be an essential part of college life that should be promoted to all staff and students. Students and staff should display complete academic honesty in all work produced (in lessons, and outside of lesson time; and in exam situations).

The college deems *“an authentic piece of work to be one that is based on the author’s original ideas with the ideas and work of others fully acknowledged”* (IBO, 2009). It is expected that all work should use the candidate’s own language, expression and ideas, and that all sources are fully and appropriately acknowledged, including during exams.

The college recognises the following departures from academic honesty;

1. **Plagiarism**; Any representation of the ideas or works of another person as your own. This ranges from large scale copying of information from the internet to failing to acknowledge the use of another’s image. All ideas and works of another person, photographs, maps, diagrams, illustrations and data must be acknowledged in the same way as a quotation from a book. Not giving due accreditation to others’ work or attempting to pass others work off as the candidates own is intellectual property theft, is considered as malpractice by examining bodies and can result in disqualification.
2. **Collusion**; Any situation where one candidate’s work is presented as the work of another. In most circumstances, independent working is expected and work should be produced in a candidates own words. This could include one candidate producing an entire piece of work for another to submit, or identical paragraphs appearing in two candidates essays or exam scripts. Collusion has occurred in both situations. There is a fine line between what is considered co-operation and what is collusion. Guidance should be sought if there is any doubt.
3. **Cheating in Exams**; Codes of conduct for examinations are published in advance of exams on the examinations board, and can be obtained from the examinations officer. Copying, taking study materials into the examination,

and any form of communication between candidates among other things are prohibited during exams.

4. **Irregular/Non-Attendance;** The college considers regular attendance of classes and activities to be a compulsory part of academic honesty, as failure to do so is a failure to fulfil obligations to parents, sponsors, teachers and fellow students.

The responsibility for academic honesty is as follows;

1. It is the responsibility of the Principal and The Director of Studies to ensure that all students and staff are aware of the definition of academic honesty and what constitutes academic dishonesty. It is also their responsibility to establish a school culture that promotes academic honesty.
2. It is the responsibility of the teaching staff to ensure to the best of their ability that all submitted work is the authentic work of the candidate, and to remain vigilant for plagiarism and collusion. *“Teachers must also give specific guidelines that encourage candidates to develop their own ideas through problem solving, comparison, precise hypothesis, analysis and techniques”* (IBO, 2009)
3. It is the responsibility of the candidate to ensure that all sources are fully and appropriately acknowledged and that the work submitted is authentically their own and submitted within the deadline set.
4. It is the responsibility of the examiner to be vigilant and report to the examining body any cases of suspected plagiarism, collusion or cheating. This includes those employed by the college to invigilate exams, whether internal or external. Examining bodies regularly spot check individuals work for plagiarism.

If academic dishonesty is detected;

1. By the teacher; the student will be allowed *one* opportunity to revise and resubmit work.
2. By the examining body; a formal investigation will be launched by the Director of Studies, and a report will be produced and submitted to a committee of the examining body.

For example, for the IB, evidence would be gathered for a report to the IB’s Final Award Committee, which would include statements from the Director Of Studies, the teacher and the candidate. If the committee decides that malpractice has occurred, in the most extreme cases no mark will be given for the subject and the Diploma will not be awarded. A similar outcome would occur for A levels, UFP, Pre: Programme and AEP programmes.