

## ACADEMIC HONESTY - 2019 - 2021

This policy applies to students following all public examination courses offered by the Stephen Perse Foundation (the Foundation) other than the International Baccalaureate (IB). As students embark upon courses leading to public examinations, it is important that they understand and comply with the standards of academic honesty expected by the Foundation and the awarding bodies. Students following the IB must refer to the IB Academic Honesty Policy which can also be found on the [Foundation's website](#).

The following information sheet sets out examples of what constitutes malpractice (a lack of academic honesty) and what penalties candidates might expect if they engage in any of the banned practices. All students in Year 10 and Year 12 must read this document and then sign to say that they have done so and will comply with the rules laid down by the Foundation and the awarding bodies.

### What constitutes malpractice?

The following are examples of malpractice. This is not an exhaustive list.

- 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;
- failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments;
- collusion: working collaboratively with other candidates, 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 Foundation or awarding body a candidate having unauthorised access to assessment related information or sharing unauthorised assessment related information online;
- seeking, obtaining, receiving, exchanging or passing on confidential exam material by any means (or an attempt to);
- 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 assessment, coursework, non-examination assessment or assisting others in the production of controlled assessment, coursework or non-examination assessment;
- the misuse, or the attempted misuse, of examination and assessment materials and resources (e.g. exemplar materials);
- being in possession of confidential material in advance of the examination;
- 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 inappropriate, offensive or obscene 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 an 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), instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, tablet computers, mobile phones, MP3/4 players, pagers, smart watches 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;
- duplicating work to meet the requirements of more than one assessment component;
- falsification or inventing fictitious data for an assignment;
- obtaining or seeking to obtain, disclosing, sharing or discussing the content of an examination paper with a person inside or outside the immediate school community at any time before the start of an examination;
- use of essay-writing services (ghost-written or purchased essays) offering assistance in writing essays or other assessment materials;
- the alteration or falsification of any results document, including certificates.

#### **What sanctions and penalties might be imposed?**

- warning;
- loss of marks gained for a section;
- loss of all the marks gained for a component;
- loss of all the marks gained for a unit;
- disqualification from the unit;
- disqualification from all units in one or more qualifications taken in the series;
- disqualification from the whole qualification;
- disqualification from all qualifications taken in that series;
- barred from entering for examinations for a set period of time.

Further details can be found at these links:

#### **JCQ exams:**

<https://www.jcq.org.uk/exams-office/malpractice>

Suspected Malpractice in Examinations and Assessments

Information for candidates - non examination assessments

#### **Cambridge Assessment International Education:**

[Cambridge Assessment International Education Handbook](#)

(<https://www.cambridgeinternational.org/exam-administration/cambridge-exams-officers-guide/>) for the relevant year in which the exam is being taken.

**The Stephen Perse Foundation will not hesitate to report any example of malpractice. We expect the highest standards of academic honesty from all our students.**