



KING WILLIAM'S COLLEGE

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# King William's College Academic Honesty Policy

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**KING WILLIAM'S COLLEGE**  
**ACADEMIC HONESTY POLICY**

All students at King William's College are expected to be scrupulously honest in the way in which they carry out and present their work. This means that all parts of all work submitted for assessment, whether internal or external, must either be original to the student, or must be properly attributed.

**1. Academic dishonesty:**

Academic dishonesty/malpractice may involve:

- 1.1 Copying material from a textbook, the internet, or another student and presenting it as one's own work.
- 1.2 Colluding in such practice.
- 1.3 Taking unauthorised material into an examination room (for example, an electronic device other than a permitted calculator, own rough paper, notes, a mobile phone) regardless of whether this material is used or potentially contains information pertinent to the examination.
- 1.4 Misconduct during an examination, including any attempt to disrupt the examination or distract another candidate.
- 1.5 Exchanging or in any way supporting, or attempting to support, the passing on of information that is related to the examination.
- 1.6 Failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of the examination.
- 1.7 Impersonating another candidate.
- 1.8 Stealing examination papers.
- 1.9 Using an unauthorised calculator during an examination.
- 1.10 Disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours of the end of the examination.

***Note: This list is not exhaustive.***

**2. The distinction between legitimate collaboration and unacceptable collusion or plagiarism.**

There are occasions (science labs/practicals etc.) when group work is entirely desirable and acceptable. This is legitimate collaboration. In such a case, each student involved should play a distinct part so that it can be clearly seen how his or her contribution differs from that of others in the group. Any written work presented must be individual. One student cannot do the writing for another.

Unacceptable collusion occurs when one student copies from another with or without his or her agreement, or when one student does the work for another.

### 3. Action to be taken if a candidate is found guilty of malpractice

The emphasis is on prevention, and on students learning the appropriate skills of correctly referencing work. As an international school, we are aware that students come from a variety of cultural backgrounds, and it may take them time to understand this policy. This is not to say that plagiarism is tolerated. However, it may be that in the first instance the student is handed back work and asked to reference it properly. Repeated offences will mean that more severe action will be taken.

Teachers may choose to check work with <http://www.plagiarismchecker.com/>

#### Examples of possible sanctions:

Note that for any incidents involving Sixth Form students, the IB Co-ordinator should be kept informed at all stages, and should be invited to attend meetings with the student.

1.	A student pastes a paragraph from the internet into an essay that he is writing for homework.	<ul style="list-style-type: none"><li>▪ The student will be reprimanded by the teacher, and required to do the work again.</li><li>▪ Tutor and Head of Year informed.</li><li>▪ Meeting with Deputy Head Academic.</li><li>▪ Possible Friday whole school detention (parents informed and a note put on file).</li></ul>
2.	Two students hand in identical or excessively similar homework / practical reports, etc.	<ul style="list-style-type: none"><li>▪ The student will be reprimanded by the teacher, and required to do the work again.</li><li>▪ Tutor and Head of Year informed.</li><li>▪ Meeting with Deputy Head Academic.</li><li>▪ Possible Friday whole school detention (parents informed and a note put on file).</li></ul>
3.	A student copies a paragraph from a book into an essay that he is writing for internal assessment.	<ul style="list-style-type: none"><li>▪ The student will be reprimanded by the teacher, and required to do the work again.</li><li>▪ Tutor and Head of Year informed.</li><li>▪ Meeting with Deputy Head Academic.</li><li>▪ Possible Friday whole school detention (parents informed and a note put on file).</li></ul>
4.	A student copies from another during an internal exam.	<ul style="list-style-type: none"><li>▪ The student will receive no result for that exam.</li><li>▪ Tutor and Head of Year informed.</li><li>▪ Meeting with Deputy Head Academic.</li><li>▪ Friday whole school detention.</li><li>▪ Parents will be informed.</li><li>▪ A note will be put on file.</li></ul>

5.	A student plagiarises some of his or her Extended Essay	<ul style="list-style-type: none"> <li>▪ The student will be seen by his or her supervisor and the Deputy Head Academic, reprimanded and told to rewrite the Essay.</li> <li>▪ Tutor, Year Head and Extended Essay Co-ordinator informed.</li> <li>▪ Friday whole school detention.</li> <li>▪ Parents will be informed.</li> <li>▪ A note will be put on file.</li> </ul>
6.	A student is caught on more than one occasion.	<ul style="list-style-type: none"> <li>▪ The case will be referred to the Deputy Head Academic for further action.</li> <li>▪ Such repeated offences could lead to suspension, or even expulsion from College.</li> <li>▪ Parents will be informed.</li> </ul>
7.	A student brings unauthorised material (e.g. some notes on a piece of paper) into an external exam.	<ul style="list-style-type: none"> <li>▪ The incident will be reported to the Deputy Head Academic .</li> <li>▪ The student will be reprimanded; this may take the form of suspension from College.</li> <li>▪ In line with the procedures of the IBO/exam board, it may be necessary to officially report the incident.</li> <li>▪ Parents will be informed.</li> </ul>

#### 4. Educating students about academic honesty

Sessions on academic honesty in both tutorials and Year Assemblies

#### 5. Additional information available to students:

- 5.1 Induction Day programmes cover academic expectations
- 5.2 Subject teachers address subject specific requirements for GCSE coursework and IB internal assessments
- 5.3 The Extended Essay Guide addresses both academic honesty and how to reference correctly
- 5.4 Student planners include sections on academic honesty and referencing
- 5.5 Formal exam briefings are given before the first exams take place. These are conducted by the Examinations Officer for the GCSEs and by the IB Co-ordinator for the IB

#### 6. IB Internal Assessment

- 6.1 Before any Internal Assessment work is submitted to the IBO, students must sign a *Candidate consent and declaration of honesty* form (see Appendix 3)
- 6.2 No work will be submitted to the IB if any form of academic malpractice is suspected. Teachers must be confident that the work is the students' own before uploading it.

## **Appendix 1: GCSE CONTROLLED ASSESSMENT POLICY**

### **1. Background**

This policy is intended to provide guidance about the roles and responsibilities of all involved in the administration of Controlled Assessments as part of the external public examinations system.

### **Roles and Responsibilities**

#### **2. Senior Leadership Team**

Via the Deputy Head Academic, the Senior Leadership Team will be:

- 2.1 Accountable for the safe and secure conduct of all controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject specific instructions.
- 2.2 Map overall resource management requirements for the year. As part of this resolve:
  - 2.2.1 Clashes/problems over the timing or operation of controlled assessments.
  - 2.2.2 Issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.)
- 2.3 Ensure that all staff involved have a calendar of events
- 2.4 Investigate any alleged malpractice and if such allegation is substantiated, apply an appropriate sanction. This sanction may include rejection of the controlled assessment and consequently a zero mark submitted to exam board.
- 2.5 Create, publish and update an internal appeals policy for controlled assessments (see Appendix A).

#### **3. Heads of Department**

- 3.1 Decide on the awarding body and specification.
- 3.2 Ensure that at least 40% of overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certified, to satisfy the terminal assessment requirements in accordance with the awarding body specification.
- 3.3 At the start of the academic year, begin coordinating with the Exams Department to schedule controlled assessments.
- 3.4 Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- 3.5 Ensure that individual teachers understand their responsibilities of the awarding body's specifications and are familiar with the relevant teacher's notes, and any other subject specific instructions.
- 3.6 Where appropriate, develop new assessment tasks or contextualise sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.
- 3.7 Ensure that teaching staff inform candidates of exam and controlled assessment regulations and of possible sanctions for malpractice.

#### **4. Teaching Staff**

- 4.1 Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting controlled assessments*.
- 4.2 Inform all prospective candidates of exam and controlled assessment regulations and of possible sanctions for malpractice.
- 4.3 Understand and comply with the awarding body specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- 4.4 Supply to the exams office details of all unit codes for controlled assessments.
- 4.5 Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.
- 4.6 Supervise assessments (at the specified level of control).
- 4.7 Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- 4.8 Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- 4.9 Mark internally assessed components using the mark scheme provided by the awarding body.
- 4.10 Submit marks through iSAMS, the school's information management system, ready for the exams office to send to the awarding body when required, keeping a record of the marks awarded.
- 4.11 Retain candidates' work securely between assessment sessions (if more than one).
- 4.12 Post-completion, retain candidates' work securely until the closing date for enquiries about results.
- 4.13 In the event that an enquiry is submitted, retain candidates work securely until the outcomes of the enquiry and any subsequent appeal has been conveyed to the centre.
- 4.14 Ask the Head of Learning Support for any assistance required for the administration and management of access arrangements.

#### **5. Exams Officer**

- 5.1 At the start of the academic year, begin coordinating with Heads of Department to schedule controlled assessments.
- 5.2 Enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries.
- 5.3 Enter students' 'cash-in' codes for the terminal exam series.
- 5.4 Add controlled assessment dates and times to individual student timetables.
- 5.5 Check completion of marks in iSAMS by teaching staff, and submit electronically to awarding bodies before deadlines.
- 5.6 Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in electronic or hard copy format.
- 5.7 On the few occasions where controlled assessment cannot be conducted in the classroom, arrange suitable accommodation where controlled assessment can be carried out, at the direction of the Senior Leadership Team.
- 5.8 Ensure access arrangements have been applied for from the relevant awarding bodies.

#### **6. Head of Learning Support**

- 6.1 Ensure relevant assessments have been completed and are in date for all students who are eligible for access arrangements.
- 6.2 Work with teaching staff to ensure requirements for support are met.

7. **Related Documents**

*Instructions for conducting controlled assessments*, JCQ (Joint Council for Qualifications)

## Appendix 2:

### **PROCEDURE FOR APPEALS AGAINST INTERNALLY ASSESSED MARKS INCLUDING ENQUIRIES ABOUT RESULTS AND SANCTIONS IN THE CASE OF MALPRACTICE**

King William's College is committed to ensuring that whenever staff marks candidates' Internal Assessments / Controlled Assessments this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

**N.B. For any queries relating to Internal Assessment in the IB Diploma, please consult the *IB General Regulations* document or contact the IB Co-ordinator (Alasdair Ulyett)**

1. Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. King William's College is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.
2. If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure. N.B. an appeal may only be made against the assessment process and not against the mark submitted to the awarding body.
3. JCQ regulations state that "as part of this procedure, candidates must be told the mark given by their centre for a centre assessed component/unit" (this currently applies to Art, Photography and Design Technology GCSE components).
4. In the circumstances of alleged malpractice by a candidate in the context of a controlled assessment, the appropriate course of action is set out in the Controlled Assessment Policy. If a candidate wishes to appeal the outcome of an investigation into malpractice, he/she may make use of this appeal procedure.
5. Appeals should be made as early as possible, and no later than two weeks before the last timetabled examination in the series (e.g. the last GCSE written paper in the June GCSE examination series).
6. Appeals must be made in writing by the candidate's parent/carer to the Examinations Officer.

#### **Stage 1 – Preliminary Stage Investigation**

7. The Principal will appoint a senior member of staff to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.
8. The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject-specific associated documents (including, if relevant, guidance on malpractice).
9. There should be an opportunity for the teacher(s) concerned in making the assessment, (or raising an allegation of malpractice) which is the subject of the appeal, to see a copy of the appeal and to respond to this in writing, with a copy sent to the candidate.
10. The appellant will be informed in writing of the outcome of Stage 1 of the appeal within two weeks of the written appeal being made, including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures.



## Stage 2 – Panel

11. The appeals procedure should allow the candidate bringing the appeal to have an opportunity to have a personal panel hearing if they are not happy with the written response they have received at the conclusion of Stage 1. A candidate should be given reasonable notice of the hearing date; they should have sight of all relevant documents (e.g. the marks given, the assessments made, the evidence as to malpractice etc.) to the case in advance of the hearing. Where a candidate is presenting their own case they should be allowed to be accompanied by a (single) carer/friend. The teacher(s) and candidate should have the opportunity to hear each other's submission to the panel at the hearing.
12. The panel should comprise at least two individuals who had not previously dealt with the particular case. One of the individuals should be a senior member of staff and the second another independent person, whether another member of staff, or, for example, a governor.
13. The outcome of the appeal will be made known to the Principal and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.
14. After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of King William's College and is not covered by this procedure.
15. In the context of an appeal connected with alleged malpractice, due account should be given to the JCQ and examining boards' guidance in malpractice cases. In this context, King William's College will adopt the same guidance as is taken in cases of appeal to the awarding body in malpractice cases, in so far as the following do not by themselves constitute grounds for appeal:
  - 15.1 That the individual did not intend to cheat;
  - 15.2 That the individual has an unblemished academic record;
  - 15.3 That the individual could lose a university place;
  - 15.4 That the individual regrets his/her actions.



**Candidate consent and declaration of honesty**

All programme coordinators are expected to collect a signature from each individual candidate who is submitting work to the International Baccalaureate. Coordinators should retain these signatures on file. Candidates must:

1. Consent to allowing an authorized school staff member to upload coursework materials on their behalf.
2. Declare that all work uploaded or passed to an authorized school staff member is accurate, is the final version, is the candidate's own work, and that the candidate has correctly acknowledged the work of others.

This declaration will cover all pieces of work produced and provided by the candidate, including all internally and externally assessed work.

**Declaration**

You understand and consent to:

- 1) The programme coordinator or another authorized school staff member uploading your work to the IB's eCoursework system, and
- 2) The IB's processing, use, disclosure, and transfer of your personal data, including without limitation any sensitive personal data and/or education records, as described in the IB's privacy policy and the Privacy Supplement, including worldwide cross-border transfers (including storage and access of such data outside of your country of residence).

You also confirm that

1. you are at least 15 years old;
2. that the version of any materials you pass to your programme coordinator or another school staff member is the correct and final version, is your own work and that you have correctly acknowledged the work of others, and
3. that failure to do this will be investigated as a potential breach of IB regulations.

Signature.....

Print name.....

Date.....