



St George's College

Founded 1898

**ACADEMIC HONESTY AND MALPRACTICE
POLICY & PROCEDURES**

Reviewed and approved Jan 2023

Next review Jan 2024

ST GEORGE'S VISION MISSION AND VALUES

VISION STATEMENT

St George's College is a private, non-profit, bilingual, co-educational, learning institution with a long tradition in providing a well-rounded and demanding education. It delivers an international curriculum of high standards, which seeks to develop strong ethical values and character integrity, in order to allow its students to become useful and successful citizens.

MISSION STATEMENT

Our mission is to provide students, between the ages of 3 and 18, with a bilingual education that integrates the Argentine and international curricula. We strive for the continual improvement in the quality of the teaching and learning, management and school resources in order that the students may develop their potential to the full. Our environment nurtures individual development, independent thinking, sportsmanship and an extensive and close interaction with the community.

STATEMENT OF VALUES

Since its foundation in 1898, St George's College has been based on values adopted by its Christian founders, drawn from the best ones stemming from British tradition. These values are centred upon the following:

- Uphold honesty, integrity and truth.
- Demonstrate fortitude in terms of energy, initiative, courage and responsibility.
- Exercise good manners and respect towards people, rules, institutions, and the environment.
- Commitment and loyalty to the College, its people and society at large.
- Actively develop the concept of duty, caring and leadership through example.
- Apply perseverance and fair play in behaviour, work and play.

The College strives to uphold these values through its Governors, Staff, Parents and Students, adding to the best traditions established by its Founders.

2. AIMS

COMPLIANCE

- To ensure the school is compliant with all Exam board guidelines and requirements as outlined in:

IBO academic integrity policy: [HERE](#)

Cambridge Examinations academic dishonesty guidance: [HERE](#)

ONE SCHOOL

- To establish principles efficiently across all sections and highlight procedural differences.
- To ensure where possible that resources, contracted services and support materials are implemented efficiently across all sections and wherever possible replicated.

FRAMEWORK

- To provide the school's leadership a framework within which to work.
- To communicate clearly with the community what our policies and procedures are.

POLICY SPECIFIC

- To provide an ethos and culture where academic dishonesty is understood and adhered to from an early age
- To ensure pupils adhere to all exam board requirements.

This policy should be read in conjunction with the following policies and procedures:

- The school's constitution and by-laws
- Assessment
- SEND and inclusion

3. DEFINITION

What is academic dishonesty and malpractice?

Academic dishonesty and malpractice is behaviour that results in, or may result, in the pupil or any other pupil gaining an unfair advantage in one or more assessment due to the work submitted not being authentically their own.

- **Plagiarism:** Plagiarism is the copying or paraphrasing of other people's work or ideas into your own work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition.
- **Collusion:** Collusion is another form of plagiarism involving the unauthorised collaboration of students (or others, paid or otherwise, online or in person) in a piece of work. All parties involved are considered guilty.
- **Malpractice:** A failure to follow the code of conduct of internal or external examinations.

Examples of academic dishonesty might included:

- Making up data for an assignment
- Falsifying a CAS record
- Including the work of another author and or failing to cite the work correctly..
- Hacking school accounts to acquire someone else's work (even if this work is not finally used)
- Copying the work of another candidate in the examination room
- Copying from a mark scheme when working with past papers

Examples of malpractice might included:

- Referring to or attempting to refer to, unauthorised material that is related to the examination
- Using unauthorised accessories during an examination (e.g. smart watches)
- Leaving unauthorised materials such as revision notes, in accessed areas during an examination (e.g. bathrooms)
- Disclosing or discussing the content of an examination paper with a person outside the immediate community within 24 hours after the examination
- Taking unauthorised material into the examination room, including a mobile phone, an electronic device, own rough paper, notes, etc.

- Using an unauthorised calculator during an examination
- Concealing and/or using unauthorised software on a graphic calculator, particularly, but not only, during examinations

4. Use of Turnitin

The school provides students with a personal account in Managebac, a platform designed for students and teachers to follow up academics. This IB-specific tool is used by the school to publish deadlines that students must meet. Such software is linked to Turnitin, an online plagiarism prevention service. All teachers in the school can access this tool and thus promote respect for academic probity.

5. Procedures in cases of academic dishonesty or malpractice

In cases where clear academic malpractice is identified, the response of the school will be based on the procedures outlined by Cambridge Examinations and the IBO.

- For internal coursework work or examinations, the work submitted will not be considered as the pupils own and therefore will not receive a formal grade. If the work submitted contributes to a report grade the pupil will receive a zero and the reporting grade will reflect this. The work or exam can be redone and graded by the teacher but the grade will not be resubmitted.
 - **In the first instance of academic dishonesty or malpractice the pupil will receive a Saturday detention.**
 - In a second instance the pupil will receive a suspension of up to 3 days.
 - In a third instance the pupil will be referred to the Headmaster and a decision will be made regarding the pupil's future at the school.
- In cases regarding work to be submitted for public examinations (including the submission of coursework of any kind). The above procedures will apply before submission and the pupil will have to re-do the work before submitting to the exam board
- Instances of malpractice in exam situations will be communicated to the appropriate awarding bodies and in some instances the pupil concerned maybe withdrawn from some or all of his/her examinations. In all cases, a record will be kept on the pupil's file. For all examinations, pupils must observe the regulations pertaining to that exam and these are published by the examinations officer/IB coordinator.
 - A pupil's position in the school will be reflected by the response of the exam boards. Should a pupil be withdrawn from all their examinations as a result of academic dishonesty or malpractice, their place at the school will be reviewed by the Headmaster.

POLICY REVIEW

This policy is to be reviewed by SLT and presented to the Board of Governors for final consideration and approval.

Approved by the Board of Governors, signed:

Dr Francisco Follett, Chairman

James Belmonte Diver, Headmaster

Date: