

ACADEMIC HONESTY

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Pupils and staff need to be aware of the importance of academic honesty whether it be in external assessment or moderation (extended essays or projects, coursework, written assignments etc.) or work submitted internally (e.g. research projects or written homework).

Plagiarism in the context of public examinations can have extremely serious consequences for a candidate, normally resulting in disqualification from all subjects.

Internally, the School takes the avoidance of plagiarism very seriously, both in principle and in terms of the need to prepare pupils for public examinations, university and employment.

What constitutes plagiarism?

- “Plagiarism is passing off someone else’s work, whether intentionally or unintentionally, as your own for your own benefit.”¹

¹, Jude Carroll, A Handbook for Deterring Plagiarism in Higher Education, Oxford Brookes University, 2002, page 9

- “Plagiarism involves taking someone else’s words, thoughts or ideas and trying to pass them off as your own.”²

Plagiarism may in particular include:

- Copying from a source, including artificial intelligence generated content, without attributing the work to the author of that source;
- Downloading or copying information from the internet without acknowledgement;
- Copying the work of another pupil;
- Collaborating with another pupil on a piece of work where collaboration is unauthorised;
- The use of artificial intelligence at any stage where this is unauthorised, for example to generate initial ideas, analysis, or other content;
- Having parents, family friends or others ‘dictate’ text or do work for the pupil;
- Using essays from on-line essay banks;
- Dishonestly using internet software for translation and other purposes.

Acknowledgement of sources

Pupils will naturally use (and should be encouraged to use) a wide variety of resources in researching and preparing work. To avoid plagiarism, pupils must, however, acknowledge their sources when they present their work.

Acknowledging sources can take many forms, from citing a source in the written work to full footnoting and presentation of a bibliography. The extent, formality and format of the acknowledgement required should be made clear to pupils by staff when work or assignments are set. The Library provides detailed ‘Guidelines for References and Bibliographies’.

The guiding principles should be that:

- honesty and academic integrity require a writer to acknowledge the ideas and work of others;
- in written work based on research from a number of different sources, all material statements, ideas, opinions or data taken from another writer’s work should always be acknowledged whether directly quoted or paraphrased or summarised;
- the reader should be able to find the source easily, which precludes the use of generative artificial intelligence as a source, unless authorised.

Spreading awareness

The School’s policy is that all pupils, from when they join the School, should be made aware, in the appropriate terms, of the importance of academic honesty and acknowledgement of sources and how to avoid plagiarism. The following are examples of what the School does in this respect:

² JCQ, information for candidates

- library induction lessons include a session on academic honesty and the issues of plagiarism
- PSHE schemes of work in each year touch on the issue of plagiarism
- Study Skills sessions include an element on academic honesty
- pupils sitting public examinations are issued with the appropriate guidance from JCQ and the IBO relating to controlled assessments ((I)GCSE), and coursework (AS, A Level, IB, and Pre-U).
- the library makes available sheets of ‘Avoiding Plagiarism’ and ‘Guidelines or references and bibliographies’
- use of Turnitin similarity reports to assist in detecting plagiarism in student assignments and coursework and to support staff in educating pupils of how to avoid plagiarism both in school and beyond

Additional resources

The website <http://www.plagiarismadvice.org> has a rich set of resources and advice about this issue.

The following documents are of particular use:

1. Using sources: a guide for students
(<http://www.plagiarismadvice.org/resources/engaging-students/item/plagiarism-students>)
2. Authenticity: a guide for teachers
(<http://www.plagiarismadvice.org/resources/teaching-resources/item/plagiarism-teachers>)
3. Avoiding plagiarism: a guide for parents and carers
(<http://www.plagiarismadvice.org/resources/engaging-students/item/plagiarism-parents>)
4. The IB guide to “Effective citing and referencing.” [Effective citing and referencing \(ibo.org\)](http://www.ibo.org)

A useful web site for further understanding plagiarism issues is

<http://www.uefap.com/writing/writfram.htm>

Procedures where plagiarism is suspected (internal work)

Where a member of staff suspects that a pupil may have committed plagiarism:

- they should first discuss it with the relevant Head of Department;
- then (with the Head of Department or another colleague) meet with the pupil to present evidence and discuss the matter further.

If the member of staff is satisfied that any plagiarism was unintentional or inadvertent, they may:

- give the pupil advice as to how to avoid it in future; or
- ask the pupil to resubmit the work with proper acknowledgement of sources: or
- ask the pupil to undertake a new or different assignment.

If it is deemed that the plagiarism was dishonest and intentional, the member of staff should:

- make the pupil aware of the importance of the issue and
- report the matter to the relevant Head of Department, Tutor and Head of Year (or Section Head).

After discussion and depending on the nature of the offence or assignment, the member of staff may:

- ask the pupil to resubmit the work with proper acknowledgement of sources: or
- ask the pupil to undertake a new or different assignment; or
- award the pupil a ‘fail’ mark; for the assignment or part of it:

In addition, following consultation with the relevant Section Head, a letter may be sent to the pupil’s parents or guardians and a copy of the letter retained on the pupil’s file. In the case of serious or repeated offences, further action may be necessary, in accordance with the School’s Behaviour Policy.

Procedures where plagiarism is suspected in Public examinations

Particular conditions apply to plagiarism (malpractice) in public examinations.

Candidates submitting externally assessed or moderated work will have to sign a declaration in this or similar form:

“I have read and understood the Information for candidates [.....] I have produced the attached work without assistance other than that which is acceptable under the scheme of assessment.”³

In addition, the teacher will have to sign a declaration (in the following or similar form) that there is no plagiarism and that they have *“authenticated the candidate’s work and are satisfied that to the best of their knowledge the work produced is solely that of the candidate.”⁴*

The Examinations Office will in good time circulate documents from JCQ relating to internal assessment for public examinations (including related elements such as coursework, controlled assessment and personal investigation, etc.) to Heads of Department so that candidates may be made aware of relevant regulations. These may also be used for qualifications not governed by JCQ.

³ <https://www.jcq.org.uk/exams-office/controlled-assessments>

⁴ ibid

If plagiarism is suspected in a piece of work submitted for assessment, the teacher will, depending on circumstances, take some or all of the following actions:

- discuss the matter immediately with the pupil before they (or the teacher) signs any declaration of authenticity and make the pupil aware of the potential consequences, including disqualification.
- report the matter to the relevant Head of Department, Tutor and Section Head. The Examinations Office should also be informed.

Further action will be in accordance with the procedures laid down by the relevant examination board.

Junior School Procedures

From Reception onwards, pupils are taught, in an age-appropriate way, of the importance of not copying other people's work. In later years, pupils are taught that it is important to acknowledge when information is used from different sources. In Years 5 and 6, this may take the form of an introduction to basic referencing and bibliographies. In Year 6, pupils encounter the term plagiarism.

In Computing lessons and any subject that involves project work, pupils are taught that it is dishonest to copy and paste information from the internet without paraphrasing or acknowledging the source. From Year 2 onwards, pupils are taught how to take notes from online and written sources and express ideas in their own words.

Pupils are taught from the First School onwards that any work completed at home needs to be their own. They are taught to distinguish between having help with work and having the work done by someone else. This message is reinforced to parents at Curriculum Evenings and, if necessary, during Parents' Evening meetings.

For formal internal assessments (including the 11+ entrance exam), pupils are seated at separate desks to ensure pupils understand the importance of independent working and to reinforce the importance of academic honesty. There is no coursework element to any of these assessments so plagiarism in its strictest sense is unlikely to occur.

Procedures where plagiarism is suspected in the Junior School

Classwork and Homework:

In the majority of cases, incidences of plagiarism are dealt with by the teacher who set the work. It is likely that advice from the teacher about how to paraphrase and/or acknowledge sources along with a reminder of the importance of honesty will be enough to resolve the problem. The pupil will usually be asked to resubmit all or part of the work following this discussion with the teacher. If this is a pattern of repeated behaviour, the teacher will contact the pupil's parents and inform the relevant Deputy Head.

Assessments:

Incidences of copying from another pupil during an assessment are dealt with by the teacher who set and marked the test. The approach is similar to that used for incidences of plagiarism in classwork and homework. Depending on the amount of copying that occurred and/or if it is a pattern of repeated behaviour, the teacher will contact the pupil's parents and inform the relevant Deputy Head.

Monitoring and Review - This Policy will be reviewed every two years, or earlier if so required, by the Deputy Head (Academic).