West Island School

Academic Honesty Policy

May 2017

Inspiring Students to Become Responsible Global Citizens
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Academic Honesty Policy

The following policy speaks to particular aspects of the School’s Aims and Values.

Aims
To promote excellence and enjoyment in teaching and learning
To challenge in academic, sporting and creative endeavour
To encourage the ethical, emotional and physical development of each individual
To develop lifelong learners who approach the world with confidence and curiosity

Values

Consideration: Honesty, tolerance and respect for others
Commitment: Recognition of our place and responsibilities within the communities in which we live

What is Academic Honesty?
At West Island School, Academic Honesty is seen as a set of values and skills that promote personal integrity, respect, responsibility and trust, as well as good practice in teaching, learning and assessment.

Academic Dishonesty Definitions:

Plagiarism:
In our school, plagiarism occurs when someone knowingly or unknowingly presents another person’s work, language or ideas as their own without proper acknowledgement of the source.

Cheating:
In our school, cheating occurs when someone gives, receives, utilises, or attempts to do so, any information or assistance during a test or an examination.

Collusion:
In our school, collusion occurs when there is unauthorised collaboration on assessable work with another person or persons. This includes allowing another student to copy or submit your work for assessment.

Fabrication:
In our school, fabrication occurs when a student invents or falsifies sources, citations, data, or results.
Duplication of Work:
In our school, duplication of work occurs when the same piece of work is presented for different assessment components.

Disclosing examination information:
In our school, disclosing information to another student or receiving information from another student about the content of an examination paper within 24 hours after the examination is considered to be Academic Dishonesty.

The use of originality detection systems
West Island School uses *Turnitin* as well as other originality services as part of its approach to the detection of plagiarism across the school. Whilst *Turnitin* and other devices are a powerful source and provide staff and students with an understanding of plagiarised material, the responsibility for judging if a piece has been plagiarised ultimately remains with the teaching staff.

MLA 8 Citation Style
West Island School uses MLA 8 as the preferred citation style from Years 7 to 13. Teachers and students will utilise this citation method to help avoid mistakes that may lead to plagiarism.

Whole School Responsibilities
- Foster an environment that encourages students to be risk takers with their learning and learn from successes and failures.
- Ensure that all students from Years 7 to 13 have the knowledge and skills required to locate, access, evaluate, and utilise various sources of information.
- Ensure that all students from Years 7 to 13 have the skills required to synthesis information from various sources in order to present their own thinking and knowledge.
- Ensure that all students from Years 7 to 13 have the knowledge and skills required to enable them to correctly cite and reference using MLA 8.
- Utilise subject specific detection systems including *Turnitin* during class to raise student awareness and understanding of plagiarism issues.
- Promote the Academic Honesty Policy amongst parents, students and staff.
- Ensure consistency of practise amongst staff.
- Articulate the consequences of academic dishonesty.
- Report any infringement to parents.

**Faculty Responsibilities**

- Faculties should not set work for assessment that is difficult to authenticate wherever possible.
- Head of Faculty/Head of Subject should ensure that sufficient work takes place under direct supervision in class, in order for teachers to be able to authenticate each student’s work.
- Teachers may find it useful at the time of submission of work to ask a student to demonstrate his/her understanding in order to facilitate authentication.
- Heads of Faculty are responsible for setting deadlines that are reasonable. Deadlines should only be extended in exceptional circumstances.
- Deadlines will be communicated to students and parents, and the school will maintain an overview of the coursework across the year groups.
- Teachers should advise students they may not use private tutors to help with their final coursework writing and should understand that they may be penalised if they do so.
- When a drafting procedure is allowed, the Faculty must follow the guidelines set out by the examination board.
- Staff are expected to be proactive in monitoring each student’s progress and should inform form tutors, Heads of School and parents when work is overdue.
- Where students appear to find work difficult, seem to be under stress or a risk of plagiarism, they should be flagged and tutors, HOS, HOF informed and counselling will occur.
- During their induction, Educational Assistants will be trained in the skills and understandings required to support students in maintaining Academic Honesty.

**Student Responsibilities**

- Ensure that work submitted for assessment is their own.
- Ensure that any words, thoughts, ideas, arguments, or quotes from others are correctly cited using MLA 8, within the text and in the Works Cited List.
- Take responsibility for own work at all times.
- Should understand the consequences of sharing their work with peers.
- Utilise positive time management skills in order to produce the best work possible for submission.
• Utilise subject specific detection devices including Turnitin regularly as an aid to understanding and avoiding plagiarism.
• Attach signed cover sheets for each assessment piece, declaring originality of work for all externally assessed or moderated pieces.
• Students understand the consequences of false declaration.
• Ensure that stress is dealt with constructively to prevent issues with meeting deadlines.
• Students should talk to tutors or members of the teaching staff who can help if they are stressed or not coping with academic work.

Parent/Guardian Responsibilities

• Become familiar with the Academic Honesty Policy and actively discuss with their children.
• Understand the consequences of Academic Dishonesty.
• Support their children with time management skills by avoiding over scheduling which often leads to increased stress levels. This can result in missed deadlines.
• Parents should approach the school if their children need additional support.
• Parents should recognise the role of external tutors and ensure that these tutors are aware of the school’s Academic Honesty Policy. They should be aware that tutors cannot help in the writing of examination coursework.

Procedures for dealing with cases of academic dishonesty

During Examinations or Tests

1. If the examination is an internally marked assessment (for example mock examinations or class based tests) then the infringement will be reported immediately to the LT and Directors of Learning who will then respond to each case as appropriate. Parents will be informed via letter.

2. If the examination is externally marked (for example IGCSE, GCSE and IB) then the school must inform the Examination Board who will then respond to each case as appropriate. The consequences of this may include failing the specific subject or failing the entire course. Parents will be informed via letter and interview.

In Assignments leading to qualifications or awards:

If there is clear evidence that a student has committed an act of academic dishonesty in an assignment then the following steps will be taken:
1. For minor or first offense the student will be reprimanded by the teacher, the Notification of a Student Breach of Academic Honesty Policy form will be completed and kept in the school files. The tutor, Head of Year and parents will be informed by the teacher involved. The students will be asked to resubmit work.

2. If the student has previously been warned then they may receive a lower mark or a fail for the assessment task, or may fail the entire subject. In such cases, the Leadership Team and Directors of Learning will be informed. The Notification of a Student Breach of Academic Honesty Policy form will be completed and kept in the school file. Parents, tutors and Heads of Year will also be informed. (The student may need to undertake supported learning sessions at this time).

3. In extreme cases for example the student is not the author of the work submitted (e.g. the work has been stolen or written by another person); where a significant portion of the assessment task is copied; where there has been extensive unauthorised collusion; or where there has been previous serious breaches in the Academic Honesty Policy. In such cases, the Leadership Team and Directors of Learning will be informed. The Notification of a Student Breach of Academic Honesty Policy form will be completed and kept in the school file. Parents, tutors and Heads of Year will also be informed. This step may result in a fail grade for the entire subject and a notation of academic dishonesty placed on the student’s academic transcript.

**Additional Considerations**

1. **Late submission of coursework**
   Coursework submitted after the deadline (both internal and external) will not be accepted unless accompanied by an appropriate medical certificate or there are other extenuating circumstances. In these cases, the appropriate Vice Principal will make the final decision on allowing submission.

2. **Collusion**
   Incidents of collusion will be investigated on a case by case basis. Appropriate action will be taken against all parties. The three progressive levels of action stated above will apply.

**Contacts**

Should you require further clarification on any areas contained in this document, please contact:

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
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