



AVANTI GRANGE

SECONDARY SCHOOL

Academic Honesty Policy

This policy is in force until further notice from:	5 th September 2022
This policy must be reviewed by:	5 th September 2025
Policy Author(s):	Genevieve Millard
Location of publication of policy:	Website
Approved by:	Curriculum, Teaching & Learning Committee
Approval given on:	28 th September 2022



Contents

1. Academic Honesty Policy Intent	1
2. Definition.....	1
3. Types of Academic Dishonesty include:.....	1
4. Academic Misconduct and Malpractice.....	1
5. Consequences of Academic Dishonesty	2
6. Appendix A: Roles and Responsibilities	3

1. Academic Honesty Policy Intent

The purpose of this policy is to inform students, staff, parents, carers and trustees about the School's responsibilities for personal integrity and academic honesty, and enable all stakeholders to have a clear understanding of how these responsibilities should be carried out.

2. Definition

Academic Honesty means the production of independent work, making use of one's own feelings, ideas, thoughts, knowledge and information in written work. Where students rely on information produced by other people then they should cite the source and clearly show any quotations used by following the standard subject conventions and listing any sources accurately at the end of the writing, within a bibliography.

3. Types of Academic Dishonesty include:

- **Plagiarism:** The use of ideas, sentences and standpoints of other authors, unknowingly or intentionally, in your own work, without adequate reference to the title of the work or the name of the author.
- **Collusion:** The unauthorised collaboration on assessable work (written, oral or practical) with other people or letting other people submit your work as their own.
- **Cheating:** consists of communicating with another candidate in an exam or classroom assessment, bringing unauthorised material into an exam room, or consulting during an exam or classroom assessment in order to gain an unfair advantage
- **Duplication of work:** Submitting the same work for different subjects or examination components.
- **Theft / Stealing:** notes, notebooks or other work from other students to use as one's own or to transmit to any other user.
- **Too much assistance:** Receiving too much assistance from sources such as websites, individuals or other services that offer answers or parts of answers to assignments or that significantly alter the style or language of a piece of work. To maintain academic honesty, tutors, parents or other third parties must not give excessive assistance on assessments or during an assessed piece of coursework.
- **Unethical Behaviour:** The inclusion of inappropriate material in any assessment materials or the breach of ethical guidelines when conducting research.

4. Academic Misconduct and Malpractice

Academic misconduct is any action that might result in a student gaining unfair advantage in the assessment, which includes, but is not limited to:

- Possession of unauthorised items during assessment or examination
- Submitting plagiarised or duplicated work
- Collusion
- Fabrication of data

5. Consequences of Academic Dishonesty

If a teacher suspects any form of academic misconduct, the student should provide evidence to support the authenticity of their work.

If academic dishonesty is determined after careful analysis of the student's work and the evidence provided, the teacher has the right to refuse to accept student's work. Teachers will be required to issue an appropriate consequence to the student in line with the School's Behaviour Policy.

Exam assignments or components that contain elements of plagiarism will not be taken into consideration; this may result in the student failing the exam. In this case, parents and/or legal guardians will be informed, and the School's Behaviour Policy will apply. Failure to follow the Academic Honesty Policy may result in a student failing examinations, and therefore not passing specific courses, as well as exclusion.

Teachers may allow the resubmission of the student's work at their discretion and in consultation with the Senior Leadership Team.

6. Appendix A: Roles and Responsibilities

Academic integrity is an ethical code, to which all members of the School community must adhere. Academic honesty underpins everything at Avanti Grange and is essential for maintaining academic integrity and professional standards for all members of the community. If a student's academic honesty in the completion of exam assignments or component is questioned, the School has an obligation to report that to the relevant examination organisation. The examination organisation has the right to investigate academic misconduct. This may result in the student failing the exam and/or preclude them from taking any other public examinations.

Trustees

- To provide overall strategic vision for the implementation of policy.
- To review the impact of implementation of policy.

Extended Leadership Team

- Create and publish Academic Honesty Policy.
- Share Academic Honesty Policy with all stakeholders.
- Establish an ethical environment for teaching and which dissuades academic dishonesty.
- Report any form of academic misconduct to the relevant examination organisation if applicable.

Subject Leaders

- Ensuring that the school's academic honesty policy is aligned with expectations and undergoes a periodic review.
- Ensuring that all stakeholders are aware of stipulations surrounding academic honesty.
- Ensuring all stakeholders, including candidates and invigilators, are provided with relevant information about examination regulations.
- Developing an internal calendar alongside teachers to collate all deadlines for the receipt and submission of candidate's assessment materials.
- Keep central records of each situation and the consequences to ensure consistency and highlight trends and support teachers in administering consequences and penalties.
- Ensuring that suspected incidents of academic misconduct are dealt with in line with the Dealing with Academic Misconduct section of this document.

Teachers

- Remind students of the concept of plagiarism, collusion and academic misconduct during lessons.
- Provide guidance on the correct paraphrasing, citing and referencing using an appropriate style, for example Harvard.
- Inform Line Manager if they suspect any form of academic misconduct.

- Make all reasonable attempts to reduce the opportunity for Academic Dishonesty when conducting internal assessments.
- Role model academic honesty at all times.

Teachers must not:

- Conduct research on behalf of students.
- Produce any part of the examination assignment instead of the student.
- Correct or improve the work of the student after the student makes their final submission.

Teachers must:

- Ask students to sign a declaration of authenticity where required.
- Ask students to provide evidence that might support the authenticity of the student's work.
- Follow the National Curriculum, GCSE and GCE A Level guidelines for the feedback on work.

Students

- Read the Academic Honesty Policy.
- Inform teacher of any other students' academic dishonesty.
- Avoid plagiarism, collusion and duplication or any other form of academic misconduct.
- Always properly cite, reference, paraphrase or quote other authors' work using appropriate referencing style and ask teachers for further guidance if they require it.
- Act in compliance with the invigilator's instructions during their exams.
- To maintain academic honesty, students must ensure they only submit work which is their own.

Students will receive guidance on the following:

- Use of the Library and Internet
- Basic note taking skills
- Simple paraphrasing and adaptation of source material.
- Ways to acknowledge informally in writing and speech
- Relevant use of direct quotations and citations
- Simple ways to acknowledge information derived from electronic sources
- Writing a bibliography
- What constitutes academic misconduct and the possible outcomes

Students are not allowed to:

- Copy, transcribe or otherwise use the works and / or parts of other students' works in their assignments to avoid plagiarism.
- Copy and share prep, projects or exam assignments.
- Use other copyrighted materials without approval or without adequate reference to the title of the work and the name of the author (as outlined previously).
- Share examination materials during their exams (such as calculators or dictionaries).

Parents, carers and co-educators should:

- Monitor prep set within the prep timetable.
- Encourage students to complete work in good time, to reduce pressure of deadlines.
- Help organise the time needed to complete prep, exams, and project assignments.
- Support the School in promoting the importance of academic honesty.
- Provide guidance for students in completion of their assignments but avoid completing the work for them.
- Email subject teacher if there are justified reasons for a deadline extension (whether an extension is granted is at the discretion of the subject teacher in consultation with the Subject Lead and/or Head of Faculty).
- Request for additional support from the subject teacher if there is a need for it.