



Woodford International School

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Academic Integrity Policy

WIS Mission Statement

Woodford International School (WIS) is a community of learners that builds on each child's strengths, drawing from our diverse local context and a rich international curriculum, to develop globally ready learners equipped to shape their future and achieve their dreams.

The purpose of this Academic Honesty Policy is to:

- Develop responsible and ethical behaviour
- Reinforce self-respect, respect for peers and respect for the work of others
- Protect the integrity of the academic achievement level of all students
- Promote a high level of learning and an understanding of the interconnectedness of human knowledge
- Guide teachers, parents and students on how academic honesty is valued by the school
- To prepare students for expectations of academic honesty throughout their time at WIS, and into the future
- Acknowledge that as learning occurs along a developmental continuum, academic honesty will involve different specific practices.

GENERAL

Students, teachers, and parents have a particular responsibility to themselves and to society to conduct their academic studies with integrity. The Woodford school community is expected to create an environment where intellectual curiosity and integrity are valued and all forms of academic dishonesty are avoided. In order to avoid academic dishonesty it is important to realise that it comes in many forms, none of which is acceptable at Woodford.

Whilst not exhaustive the following actions are violations of academic integrity:

- **Cheating**: The use and/or solicitation of use of unauthorised materials, information, notes, study aids, or other devices in any academic exercise. The definition extends to and includes unauthorised communication of information during an academic exercise.
- **Plagiarism**: presenting the work of another as one's own. (i.e. without proper acknowledgement of the sources). Plagiarism may occur orally, visually, or conceptually as well as in writing.
- **Fabrication or Falsification**: the altering of information, or inventing or counterfeiting information for use in any academic exercise.

- Multiple Submissions: The submission of substantial portions of the same academic work (including oral reports) for credit in more than one course or subject without prior written authorisation.
- Abuse of academic materials: Intentionally or knowingly destroying, stealing or making inaccessible, library or other academic resource materials.
- Complicity/Unauthorised Assistance: Intentionally or knowingly permitting or attempting to permit another to commit an act of academic dishonesty. Giving or receiving assistance in connection with any examination or any other academic work that has not been authorised by an assessing officer.
- Lying/Tampering/Theft: Giving false information in connection with the performance of academic work or in connection with any proceeding under this policy.

PARENT RESPONSIBILITIES

All WIS parents are expected to understand and model this academic policy. Parents are asked to support the learning of their children by:

- Modelling academic honesty
- Supporting their children to develop the skills of communication, organisation and self-management
- Allowing their children enough time in the day for them to address their school work
- Making any external tutors fully aware of the school's Academic Honesty Policy, stressing that the tutor is employed to support student learning, and NOT to complete any of the student's work.

IB PYP

As part of their education Woodford attempts to inculcate in students the positive attributes of a lifelong learner - those detailed by the IB learner profile. They are encouraged to strive to be principled. They are expected to act with integrity and honesty; with a strong sense of fairness and justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and accept the consequences that accompany them.

PYP students at WIS are supported to develop their understanding of Academic Honesty in a number of ways. Specifically:

- WIS provides a safe learning environment where all students are supported to make their learning visible.
- Teachers provide guidance to students throughout the learning process, including reference to academic honesty and ethical use of information when appropriate.
- Teachers make visible to all students how the attributes of the learner profile are key factors in expressing what we value as a community, including academic honesty.
- The development of the Approaches to Learning Skills (self-management, social, communication, thinking and research) throughout the curriculum supports students in learning how to learn, and to understand and maintain academic honesty.
- Students will learn the importance of showing or acknowledging the use of other people's work
- Students are taught about the responsible use of digital technologies for positive learning and citizenship.

- Students begin to directly reference their work in Year 2 using modified age appropriate guidance in the MLA style.

Consequences

- Any incidents of academic misconduct in the primary school are viewed as learning opportunities. Punitive consequences for academic misconduct are dealt with according to the seriousness of the breach.

SECONDARY SCHOOL

University of Cambridge International Examinations (CIE)

The external nature of assessment related to IGCSE examinations brings with it the following additional regulations and possible penalties for malpractice.

IGCSE EXTERNAL EXAMINATIONS

Students are expected to adhere to the following:

- To bring into the examination venue only authorised materials
- Unauthorised materials include but are not limited to the following:
 - Calculator cases
 - Instruction leaflets
 - Bags
 - Own blank paper
 - Non-transparent pencil cases
 - Personal TV's
 - Computers of any sort
 - Electronic or radio communication or recording devices
 - Mobile telephones
 - Cameras
 - Bluetooth headsets
 - Portable music players
- All electronic devices must be switched off and left outside the examination room
- Other types of unauthorised material must either be left outside the examination room or handed to the invigilator (and placed out of reach of candidates) before the start of the examination
- Calculators with the following facilities are prohibited, unless specifically stated otherwise in the syllabus:
 - Graphic display
 - Data banks
 - Dictionaries or language translators
 - Retrieval or manipulation of text or formulae
 - QWERTY keyboards
 - Built in symbolic algebraic manipulations, differentiation or integration
 - Capability of remote communication with other machines

PENALTIES FOR MALPRACTICE

WIS and CIE may impose the following penalties for malpractice by candidates:

- Issue a warning
- Deduct marks or award no marks for a component (including coursework)

- Disqualify candidates from the subject in which the malpractice took place; in some cases the disqualification may be extended to all subjects taken in a session
- Ban a candidate from entering CIE examinations for up to five years
- Inform other examining bodies of the details of the case and action taken
- Inform the police in some serious cases involving theft, impersonation or the falsification of documents

References

Academic Honesty Principles to Practice: Dr. Celina Garza – IB Academic honesty manager IB Assessment Centre - Cardiff. Presentation at the IBAEM Regional Conference 2014

The IB programme continuum of international education Effective citing and referencing. Published August 2014

IB Position Paper : Academic honesty in the IB Jude Carroll, July 2012

This policy is a working document, which will be reviewed and amended on an as-needs basis.