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THE ENGLISH SCHOOL
A SECOND CENTURY OF EXCELLENCE

Policy on Academic Integrity

The English School

Person responsible for Policy	Maria Rousou, Assistant Head
Ratified by	Stuart Walker, Headmaster
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Academic Integrity

All those involved in the public qualifications system have a role to play in supporting the appropriate delivery of assessments and upholding the integrity of qualifications (JCQ). This definition extends to The English School for all internal assessments and academic conduct.

Loss of academic integrity refers to any act, omission or practices that breaches rules or compromises the candidate, qualification/assessment, damages the integrity of the assessment or school. This can also be defined as malpractice.

External Examinations

External examinations are administered at The English School in collaboration with the different exam boards (AQA, Pearson/Edexcel, Cambridge International). The English School is obliged to follow the rules and regulations set by these exam boards.

In the case of suspected student malpractice, the Head of Centre (Headmaster/mistress or Deputy Headmaster/mistress) and the SLT i/c Examinations will investigate the incident and report to the examination board directly. Any outcomes of malpractice are entirely at the discretion of the exam boards.

Academic Integrity: Internal Examinations

Common Assessments, Mocks and End of Year Exams, Non-Exam Components and Formatives

Definitions and Examples of Student Malpractice

- Breach of instructions or advice of the teacher/invigilator.
- Unauthorised use of electronic devices or technology.
- Collusion: working with other students beyond what is permitted.
- Copying from another candidate.
- Allowing work to be copied during or prior to the examination, eg. posting on social media.
- Deliberate destruction of another student's work.
- Disruptive behaviour during the assessment or examination (including offensive language).
- Failing to report to the school having seen or knowing of unauthorised access to assessment related information or sharing unauthorised assessment related information through electronic devices.
- Exchanging, obtaining, receiving and passing on information (or the attempt to) which could be assessment related by means of talking, electronic, written or non-verbal communication.
- Making a false declaration of authenticity in relation to the authorship of controlled assessment, coursework, non-examination assessment or the contents of a portfolio. This includes the use of AI.
- Allowing others to assist in the production of controlled assessment, coursework, non-examination assessment or assisting others in the production of controlled assessment, coursework or non-examination assessment.
- The misuse, or attempted misuse, of examination and assessment materials and resources (eg. exemplar materials).
- Being in the possession of unauthorised confidential information about an examination or assessment.
- Bringing into the examination room any form of notes.
- The inclusion of inappropriate, offensive, obscene, homophobic transphobic, racist or sexist material in scripts, controlled assessments, coursework, non-examination assessments or portfolios.
- Impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or assessment.
- Plagiarism: unacknowledged copying from, or reproduction of, published sources or incomplete referencing.

- Theft of another candidate's work.
- Bringing into the examination room or assessment situation unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), watches, instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPads/Pods, mobile phones, or similar electronic devices.
- The unauthorised use of a memory stick or similar device where a candidate uses a word processor.
- Facilitating malpractice on the part of other students.
- Behaving in a manner so as to undermine the integrity of the examination or assessment.
- Misuse of AI, such that the work they submit for assessment is not their own, constitutes malpractice. Examples of AI misuse include, but are not limited to, the following:
 - Copying or paraphrasing sections of AI-generated content so that the work is no longer the student's own
 - Copying or paraphrasing whole responses of AI-generated content
 - Using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation or calculations
 - Failing to acknowledge use of AI tools when they have been used as a source of information
 - Incomplete or poor acknowledgement of AI tools
 - Submitting work with intentionally incomplete or misleading references or bibliographies.

Investigation and Procedures:

The invigilator/teacher will report the incident to the SLT i/c Academic Integrity. The Head of Year and the SLT will investigate by speaking with the student or any others who witnessed the incident.

The SLT will communicate the final decision with the parents/carers, student, teacher and Head of Department.

Whistleblowing Policy:

If a student suspects or witnesses malpractice on the part of another student, they can report it. The report will remain confidential with the SLT i/c Academic Integrity and those involved in the investigation.

Procedures of reporting: a detailed email to the SLT i/c Academic Integrity or a private meeting in which the SLT will take notes.

Anonymity: A student can report a suspected case of malpractice anonymously but must include all necessary detail such as time, place, nature of incident.

Confidentiality: the identity of the whistleblower will remain confidential.

Indicative Sanctions for Student Malpractice

The school, at their discretion, can impose the following sanctions. Sanctions may be aggregated depending on the severity of the malpractice case.

1. **Sanction 1:** Written warning to the student and parents.
2. **Sanction 2:** A zero (0) grade, on the assessment where malpractice occurred. The zero (0) grade will be calculated as part of the final outcome. No re-sits are permitted.
3. **Sanction 3:** Disciplinary proceedings.