



Academic Integrity and Misconduct Policy

What is student academic misconduct?

Academic misconduct is defined as behaviour, whether deliberate or inadvertent, that results in or may result in the student or any other student getting an unfair advantage in one or multiple parts of assessment.

Academic misconduct may include:

- Plagiarism: intentionally or unintentionally representing the ideas, words or work of another person without proper, clear, and explicit referencing (footnotes or bibliography) or use of an AI generator to produce part or all your work.
- Use of tutors: Students are allowed to have help from external tutors, but the tutors are not allowed to write part or all of the students' homework, coursework, or other pieces of school work such as presentations or scripts for oral assessments.
- Collusion: Supporting academic misconduct by another candidate, allowing your work to be copied or submitted for assessment by another
- Duplication of work: The presentation of the same work for different parts of the IB Diploma. (An example would involve submitting the same piece of work for a History Extended Essay and the History Internal Assessment)
- Academic misconduct also includes:
 - Copying the work of another student from this school or another
 - Not complying with the instruction of the invigilator or examiner in mock or real exams.
 - Falsifying data for an assignment
 - Falsifying a CAS record
 - Taking unauthorised material into the examination room, including a mobile phone, an electronic device, wearable technology, smart watches or other form of smart technology, own rough paper, notes...
 - Misbehaving during an exam, including any attempt to disrupt the examination or distract another candidate
 - Using an unauthorised calculator during an examination (see maths policy on this for both IGCSE and IB), this may include concealing and/or using unauthorised software on a graphic calculator, particularly,
 - Impersonating another candidate
 - Theft of examination papers or taking exam scripts out of the examination room, this includes extracts, sourcepapers, and rough work.



- IB Only: Disclosing or discussing the content of an examination paper with a person outside the immediate community within 24-48 hours after the examination (see IB policy on this)

Use of AI in Homework and Coursework

The use of artificial intelligence (AI) tools for completing assignments is only permitted within the guidelines set by the school and the IB. While AI can aid learning, submitting AI-generated content (part or in full) as your own work constitutes plagiarism. Students should use AI responsibly and in alignment with the academic integrity policy, ensuring they remain the primary authors of their submissions. Students will learn how to use AI generations in PSHE classes to generate ideas, and also how to check the content AI generates (as it is not always accurate!).

Consequences for Violating the Integrity Policy

Our school maintains a zero-tolerance policy on plagiarism and academic dishonesty. Violations will result in disciplinary actions, which will include discussions with parents, a zero grade in that assignment (key stage 3 only) or, in severe cases, disqualification from programs from the IGCSE or IB, in line with the exam board requirements. Repeat offences, especially in IGCSE and IB years, will incur more serious consequences, potentially affecting a student's ability to progress in their studies.

Maintaining Integrity in IGCSE and A-Level Exams (Year 10 - 13)

Adherence to academic integrity during IGCSE and A-level exams is crucial, as these assessments contribute to students' future educational pathways. Plagiarism, cheating, or any form of dishonesty in exams and coursework is strictly prohibited. We encourage all students to use these assessments to demonstrate their own knowledge. If a student is caught cheating in mock examinations, they will be facing internal suspension, and if this is a repeat offence the student may be facing withdrawal from the final IGCSE or A-level exams.

Supporting Students to Avoid Plagiarism

We provide guidance on appropriate study practices and citation methods to all students. Our teachers are available to help students understand the importance of academic honesty, including proper source use and citation. We aim to instill respect for intellectual property and help students develop skills to prevent plagiarism in all academic contexts.

How Our School Deals with Plagiarism

This is a complex area. In broad terms, these are the various stages:

- If the teacher suspects that plagiarism may have occurred they will undertake an investigation which would normally involve considering any evidence. This may include a



report generated by text-matching software from turn-it in, or comparing a student's writing to their other pieces of work.

- If, following the investigation, the teacher has a reasonable suspicion that plagiarism has occurred, they will invite the student to respond to the allegation.
 - If this is a first offence, and if it is for homework or classwork (not an IGCSE or IB piece of coursework) this will be a warning, and a lunch time detention. Students may receive a 0 for the piece of work, and not be allowed to redo it.
 - If this is a second or multiple offence parents will be emailed and invited in for a meeting, and students will have a week of lunchtime detentions. The student will not be allowed to redo it.

Examples of how our school deals with plagiarism in different forms:

- A year 8 student copies and pastes a paragraph from a website on their powerpoint presentation on 1 slide for geography class.
 - The teacher will speak to the student about referencing and plagiarism. No further action, this is a small event.
- A year 8 student copies and pastes their entire powerpoint from an online source.
 - The teacher will speak to the student, and give them a 0 grade, and a lunch time detention.
- A year 9 student attempts to copy from another student in a formal class assessment, for the 5th time.
 - Parents will be invited into school to speak to the head of secondary, and the student may have internal suspension from 2-5 days.
- A year 10 student uses an AI generator to write a poetry essay in English Literature, and submits it as their own work. It is clearly not their own work. This is a first offence.
 - The teacher will speak to the student and explain to them why using an AI generator will not help them learn the content, and they will be asked to redo it in their lunch time, to ensure they learn the content/essay writing skills.
- The same year 10 student again uses an AI generator to write another essay, but this time for History. This is now a second offence.
 - The teacher will speak to the student and explain why they will get a 0, and that their parents/guardians will be emailed. They will have a lunch time detention where they are required to redo it, but will still receive a 0.
- A year 11 student in the mock IGCSE exams gets caught with unauthorised material in the exam hall. They have attempted to use it under the table.
 - The student will receive a 0 for the exam, parents requested to come in for a meeting, and they may be facing internal suspension for a week.
- A year 11 student in the mock IGCSE exam forgets they have notes in their pocket, and half way through the exam puts up their hand and hands it in.



- Students will be spoken to after the exam about the consequences of this in the real exam, no further action taken.
- A year 11 student in the real IGCSE is caught attempting to copy the answers from another student.
 - This will be reported to the exam board, and it is down to the IGCSE whether the student will be disqualified for this exam, for all these subjects exams, or all IGCSE exams in total.

School strategies for promoting academic honesty:

- All staff will receive a copy of this policy and will be expected to read it and apply the policy in general practice;
- Academic honesty will be discussed during inset sessions, whole staff meetings, departmental meetings, tutor meetings, and other meetings as appropriate;
- Students will be informed of the school's academics and encouraged to adhere to the rules set out in the policy. Upon entry into the school and again before entering A-levels students are required to sign an anti-plagiarism and academic integrity document.
- Students will be informed of and encouraged to adhere to sound academic honesty practices during lessons, enrichment activities, and other school activities;
- The school will use Turnitin software as standard for assisting teachers in spotting plagiarism.