

# Academic Integrity Policy

**DOCUMENT CONTROL**

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Date Reviewed:

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Date of next Review: March 2024

Person Responsible: Deputy Head of Curriculum

## Academic integrity Policy

### 1. Definition:

Academic Integrity is the expectation that all members of the school's academic community will act with honesty, trust, respect, fairness and responsibility.

Introduction:

It is imperative that all members of the school's academic community behave with academic integrity in order to ensure that standards are maintained and that all assessed work can confidently be verified.

Examples of conduct that violates the expectation of academic integrity include the following:

- Plagiarism – taking someone else's work and claiming it as your own. JCQ (the Joint Qualifications Committee) use the following definition in Suspected Malpractice in Examinations and Assessments Policies and Procedures define plagiarism as: ***"unacknowledged copying from or reproduction of published sources or incomplete referencing;"***
- Collusion – working with someone else and then claiming the work as your own or copying their work with, or without, their knowledge.
- Falsifying data – changing the results of experiments or surveys to reflect a required conclusion
- Use of AI – using AI tools, such as ChatGPT or Google translate, to write your work and then claiming it as your own.

### 2. Plagiarism in Academic Work:

Plagiarism is a form of malpractice in examinations and the consequences of it can be severe for candidates. It is therefore important to understand exactly what it is and the ways in which it can be avoided.

Plagiarism is the copying of someone else's work. This is normally work copied and pasted from the internet or from another person's work but it can be memorised and reproduced under examination conditions as well.

Strictly speaking, this can include paraphrasing someone else's original idea. This is deemed to be malpractice if the candidate paraphrases more than 50% of someone else's work without attributing it to them clearly.

Teachers teaching an examination subject with a non-examination assessment component have an obligation to authenticate the work as the candidate's own. If plagiarism is suspected prior to signing the authentication then it does not need to be reported to the examination board but would be dealt with according to the guidelines in this policy.

Candidates should be issued with the following document and its content clearly explained to all students before they begin any non-examined assessed work:

[https://www.jcq.org.uk/wp-content/uploads/2022/08/IFC-NE\\_Assessments\\_2022\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2022/08/IFC-NE_Assessments_2022_FINAL.pdf)

Advice for teachers on preventing and spotting plagiarism can be downloaded here: <https://www.jcq.org.uk/exams-office/malpractice/plagiarism-in-assessments---guidance-for-teachersassessors/>

### **3. Use of AI in Academic Work:**

As technology continues to advance, the use of Artificial Intelligence (AI) in academic assignments and assessments is becoming more prevalent. AI tools, such as AI generators like ChatGPT or online translation tools such as Google translate, can provide valuable assistance to students, helping them to research, analyse, and organise data in ways that were previously impossible. However, the use of AI also poses risks to academic integrity, such as plagiarism, cheating, and falsification of data. This policy outlines the guidelines that students must follow when using AI in their academic work.

Students may use AI tools to assist them in their academic work, provided that the use is in compliance with the guidelines set forth in this policy. Examples of permissible uses of AI tools include:

- Using AI tools to assist with research and data analysis
- Using AI tools to help with organisation and structuring of assignments
- Using AI tools to improve writing style and grammar

### **4. Prohibited Uses of AI in Academic Work:**

The following uses of AI in academic work are strictly prohibited:

- Submitting work that has been generated entirely or in part by AI tools without proper attribution
- Using AI tools to produce work that is not original, including copying and pasting content from the internet or other sources
- Using AI tools to falsify data or research results

### **5. Guidelines for Using AI in Academic Work:**

Students who use AI tools in their academic work must follow the guidelines set forth below:

- Students must clearly identify and cite any use of AI tools in their assignments or assessments.
- Students must ensure that any work produced using AI tools is original and not a copy of existing work.
- Students must ensure that any data or research results produced using AI tools are accurate and not falsified.
- Students are responsible for understanding how to use AI tools and must not rely solely on the AI to complete their work.

### **6. Consequences for breaching the standards of Academic Integrity:**

It is the responsibility of all teachers, invigilators and students to ensure that examinations are robust and that the highest standards of academic integrity are upheld.

### **7. In Examinations and/or Non-Examined Assessment Components:**

Responsibilities for the Head of Centre, Invigilators, Examinations Officer and Teachers can be found in the JCQ Suspected Malpractice Policies and Procedures (available for download here: <https://www.jcq.org.uk/exams-office/malpractice/>)



Violations of this policy will be considered academic misconduct and may result in disciplinary action, any suspected malpractice in examinations or non-examined assessed components must be reported to the examination board and may result in candidates being disqualified from some or all of their examinations. Investigations into suspected malpractice (plagiarism, collusion or use of AI) will be investigated by the Head of Department in conjunction with the Exams Officer to ensure that all steps are adhered to. The process will be overseen by the Deputy Head Curriculum.

**8. In School work and/or Homework assignments:**

Any work suspected to have been produced in violation of this policy for a school assessment or homework should be investigated in the first instance by the Teacher. If malpractice is confirmed then the Head of Department/Faculty and the Deputy Head Curriculum should be informed.

The parents should also be informed and the student will be awarded a grade of zero for the particular assignment and given an after school detention.