

Academic Honesty Policy

2023 – 2024



مدرسة جيمس متروبول
GEMS Metropole School
MOTOR CITY

Approved by:	Naveed Iqbal
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1. Purpose

By fostering and supporting honest qualities in our teaching and learning at MTS, it will help establish the required skills and behaviour for students to understand the meaning of, and to become, 'Academically Honest'. Good practice is expected to be introduced, modelled and used throughout the whole school, by staff and students alike. These practices will also be clearly articulated at Key Stage 3 and 4 through information sessions and GCSE/BTEC Programmes, and for our Post-16 students in the A-Level/ BTEC Programmes as well as the induction week programme at the beginning of Year 12.

2. GEMS Metropole School Academic Honesty Philosophy:

At MTS we place a high value on honesty and this extends to all work submitted for assessment. Our expectations are set out below. All members of the community need to be aware that the school treats academic dishonesty as a very serious matter.

3. The Practices of MTS Academic Honesty Policy

Primary Phase

Students are taught the importance of summarising information from different sources instead of just copying. This is particularly relevant when carrying out independent research tasks or home learning projects.

Key Stage 3

The academically honest student:

Does:

- acknowledge help from parents, other students and friends
- acknowledge the source of direct quotations
- acknowledge information taken from books and the internet
- acknowledge reference materials in a bibliography
- know what constitutes cheating and abides by the rules
- follows all examination rules (in external examinations, these rules are set by the JCQ and students will be advised prior to commencement of each paper by the Exams Officer or Lead Invigilator)

Does not:

- use notes during a test unless allowed to by a teacher
- copy from another student during a test
- copy home-learning from another student
- hand in work as his/her own that has been copied
- complete home-learning for another student
- give another student their home-learning to copy
- share examination content (where students have possibly accessed the paper earlier than other students)
- Claim work as their own that has been completed by AI

Students will be taught:

- to use the library and the internet
- to take basic notes
- to paraphrase and adapt source material
- ways to acknowledge sources informally in writing and speech
- ways to acknowledge information derived from electronic sources
- how to use direct quotations and citations
- how to write a bibliography
- to understand the consequences of not being 'Academically Honest'

Key Stage 4

The academically honest student:

Does:

- keep and maintain accurate, personal course notes
- understand and abide by the school's rules concerning Academic Honesty
- acknowledge, in a specific manner, help from another person
- ask or be aware beforehand what kind of external help is permissible
- will acknowledge, using the Harvard referencing system, information taken from books, magazines, and the Internet etc.
- follows all examination rules (in external examinations, these rules are set by the JCQ and students will be advised prior to commencement of each paper by the Exams Officer or Lead Invigilator)

Does not:

- copy the work of another student
- give another student their work to copy
- do the home learning of another student
- submit work done by another student, parent, friend or by another author as their own
- use notes during a test unless allowed to by the teacher or the examination rules.
- share examination content (where students have possibly accessed the paper earlier than other students)
- Claim work as their own that has been completed by AI

Students will be taught to:

- acknowledge direct quotation(s) with an in-text citation
- paraphrase
- acknowledge paraphrasing and the use of in-text citations
- consider reference materials for bias and reliability
- evaluate sources, text and internet sites
- use translated material appropriately
- formally acknowledge source material

Post 16

The academically honest student:

Does:

- document source material using the Harvard APA system or other recommended method of referencing
- use direct quotations appropriately
- understand the concept of plagiarism
- understand the consequences of plagiarism
- acknowledge explicitly and appropriately all external help
- follows all examination rules (in external examinations, these rules are set by the JCQ and students will be advised prior to commencement of each paper by the Exams Officer or Lead Invigilator)

Does not:

- copy the internal assessment work of other students
- give another student their work to copy
- do home-learning for another student
- purchase and/or download pieces written by someone else and submit them as their own work
- use notes (including digital) during a test unless allowed by the teacher or permitted by the examination rules
- present artistic or creative work in any medium that has literally been reproduced except in a manner allowed by the teacher or the examination rules
- share examination content (where students have possibly accessed the paper earlier than other students)
- Claim work as their own that has been completed by AI

Students will be taught:

- the rules for acknowledging source material using Harvard APA or other recommended method of referencing
- research writing techniques
- data gathering techniques
- the planning, preparation and execution of research writing assignments
- consideration of bias and reliability in reference material

Teachers at MTS should:

- model the principles of Academic Honesty in all of their own work
- explicitly teach to the principles of Information Literacy, in particular Academic Honesty
- be aware and administer sanctions for students who break the 'Honesty Code' (See 'Consequences' below)

Pastoral tutors at MTS should:

- make students aware of sanctions regarding Academic Honesty

- refer students to relevant sections of the planner regarding Academic Honesty
- liaise with parents, students and staff over cases of academic dishonesty
- report any concerns raised by teaching staff to the Head of Year or pastoral leaders

Parents of students at MTS should:

- support the school and students in the development Academic Honesty
- understand the consequences for students who break the 'Honesty Code' at MTS

MTS should:

- develop an 'Honesty Code' which acts as a contract for all students and parents at MTS
- make sure that students, parents and staff are aware of the consequences for the breaking of the 'Honesty Code' at MTS.
- form policy as to how to deal with instances of academic malpractice at KS3/KS4/Post16
- purchase 'TURNITIN' software to check for plagiarism
- provide INSET for the use of 'TURNITIN'

4. Consequences

In an instance where work is deemed to be academically dishonest it will not receive a mark, but the member of staff will instead highlight the area where the student has plagiarised. There will, however, be more grey areas at Key Stage 3, due to the immaturity of the students, so caution will need to be exercised.

Key Stage 3

- If the case of academic dishonesty is a basic error or misunderstanding of what is required e.g. failing to reference material properly, students will be required to reflect upon their error and correct their work themselves. This can then be marked and reported upon according to departmental policy.
- If it is a more serious breach of the 'Honesty Code' e.g. copying another student's work or downloading work and presenting it as their own, students will not have their work graded and will receive a detention, level letter, and/or internal suspension, depending on the seriousness of the incident.

In such instances where students have deliberately sought to pass off other peoples' work as their own, they will be reported to the Head of Year and Misconduct Letter will be sent home outlining the incident. Parents will also be offered the opportunity to review their son/daughter's work in light of school policy and to look at practical solutions to prevent their son/daughter receiving an 'un-graded' mark again. A copy of the letter will be forwarded to the Secondary Head and will be held on the student's record for reference. A record will also be kept on SIMS (internal tracking system).

In the event that a student is persistently academically dishonest, they could put at risk their place at MTS as a student.

Key Stage 4 / Post 16 phase

Work that is deemed to be academically dishonest:

- Work will not be graded.
- Reported to the Head of Year and the Deputy Head
- Misconduct letter sent home to parents outlining the incident
- Parents will be invited into school by the Deputy/Assistant Head and given the opportunity to review their child's work in light of the school policy.

- A copy of the letter will be forwarded to the Secondary Head and will be held on the student's record for reference.

A number of sanctions may be employed including:

- Keeping the work at 'un-graded'
 - Refreshing the student's knowledge of the principles of academic honesty
 - Placing the student on report
 - Recommending that the student be withdrawn from that particular GCSE/A Level/BTEC subject
- If it was not possible to discern whether a student knowingly committed academic dishonesty in coursework, the school may still send the piece of work but inform the examination board of their suspicions. Any further instances of academic dishonesty will put at risk the student's place at MTS and lead to the school writing to the relevant examination boards regarding the incident.

Any further instances of academic dishonesty will put at risk the student's place at MTS. If there is no evidence of academic misconduct, only a strong suspicion, the student will be given the benefit of any doubt and the work accepted/submitted for assessment.