



**THE BRITISH
INTERNATIONAL SCHOOL
KUALA LUMPUR**
A NORD ANGLIA EDUCATION SCHOOL

<u>Secondary Academic Honesty Policy</u>	
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Rationale

Academic Honesty is an ethical imperative for our pupils and its practice is in line with our school values. Amongst other things, if pupils are not academically honest then it gives a false impression of their current abilities & progress and prevents teachers and parents from being able to support them appropriately.

What is Academic Honesty?

- Honest conduct in examinations and other forms of assessment.
- Not committing any form of malpractice.
- Acknowledgement of the ownership of work, ideas and words of another person.

What Constitutes Malpractice?

Malpractice is anything which results in, or could relate to, giving a candidate an unfair advantage over others or mislead a teacher or parent as to the pupil's progress and abilities e.g.

- **Plagiarism:** passing off the work, words or ideas of another person as your own. This could be in the form of graphics, music, writing or images. Plagiarised work is work which fails to acknowledge the sources it uses or upon which it is based.
- **Collusion:** submitting work which has been copied from or done with another student or parent/tutor, or allowing another student to copy your work. There are times when you will be actively encouraged to work collaboratively and share ideas with other students, even produce work together. However, work which is to be submitted for assessment must be yours only, even when it relies on common investigation or research data.
- **Duplication of work:** Presenting the same piece of work for different components or subjects.
- **Dishonest behaviour during an examination:** for example, copying from or communicating with another student or taking unauthorised material into the examinations room.
- **Dishonest behaviour in the preparation for an examination or other test:** for example, finding the mark sheet for the upcoming exam and reading it before the exam.

Other examples may include:

- Getting help from a parent, tutor, former student or online tutor for assessed work
- Making up data, research results or falsifying information
- Taking electronic devices into an examination room e.g. a mobile phone
- Using online translators or a native speaker to help produce work in a foreign language
- Copying and pasting excerpts from online sources without highlighting that this is what has happened
- Using images from the internet without referencing their source

- Programming information in Scientific Calculators
- Copying the work of another candidate

Expectations of BSKL students

- They will conduct their behaviour adhering to the principles of academic honesty
- The work you submit for an assessment must be your own.
- You need to acknowledge fully the work, ideas and words of others within your work. This includes citing within the body of your work and where appropriate, within a bibliography at the end, all sources you referred to in producing the work. This applies, regardless of whether you have used books, websites, photographs, audio-visual material, maps, graphs etc.
- When you have quoted someone's words verbatim, use quotation marks; when you paraphrase, make sure that you still acknowledge the source.
- Where bibliographic references are required you will be taught how to reference them correctly.
- You must look at any exam paper mark schemes that are not yet published by the exam board to the general public.

Support from the school

- Students will be introduced to the idea of Academic Honesty during MyWorld and this will be referred to numerous times throughout the school.
- Students will be clearly informed and then reminded at each of the stages of the procedures for investigating malpractice and the consequences thereof.
- Tutor lessons in sixth form will teach academic referencing for EPQ.
- Subject teachers will revisit referencing conventions at relevant points in the curriculum as required.
- Staff training will be given to teachers regarding academic honesty.

Expectations of BSKL teachers

- To be clear to what extent collaboration is acceptable in assigned tasks.
- To be clear about the amount of support and feedback students are entitled to within a task.
- To provide students with mark schemes for past exam papers where appropriate for revision and self testing purposes.
- To be vigilant for any obvious changes in the style of writing or quality of work submitted by a student.
- To report any suspicions of plagiarism to the Head of Department and / or SLT.

Expectations of BSKL parents

- To offer support to students by reading and discussing with them the contents of the Academic Honesty Policy.

Investigating and recording cases of Malpractice

There are three types of investigation:

1. An internal investigation which is the result of malpractice relating to homework, classwork, class tests or internal examinations.
2. An internal investigation which is the result of internally / externally assessed pieces of IGCSE or A Level work.
3. An external investigation which is the result of malpractice relating to internally assessed coursework, externally assessed assignments or the final written examinations and is conducted by The Head of Centre/Examinations Officer or one of the IGCSE or A Level examination boards.

Type 1 investigation:

The Teacher notifies the Head of Department and Head of Year and they decide who will investigate. If malpractice has occurred:

- **1st Offence:** The student is required to redo a test or re-submit a piece of work and are reminded of the school's academic policy. The Head of Department and the Head of Year is notified as well as the parent. It is recorded on the school behavioural system.. Parents are notified by the Head of Year and this is recorded.
- **2nd Offence:** The student and parent(s) are called in to school for a meeting with the Head of Year and a member of SLT. In addition to disciplinary consequences re-submission of the work or re-sitting of a test, this is added to the student's school record, to be disclosed to universities or future schools / colleges as required. Student and parents are warned that any further incident could result in the student being asked to leave the school or be withdrawn from the examinations or repeat the year.
- **3rd Offence:** The student could be asked to leave the school or withdrawn from the examinations (and repeat the year, if offered). This decision is at the discretion of the Head of Secondary.

Type 2 investigation:

If a teacher suspects academic dishonesty within the first draft of a piece of IGCSE or A Level Coursework, then the Type 1 sanctions will apply. However, if this happens at a later stage, i.e. when the final version is being submitted, the teacher will notify the Head of Department and relevant Head of Year. Plagiarism software may be used to establish the extent of plagiarism, if relevant. Parents will be called in for a meeting with the Head of Year/SLT. Pupils will have an opportunity to provide evidence that the work is their own by bringing notes, drafts etc. and make their case. The subject teacher's judgement regarding the authenticity of the work is final since they need to be able to sign a declaration that this is the authentic work of the student.

Depending on the nature and extent of academic malpractice and whether there is any history of similar behavior, further sanctions could take the form of suspension or permanent exclusion.

Type 3 investigation

If an invigilator, or other person, suspects malpractice in an examination, they must immediately inform the Exams Officer/Head of Centre. The examination must continue with as little disruption as possible and the Exams Officer should investigate immediately upon conclusion of the exam. The Head of School and the students' parents should be informed. The Head of Centre will communicate the whole process of investigation to the examination board and they will make the final decision based on the evidence presented. The student(s) will be allowed to sit all other examinations in the session.

In the case where an examiner suspects malpractice, the Head of Exams Administration will contact the Head of Centre to alert them to this. The Head of Centre must then carry out a full investigation regarding the student(s) concerned. The exam boards will determine the consequence of confirmed malpractice. This could result in no grade being awarded for the subject and them not being allowed to re-register. Candidates are allowed to appeal – please see General Regulations Booklet