



KING WILLIAM'S COLLEGE

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# **King William's College**

## **Academic Honesty Policy**

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Next Review: 11/24

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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.



**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.....