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# Policy on Academic Integrity

## The English School

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| Person responsible for Policy | Maria Rousou, Assistant Head |
| Ratified by | Mr. Nicholas Eatough |
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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.

Students and parents are duly warned of the rules and regulations before every examination cycle. Invigilators, responsibly appointment members running examinations and the school's SLT are obliged to ensure that candidates follow the regulations, prevent and report suspected malpractice. **By attending the school's academic programme and registering with the school as an examination centre, students, parents and carers have provided written consent to follow the policies of the school and any polices, rules or regulations set by the examination boards. The school can conduct checks before, during and after examinations through verbal or written instructions or with the use metal detectors. Suspected or confirmed breaches will result in a report to the relevant examination body.**

The school is required to report suspected malpractice in the case that there is: alteration or falsification of any results document, including certificates; breach of instructions of advice of the invigilator; exchanging, obtaining, receiving, passing on information (or the attempt to) which could be assessment related by means of talking or electric, written or non-verbal communication; being in possession (whether used or not) of unauthorised material during an examination or assessment such as notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), watches of any kind, instruments which capture a digital image, electronic dictionaries (when prohibited), translators, word lists, glossaries, ear pods/devices, mobile phones, smart glasses, smart devices, or any other electronic devices along with **all wrist-worn devices and smart wearables**; case that calculators are not in 'Exam/Test Mode' or that their memory has not been cleared; suspected misuse of AI for coursework/NEAs (Non-Examined Assessments); suspected plagiarism; late arrivals; cases of disruptive behaviour in an exam room;

suspected access and/or dissemination of leaked material; suspected unauthorised assistance in coursework/NEAs; cases of reported and suspected collusion; cases where the candidate did not follow the invigilator's instructions; cases where there are confirmed or suspected threats or offensive behaviour or obscene material in scripts or coursework; reporting cases of confirmed or suspected impersonation; cases of behaving in any way that undermines the integrity of the examination. This list is not all-inclusive and subject to all the forms of malpractice outlined by the examination 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, in accordance with the procedure outlined by the relevant examination board. The decision outcome of malpractice is 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**

By attending the school's academic programme students, parents and carers have provided written consent to follow the policies of the school. The school can conduct checks before, during and after assessments through verbal or written instructions or with the use metal detectors. Suspected or confirmed breaches will result in an internal investigation.

**Examples of Candidate/Student Malpractice can include (not all-inclusive):**

• the alteration or falsification of any results document, including certificates;

• a breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations;

• the unauthorised use of alternative electronic devices or technology during remote assessment and remote invigilation;

• accessing the internet, online materials or AI tools during remote assessment and remote invigilation, where this is not permitted;

• failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments;

• collusion: working collaboratively with others, beyond what is permitted; • copying from another candidate (including the use of technology to aid the copying);

• allowing work to be copied, e.g. posting work on social networking sites prior to an examination/assessment;

• the deliberate destruction of another candidate's work;

• disruptive behaviour in the examination room or during an assessment session (including the use of offensive language);

• failing to report to the centre or awarding body the candidate having unauthorised access to assessment related information or sharing unauthorised assessment related information online;

• exchanging, obtaining, receiving, passing on information (or the attempt to) which could be assessment related by means of talking or 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;

• allowing others to assist in the production of controlled assessments, coursework, non-examination assessments, examination responses or assisting others in the production of controlled assessments, coursework, non-examination assessments or examination responses;

• the misuse, or the attempted misuse, of examination and assessment materials and resources (e.g.exemplar materials);

• being in possession of unauthorised confidential information about an examination or assessment;

• bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations);

• the inclusion of offensive comments, obscenities or drawings; discriminatory language, remarks or drawings directed at an individual or group in scripts, controlled assessments, coursework, non-examination assessments or portfolios;

• personation: pretending to be someone else for fraudulent purposes, arranging for another person to take one's place in an examination or an assessment;

• plagiarism: unacknowledged copying from, or reproduction of, third party sources or incomplete referencing (including the internet and artificial intelligence (AI) tools); • theft of another candidate's work;

• being in possession (whether used or not) of unauthorised material during an examination or assessment, such as: 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, iPods, mobile phones, AirPods, smart glasses, smart devices, MP3/4 players, pagers, or other 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 candidates;

• behaving in a manner so as to undermine the integrity of the examination.

- 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 with the Head of Department will assess the suspected malpractice against the evidence provided. The Head of Department will communicate the outcome of the investigation to the student and parents.

For very serious cases, such as disturbance that affected the entire class, the teacher/invigilator 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/carer, 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 (Internal Assessments)**

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

- **Written warning** to the student and parents. Further malpractices instances, at any time and for whatever reason, will result in a zero (0) grade. Behaviour points issued.

  Example, not all inclusive: This will be applied in the case that the student was found with unauthorised material ***before*** the commencement of an exam.

- **A zero (0) grade** on the entirety of the unit paper. The zero (0) grade will be calculated as part of the final outcome. No re-sits are permitted. Behaviour points issued.

  **Example, not all inclusive: This will be sanction given for instances outlined under 'Examples of Candidate/Student Malpractice,' including of possession of any device or unauthorised material irrespective of proof of use but based on possession alone.**

- **Disciplinary proceedings**.

  Example, not all inclusive: This will be the case of disruption or offensive behaviour in an exam room and/or aggregated offense (having had previous sanctions). The unit paper can be given a zero (0) grade. Behaviour points issued.