

Academic Honesty Policy

(Reviewer: Graham Moir; August 2026)

Approved by SMT August 2026

Pupils are expected to act with honesty and integrity in all academic work and to ensure that any ideas, words, data, images or other material taken from another source are appropriately acknowledged. This applies to all types of work, for example written prep or classwork, production of a video, production of written, digital or physical non-examination assessment (NEA) work. The College maintains the right to check all pupil work using any technology available to do so (for example Turnitin).

This policy should be read in conjunction with the Behaviour Policy.

The College recognises that promoting academic honesty is a shared responsibility between pupils and staff. Staff are expected to:

- Promote the principles of academic integrity and good scholarly practice.
- Provide appropriate guidance on referencing, citation and acknowledgement of sources.
- Make clear to pupils the requirements for individual and collaborative work.
- Explain when the use of artificial intelligence tools, translation software or other technologies is permitted, restricted or prohibited.
- Design and administer assessments in a way that promotes authentic pupil work and reduces opportunities for academic dishonesty.
- Support pupils who are uncertain about academic conventions or assessment requirements.
- Investigate suspected breaches of this policy fairly, impartially and proportionately.
- Give pupils an opportunity to respond to concerns before conclusions are reached or sanctions applied.
- Maintain appropriate records of significant incidents and outcomes in accordance with College policies and data protection requirements.
- Apply this policy consistently while taking account of the age, understanding, intent and individual circumstances of the pupil.

Staff are encouraged to foster a culture in which academic integrity is valued as an essential part of learning and personal development. The primary aim of this policy is educational: to help pupils develop honesty, responsibility and independence in their academic work.

Academic Dishonesty

Academic dishonesty occurs where a pupil presents work generated by another person or by artificial intelligence tools as their own original work, without acknowledgement, permission or compliance with the College AI Policy. It includes:

1. Using published sources incorrectly

- Copying directly from a source (e.g. book, magazine, internet, etc.).
- Putting someone else's text or ideas into your own words without acknowledgement. Plagiarism involves the misappropriation of ideas, not only the copying of words.
- Summarising, or using key words, phrases or ideas from a text without acknowledgement.
- 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 someone else's artistic/scholarly work (e.g. musical compositions, computer programs, photographs, paintings, etc) as your own work.
- Using translation software or online translation tools in a manner prohibited by the assessment requirements, examination regulations or teacher instructions.

In all such cases, the source must be clearly identified through the appropriate use of quotation marks, citation of the author, inclusion of a bibliography or, in the case of online material, a link to the source and the date accessed.

2. Pupils using another pupil's work or allowing another pupil to use their work

- Collaborating on assignments or NEA work unless this has been specifically allowed by the teacher.
- Copying, in part or in whole, someone else's work: NEA work, Prep, etc.
- Obtaining answers from another pupil where this is not permitted.

If a pupil knowingly allows another pupil to copy, submit or reproduce their work as their own, both pupils may be subject to sanctions.

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 artificial intelligence tools (e.g. ChatGPT – see the College AI Policy), or elsewhere, and submitting it, full or in part, as your own work.
- Using translation software or online translation tools in a manner prohibited by the assessment requirements, examination regulations or teacher instructions.
- Altering or interfering with the marking process.
- Using mark schemes available on the internet to produce answers when tackling past paper questions that are submitted for marking.
- Destroying or stealing the work of other pupils.
- Any other act committed by a pupil that defrauds or misrepresents, including helping others in any of the actions defined above.
- Any conduct that breaches current JCQ regulations or examination board instructions.

Investigation of Academic Dishonesty

Any allegations of academic dishonesty will be investigated by the relevant teacher, tutor, Head of Department, Head of Year, member of Senior Management or another designated member of staff. Pupils will be given an opportunity to respond to any concerns raised before sanctions are applied. Records of significant incidents and resulting sanctions will be maintained in accordance with the College's Data Protection procedures.

Sanctions Guidance for Academic Dishonesty

The College recognises that breaches of academic dishonesty may range from poor academic practice arising through misunderstanding to deliberate attempts to gain an unfair advantage. The nature, severity and intent of the breach will be considered when determining outcomes. The range of sanctions includes but is not limited to:

- Re-doing the work in a detention.
- Receiving a zero grade for the work where deemed appropriate by a Senior Member of Staff.
- Having externally assessed NEA work awarded zero marks.
- Disqualification.
- Being barred from gaining an external qualification for the whole subject.

Academic dishonesty during examinations (internal or external) or in relation to NEA work will be treated as serious misconduct. Where academic dishonesty constitutes serious misconduct, sanctions may be applied under both this policy and the College Behaviour Policy.

In the case of NEA 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, responsibility for ensuring that work is authentic remains with the pupil. The failure of staff to identify plagiarism does not remove a pupil's responsibility to comply with this policy.

If work is submitted to an Exam Board and they detect that it has been plagiarised, in part or in full, they will typically 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.