Academic Honesty Policy

What is Academic Honesty?

At St Andrew's International School, Academic Honesty is seen as a set of values and skills that promote personal integrity, respect, responsibility, and trust, as well as good practice in teaching, learning, and assessment. It is influenced and shaped by a variety of factors, including peer pressure, culture, parental expectations, role-modelling, and taught skills.

Academic Dishonesty Definitions

Plagiarism:
Plagiarism occurs when someone knowingly or unknowingly presents another person's work, language, or ideas as their own without proper acknowledgement of the source.

Cheating:
At St Andrew's, cheating occurs when someone gives, receives, utilises (or attempts to do so) any information or assistance during a test or an examination.

Collusion:
Collusion occurs when there is unauthorised collaboration on assessable work with another person or persons. This includes allowing another student to copy or submit your work for assessment.

Fabrication:
At St Andrew's, fabrication occurs when a student invents or falsifies sources, citations, data, or results.

Duplication of Work:
Duplication of work occurs when the same piece of work is presented for different assessment components.

Misuse of Artificial Intelligence Tools:
At St Andrew's, misuse of AI occurs when a student submits work generated wholly or substantially by artificial intelligence (e.g., ChatGPT, essay generators, code generators) as their own original thinking. Using AI tools without acknowledgment, or in ways not permitted by the teacher or examination board, constitutes academic dishonesty.

Disclosing examination information:
At St Andrew's, disclosing information to another person (student or teacher) or receiving information from another person (student or teacher) about the content of an externally moderated examination paper within 24 hours of the conclusion of the examination is considered to be Academic Dishonesty.

The use of plagiarism detection systems
St Andrew's School uses Turnitin as well as other plagiarism services as part of its approach to the detection of plagiarism across the school. Whilst Turnitin and other devices are powerful sources and provide staff and students with an understanding of plagiarised material, the responsibility for judging if a piece has been plagiarised ultimately remains with the teaching staff.

APA Citation Style
St Andrew's School uses APA as the preferred citation style from Grades 6-12 (inclusive of the IB Programme). Teachers and students will use this citation method to help avoid mistakes that may lead to plagiarism. Details can be found in the Student Agenda or at https://apastyle.apa.org/

Academic Dishonesty Course
Students entering the IB Programme at St Andrew's School are asked to complete an Academic Dishonesty course. The course consists of a presentation given by the IB Coordinator, followed by the students reading through an online guide and then successfully passing an online test. Students who fail to demonstrate an adequate understanding of Academic Honesty after completing the course receive a more detailed explanation from the IB Coordinator. These students then retake the course until they are able to demonstrate an adequate understanding of the material.[1]

Whole School Responsibilities

The school administration, faculty, and staff should make every effort to:

● Foster an environment that encourages students to be risk takers with their learning and learn from successes and failures.
● Ensure that all students have the knowledge and skills required to locate, access, evaluate, and utilise various sources of information.
● Ensure that all students have the skills required to synthesize information from various sources in order to present their own thinking and knowledge.
● Ensure that all students have the knowledge and skills required to enable them to correctly cite and reference using APA.
● Utilise subject-specific detection systems, including Turnitin, during class to raise student awareness and understanding of plagiarism issues.
● Promote the Academic Honesty Policy amongst parents, students, and staff.
● Ensure consistency of practice amongst staff.

● Articulate the consequences of academic dishonesty.
● Report any infringement to parents.

Academic Director Responsibilities

The Academic Director should:

● Ensure that all students, parents, and teachers understand what constitutes academic honesty by providing verbal instruction, printed instruction, and additional resources when needed.
● Ensure that all policies are made available to the St. Andrew's community.
● Plan and monitor all BJC, BGCSE, IGCSE and IBDP Exam testing sessions.
● Maintain an account with a plagiarism detection service (such as Turnitin.com).
● Provide teachers with materials and training necessary to guide students in maintaining academic honesty.
● Maintain parent contact and participate in the investigation of academic dishonesty and malpractice.
● Document and report academic dishonesty and malpractice to the IBO when necessary.

Teacher Responsibilities

● Wherever possible, Departments should not set work for assessment that is difficult to authenticate.
● Heads of Department should ensure that sufficient work takes place under direct supervision in class, for teachers to be able to authenticate each student's work.
● Teachers can ask a student to demonstrate his/her understanding to facilitate authentication.
● Teachers should explicitly state expectations for AI use in each subject/assessment.
● Teachers should educate students on how to acknowledge AI tools when they are used (e.g., in APA references, or as a footnote).
● Heads of Department are responsible for setting deadlines on major assessments (such as coursework/IAs) that are reasonable. Deadlines can only be extended with permission from the Head of School or the relevant Director.
● Deadlines on major assessments will be communicated to students and parents, usually through Managebac, and the Directors will maintain an overview of these.
● Teachers should advise students that they may not use private tutors to help with their final coursework writing and that they may be penalised if they do so.
● When a drafting procedure is allowed, the teacher must follow the guidelines set out by the examination board.
● Staff are expected to monitor each student's progress and should inform Homeroom Teachers, Heads of Section, and parents when work is overdue.
● Where students appear to find work difficult, seem to be under stress, or might be at risk of committing plagiarism, they should be flagged, and the Learning Advisor, Head of Department, and relevant Academic Director should be informed so that the appropriate counselling can occur.

Student Responsibilities

Students should:

● Take responsibility for their own work at all times.
● Ensure that work submitted for assessment is their own.
● Ensure that any words, thoughts, ideas, arguments, or quotes from others are correctly cited using APA within the text and in the Bibliography.

- Understand the consequences of sharing their work with peers.
- Utilise positive time management skills to produce the best work possible for submission.
- Utilise subject-specific detection devices, including Turnitin, regularly as an aid to avoid plagiarism.
- Attach signed cover sheets for each assessment piece, declaring originality of work for all externally assessed or moderated pieces.
- Understand the consequences of false declaration.
- Talk to Learning Advisors or members of the teaching staff who can help if they are having difficulty coping with their academic workload or assignments.

Parent/Guardian Responsibilities

Parents/Guardians should:

- Become familiar with the Academic Honesty Policy and actively discuss it with their children.
- Understand the consequences of Academic Dishonesty.
- Support their children in mastering time management skills by avoiding over-scheduling, which often leads to cases of Academic dishonesty and/or missed deadlines.
- Approach the school if their child needs additional support.
- Be aware that tutors cannot help with the writing of examination coursework.

Procedures for dealing with cases of academic dishonesty

- During Examinations or Tests

1. If the examination or test is a school-marked assessment (for example, mock examinations or class-based tests) then the infringement will be reported immediately to the relevant Academic Director and Head of Department that will then respond to each case as appropriate. The Code of Conduct will be referenced to determine the consequences for the student. Parents will be informed of the infraction and the resulting consequence.

2. If the examination is externally assessed (for example, IGCSE, BGCSE, or IB), then the school must inform the relevant Examination Board, which will then respond to each case as appropriate. The consequences of this may include failing the specific subject or failing the entire course. Additional school-based consequences may be determined by referencing the Code of Conduct. Parents will be informed of the infraction and the resulting consequence.

- In Assignments

If there is clear evidence that a student has committed an act of academic dishonesty in an assignment, then the Code of Conduct will be utilized, and the following steps will be taken:

1. For a minor or first offense with classwork and homework assignments, the student will be placed in a lunchtime detention. The Learning Advisor, relevant Academic, and parents will be informed. The student will receive a zero for the assignment, but will be expected to resubmit the work so that the teacher may assess their understanding.

2. For a second offense or an offense involving a piece of coursework/Internal Assessment, the student will be placed in an after-school detention. The Learning Advisor, the relevant Academic Director, and parents will be

informed. The parents will be required to meet with the relevant Director when examination coursework or an Internal Assessment is involved. The students will receive a zero for the assignment, and in cases not involving coursework/IAs, students will be expected to resubmit the work. If deemed appropriate by the relevant Director, the student may need to attend counselling sessions in an attempt to prevent future occurrences. Further occurrences will place the student on level 5 or 6 of the Code of Conduct.

3. For further offenses, the student will be considered a repeat offender. This may result in the student being suspended or ultimately expelled. The student and Parents will be required to meet with the Head of School and Principal. This step may result in a failing grade for the entire subject and a note of academic dishonesty being placed on the student's file and academic transcript. It is hoped that all of the measures put in place for first and second offenses will ensure that students never make it to this level of consequences.

Additional Considerations

- Late submission of coursework

Coursework submitted after the deadline set by the school will not be accepted unless accompanied by an appropriate medical certificate. Students and parents must be aware that late entry of coursework may not be accepted by the examining body, even with a medical note.

- Communication and Review

The academic honesty policy will be shared on the school website, promoted through the newsletter, and at parent meetings. The policy will be shared with staff at sectional meetings and will be made available on the shared intranet drive. The policy will also be included in the IB Course Guide that is maintained by the IB Coordinator. New staff will be introduced to the policy during induction.