



Woodford International School Academic honesty Policy

GENERAL

Students have a particular responsibility to themselves and to society to conduct their academic studies with integrity. The Woodford school community is expected to work 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 are 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 unauthorized communication of information during an academic exercise.
- **Plagiarism**: presenting the work of another as one's own. Ie 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 authorization.
- **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 authorized 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.

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 they accept the consequences that accompany them. Woodford expects all members of the community to be aware that even though they may still be acquiring learner attributes students committing acts of academic dishonesty will be dealt with harshly.

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

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