



ROYAL HIGH SCHOOL
BATH

G D S T

ACADEMIC HONESTY/MALPRACTICE

Applicable to: All staff, students, and parents.

Aims: The RHSB seeks: to foster the values of trust, fairness, and honesty in line with the JCQ Regulations and the IB continuum of international education, especially those of integrity and responsibility, in the lives of all students throughout the school, to teach and model values that will lead to students understanding the concept of intellectual property and to acting academically in principled ways; and to eliminate the practice of cheating.

School responsibilities

The school's responsibilities for delivering GCSE & GCE qualifications, and as an IB World School, are clearly outlined in the IB document 'General regulations: Diploma Programme', and the JCQ 'Suspected Malpractice Policies and Procedures (1 September 2022 to 31 August 2023)'. The JCQ regulations are available on the Internet.

Definitions of academic honesty (IB)

The school has adopted the definitions provided in the IB publication on Academic Honesty:

- plagiarism: this is defined as the representation of the ideas or work of another person as the candidate's own
- 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 diploma requirements
- any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, taking unauthorised material into the examination room, misconduct during an examination, falsifying a CAS record).

Definitions of malpractice (JCQ)

The school has adopted the definitions provided in the JCQ publication on Suspected Malpractice.

- Any act, default or practice which breaches the Regulations or which:
- Gives rise to prejudice to candidates
- Compromises public confidence in qualifications
- Compromises, attempts to or may compromise the process of assessment, the integrity of any qualifications or the validity of a result or certificate
- Damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre.
- Failure by a centre to notify, investigate and report to an awarding body all allegations of malpractice or suspected malpractice constitute malpractice.
- Failure to act as required by an awarding body or to cooperate with an awarding body's investigation constitutes malpractice.

Types of malpractice (detailed in Appendix 2 of the JCQ document) include: breach of security, deception, improper assistance to candidates, failure to cooperate with an investigation, maladministration, and candidate malpractice.

Guidelines:

1. Staff should be aware of their own role and responsibility to model principled academic practice in the delivery of their lessons and in their hand-outs.
2. Staff should be aware of their responsibility to deliver formal tuition in research and study skills in their discipline and to give guidance in the writing of academic papers.
3. Students should be clear that ultimately, they are responsible for ensuring that all submitted work is their own, and that all sources are acknowledged fully and correctly. They should be aware that the requirement to acknowledge sources extends to ideas that have arisen in class discussion or in the course of a conversation with another person.
4. Teachers and students should be aware that if a student is suspected of, and subsequently found, guilty of malpractice no grade will be awarded in the subject concerned, and the consequence will be loss of GCSE & GCE qualifications or the IB Diploma.
5. Staff should be alert to any mismatch between written standards in examinations, coursework/ controlled assessment, homework, exercise books and students' abilities in teacher-guided class activities.
6. In coursework/controlled assignments staff should be on the look-out for copying by one student of another's work, the use of material downloaded whole from the Internet and the hand of an adult in the presentation of the work.
7. Staff should be vigilant in invigilating all tests and examinations. In particular, no work (marking, preparation, reading of a book etc) may be carried out during the invigilation of a final public or IB examination.
8. In sporting and other extra-curricular activities (like the debating society) students must be encouraged to abide by the etiquette of the activity and to embrace the concept of fair play.
9. Staff must be aware that they too could be involved in malpractice if as a teacher, Examinations Officer, invigilator, practical assistant, prompter, reader or scribe they helped students beyond the acceptable limits.

Implementation:

1. The Head of Centre (the Head) delegates oversight of Academic Honesty and Malpractice to three people: the Deputy Head Academic, the Examinations Officer and the IB Coordinator. All four have an important role in ensuring that Academic Dishonesty/Malpractice does not take place (as far as is humanly possible), and, if it does, to deal with it properly, effectively and in a timely manner. They must act in accord with the IB and JCQ documentation.
2. It is the task of the Deputy Head Academic to remind staff about correct ways to behave when assisting students and marking work. It is the Examination Officer's task to remind staff and students about correct ways to behave in the public examinations. It is the IB Coordinator's task to ensure IB staff and students follow the relevant IB procedures. It is the Head of Centre's task to have final oversight of any academic dishonesty/malpractice and to contact the relevant awarding body.
3. Subject staff will model correct practice in their lesson hand-outs and handling of source material: they should acknowledge all sources of data, works of art, computer programmes, photographs, diagrams, illustrations, maps etc. used in their subject hand-outs.
4. Subject staff will teach research skills, study skills and academic writing appropriate to their discipline. Students will be expected to abide by the guidelines set out by staff to complete all work in a fair and honest manner.
5. Subject staff will expect sources to be acknowledged in all pieces of GCSE, GCE and IB work, written or oral, and all pieces of externally assessed coursework, according to the regulations of the relevant awarding body.
6. Subject staff will, in accordance with relevant Awarding Bodies and IB regulations, sign the cover sheet in their subject to "confirm that, to the best of their knowledge, all candidates' work accepted or submitted for assessment is the authentic work of each candidate."

7. IB students will be provided by the IB Diploma Programme Coordinator with a copy of the school policy on Academic Honesty and Malpractice at the start of their IB course. They will be given an opportunity to read and discuss it, and then to sign that they have received and understood it.
8. When submitting coursework/controlled assignments, all students complete a cover sheet. Students will, in accordance with the relevant Awarding Body/IB regulations, sign the cover sheet in each subject to confirm that the work they are submitting is their own authentic work and that all sources of information have been acknowledged.
9. Under the direction of the IB Diploma Programme Coordinator, IB students will be given specific instruction in note taking, research skills and citation by the School Librarian at the start of the Extended Essay process.
10. The School Librarian will be available during the school day in the Sixth Form Library to give guidance on conventions for citation in both the Extended Essay and in the Extended Project Qualification.
11. Subject staff are asked to check **IB coursework** in their subject, particularly the **Extended Essay**, using 'www.turnitin.com' in order to prevent plagiarism. Supervisors involved in the Extended Project Qualification also make use of the same facility.
12. If cheating is suspected in written work, the student will be challenged by the member of staff concerned. If no satisfactory explanation is forthcoming, sanctions will be imposed. The relevant Head of Year, Head of Department and the Deputy Head (Academic) will be informed and appropriate action taken. For a first offence this will usually involve a conversation about Academic Honesty and the work to be re-submitted as the student's own work. In the case of IB students, the IB Diploma Programme Coordinator must be informed and will act according to the severity of the incident.
13. In the case of controlled assessment, the Examinations Officer and the Deputy Head Academic will be informed in the first instance, and the Head thereafter. The policy of the relevant awarding body will be fully implemented, and the Head will inform the student's parents. Where IB coursework is concerned, the IB Diploma Programme Coordinator must be informed and liaise with the Head of 6th Form and the Head. If this is a first offence, the student accused of cheating must be made aware that she has done wrong and be warned of the consequences of a repetition. If the work is a first draft, and the cheating is a lack of correct acknowledgement, the student will be required to acknowledge sources correctly in the final draft. If the work is the final draft, the student will have to produce an alternative piece of work.
14. If an IB student repeats the offence, she may be removed from the IB Diploma Programme.
15. In any examination rules of behaviour are read out prior to the start of the exam. This includes the requirement that students must never communicate in any way with another candidate until they are outside the examination room.
16. If cheating is thought to have occurred in any internal school examination, the invigilator concerned will record precise details of the incident. These will be reported to the Head of Department who will take appropriate action after consultation with the Deputy Head (Academic)/Head of Sixth Form and Head of Year. If cheating has occurred, the Deputy Head (Academic) will inform the student's parents. In the case of IB students, the IB Diploma Programme Coordinator must also be informed, and involved in any decisions taken.
17. If cheating is thought to have occurred in any public or IB final examinations, the invigilator will record precise details. These will be reported immediately to the Examinations Officer or, in the case of IB students, to the IB Diploma Programme Coordinator. In conjunction with the Head, the policy of the relevant awarding body will be fully implemented. The Head will inform the student's parents. The Examinations Officer must also inform the relevant awarding body. (Details of what to do are provided in Section 7 of the JCQ document.) In the case of IB students, the IB Diploma Coordinator will follow the procedure as laid down by the IB and inform the IB immediately.
18. If cheating or a lack of the sense of fair play manifests itself in sporting or extra-curricular activities, the staff involved in the activity will reprimand the student. If the fault is a major one and takes place in an activity where the student represents the school, they may be banned from further participation after the Head of Department has discussed this with the Head of 6th Form.

19. The school will enact JCQ guidelines regarding conduct of teachers, students and invigilators. Section 10 of the JCQ document concerns possible sanctions for individual staff (e.g., written warning, training, or suspension). Section 11 concerns possible sanctions for the school as a centre (e.g., written warning, review of procedures and additional inspection). Section 12 concerns possible sanctions for the candidates (e.g., warning, loss of marks, disqualification from a unit or their exams).
20. NB that if any changes in implementation are necessary because of renewed Covid restrictions, these will be made in line with the relevant guidance.

Reviewed: June 2022	Next Review: June 2023
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