

## Student Academic Honesty Code of Conduct

We place a high value on **honesty and integrity**, and this extends to work submitted for assessment. Our expectations are set out below. All members of the community need to be aware that we treat academic dishonesty or plagiarism as a very serious matter. The International Baccalaureate Organization (IBO) identifies '*Principled*' as one of the ten aptitudes that learners should be developing during their education, and defines this as the ability to "act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere [and] take responsibility for...actions and their consequences" [IBO, *Learner Profile*, 2013].

### What is Academic Misconduct

Academic misconduct can occur in a number of ways outlined below:

#### **PLAGIARISM**

Coursework and assessments provide students with the opportunity to take part and complete independent inquiry and research into a topic. The research students do will involve looking for information in published sources such as textbooks, encyclopaedias, journals, TV, radio and the World Wide Web (WWW). Students **must acknowledge the source at the point of use, using standard style of in-text citation and referencing adding the source to the bibliography**. This includes direct quotation, paraphrasing or summarizing. Plagiarism will be unacceptable at all times and failure to acknowledge a source will be investigated as a potential breach by the academy.

#### **COLLUSION**

Students are expected to present assessments in their own words and acknowledge the words or ideas of others where collaboration has occurred. While group work is a key element in certain subjects, collusion occurs when this goes beyond collaboration, for example, **when a single version of a report is presented by a number of students as their own work**.

#### **CHEATING**

Cheating can be defined as a student acting dishonestly or unfairly in order to gain an advantage. These could include **copying classwork or independent learning, concealing answers within an internal test and using these and cheating within an external exam**. All allegations of cheating would always be investigated and the consequences of such actions would be dealt with by the academy's behaviour policies and if deemed of a very serious nature, by the **regulations of the Examinations Boards, JCQ and Ofqual**.

#### **Other forms of Academic misconduct include:**

- **duplicating work** to meet the requirements of more than one assessment component
  - falsification or inventing **fictitious data** for an assignment
  - **disruption of an examination by act of misconduct, such as distracting another candidate or creating a disturbance**
  - **exchanging, supporting or attempting to support the passing on of information that is or could be related to the examination**
- (IB, 2018 Page 19)

### Dealing with Academic Misconduct

Consequences for academic misconduct in coursework/ exams will be considered and can include:

- The student will be informed verbally by the teacher of the possible infringement
- The student will be given the opportunity to make a verbal representation
- If the student admits academic dishonesty, the coursework will be discarded and they will have the opportunity to submit that piece of work again/complete the assessment again
- If the student does not admit plagiarism, the piece of work will be remarked by the Faculty/Curriculum Leader. If plagiarism is not confirmed, the procedure is ended and a report made by the member of staff which will be filed.
- A teacher will write a letter to/meet with the student's parents/carers outlining the incident and how it has been dealt with. A copy of this letter will be forwarded to the IB programme coordinators or Vocational Leader (Quality Nominee)
- disqualified from that unit for that exam series
- disqualified from the whole subject for that exam series
- disqualified from all subjects and barred from entering again for a period of time
- being given a detention/isolation/Faculty/ College report
- receiving a zero for this piece of work/examination
- withdrawal from/ failure of the course
- risk the student's place at the academy.

## Student Academic Honesty Code of Conduct

Student Name \_\_\_\_\_ Form \_\_\_\_\_

The academically honest student:

DOES...	DOES NOT...
Acknowledge help from parents, students and friends	Use notes during a test unless allowed by a teacher
Acknowledge help from teachers and other adults	Copy from another student during a test
Acknowledge the source of direct quotations	Copy from the homework of another student
Acknowledge information taken from books/ Internet	Hand in work as his/her own that has been copied
Acknowledge reference materials in a bibliography	Do homework for another student
Know what constitutes cheating and abides by the rule	Give another student his/her own work to copy.
Follow all exam rules.	Copy the work/research of others and not cite it

*I confirm that I have read and understood the Academic Honesty Code of Conduct for Strood Academy, and agree to abide by the expectations detailed within. I understand the consequences I may face if I am not academically honest within my work and conduct.*

**Term 1**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Term 2**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Term 3**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Term 4**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Term 5**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Term 6**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_