Academic Honesty Policy

(Reviewer: Graham Moir; August 2023)

Pupils are expected to produce their own high-quality work and anything a pupil uses in their work that is not their own must be acknowledged. This applies to all types of work, for example written prep or classwork, production of a video, production of written or physical coursework. The College maintains the right to check all pupil work using any technology available to do so (for example Turnitin). Academic dishonesty occurs when a pupil uses someone else's work, including anything generated from a large language based chatbot (e.g., Chat GPT – see AI Policy), and call it their own or allows someone else to use their work and submits it as their own. It includes:

1. Using published sources incorrectly

- Copying directly from a source (e.g: book, magazine, internet, etc.)
- Putting someone else's text in your own words without acknowledging it, plagiarism is the stealing of ideas, not just words.
- Summarizing, using key words, phrases, or ideas from a text
- Using statistical data or copying maps, charts, images or graphs from a book or the internet
- Using facts that are not generally known or accepted as common knowledge without detailing where they came from.
- Representing another's artistic/scholarly work (eg: musical compositions, computer programs, photographs, paintings, etc) as your own work.
- Using Google Translate or any other similar webtool.

In all such cases above, the source must be clearly identified by the appropriate use of quotation marks, providing the author's name and a bibliography or by clearly identifying the internet source by including a link to the appropriate page of the website and the date the source was used.

2. Pupils using a friend's work or allowing a friend to use their work

- Collaborating on assignments or coursework unless this has been specifically allowed by the teacher.
- Copying, in part or in whole, someone else's work: coursework, Prep, etc.
- Getting a friend to tell them the answer.

NOTE: If a pupil shares their work with another student and they plagiarise it, the pupil is considered as guilty as the one who has plagiarised the work, since the former enabled the plagiarism to take place.

3. Cheating

- Using textbooks, notes or other materials prohibited during an examination.
- Obtaining the text of an essay written by someone else, from the internet, from large language based chatbots (e.g ChatGPT – see AI policy), or elsewhere, and submitting it, full or in part, as your own work
- Using translation websites
- Altering or interfering with the marking process
- Using mark schemes available on internet sites to produce answers when tackling past paper questions that are submitted for marking.
- Destroying or stealing the work of other students

- Any other act committed by a student that defrauds or misrepresents, including helping others in any of the actions defined above.

The consequences of being academically dishonest vary depending on severity. The range of sanctions include at least one of:

- Re-doing the work in a detention
- Receiving a zero grade for the work
- Having externally assessed coursework awarded zero marks
- Disqualification
- Being barred from gaining an external qualification for the whole subject

Academic dishonesty during exams (internal or external) or in relation to coursework or controlled assessments will be treated as serious misconduct. Therefore, in addition to the consequences above, in line with the Behaviour Policy (Big 12) pupils should expect to be suspended.

In the case of coursework or controlled assessment work, pupils should also refer to the most recent version of JCQ Information for candidates: non-examination assessments.

Teachers may detect plagiarised work during the marking and moderation process, however this cannot be relied upon, responsibility for plagiarism remains with the pupil; it should not take place. If work is submitted to an Exam Board and they detect that it has been plagiarised, in part or in full, they will apply one of the following penalties:

- the piece of work will be awarded zero marks;
- the pupil will be disqualified from that component for the examination series in question;
- the pupil will be disqualified from the whole subject for that examination series;
- the pupil will be disqualified from all subjects and barred from entering again for a period of time.