

## **Policy on Academic Honesty Plagiarism**

### **Academic Honesty and Malpractice**

At Sha Tin College we aim to ensure that all students understand and uphold the highest standards of Academic Honesty. We expect all students to act with integrity and any attempt by a student to gain an unfair advantage in their work will be viewed very seriously.

We subscribe to plagiarism prevention software, which is used to help students to detect and rectify problems within assessed work before final deadlines are reached.

Students completing any examination course are expected to abide by both the terms of the school policies relating to this issue, and the requirements set by outside examination boards. If students have questions about any issue connected to Academic Honesty they should discuss them with their subject teacher.

### **Policy on Academic Honesty and Malpractice**

#### **1. Malpractice**

##### **1.1 What is malpractice?**

Malpractice is defined as any behaviour that results in, or may result in, a student or another student gaining an unfair advantage in an assessed piece of work. This could be a class test, end of year test or exam, assignment, coursework or external examination.

Sha Tin College regards malpractice as a serious offence and all forms of malpractice shall be dealt with accordingly.

##### **1.2 Examples of Malpractice**

- Plagiarism – see below
- Fabricating data for an assignment or piece of coursework
- Allowing another student to copy work
- Taking unauthorized materials into an examination room
- Referring to, or attempting to refer to, unauthorized materials that relate to a test or examination
- Misconduct during a test or examination
- Stealing examination or test papers
- Obtaining unauthorized copies of mark schemes via the internet
- Disclosing or discussing the content of an examination or test paper to another student
- Photographing examination or test papers and posting the images on the internet
- Supporting malpractice by another student.



### **1.3 Guidelines on the detection of malpractice**

The following guidelines should be used by staff if malpractice is suspected or proven. Staff should use their professional judgment when dealing with cases of malpractice.

- (i) Years 7-9: In all cases the student should be seen by the class teacher and/or Head of Department. No marks/grades to be awarded for the piece of work. Tutor/Head of Year/Head of Section are informed. Parents are informed by letter and may be invited to meet with the Head of Section. All serious forms of malpractice, if proven, will result in an external suspension. A written record of the incident is placed on the student's file.
- (ii) Years 10-13: For all examination courses (IGCSE, GSCE, IBDP etc.) the student should be seen by the class teacher and/or Head of Department. The HoD will inform the Examinations Officer who will take action according to the guidelines set down by the awarding body. IBO have a written policy on academic honesty which must be followed at all times. All cases of malpractice by IB students must be investigated the IB Coordinator.

Tutor/Head of Year/Head of Section are informed. Parents are informed by letter and may be invited to meet with the Head of Section and/or IB Coordinator. All serious forms of malpractice, if proven, will result in an external suspension. A written record of the incident is placed on the student's file. In the case of Year 12 and 13 students, university references may be unable to guarantee the student's integrity.

## **2. Plagiarism**

### **2.1 What is Plagiarism?**

Plagiarism is derived from the Latin word meaning 'plunderer' and 'kidnapping'. A dictionary definition of plagiarism is: 'to appropriate ideas, passages etc. from another work or author' (Hanks, P. (ed.), 1982, The New Collins Dictionary of the English Language, p865). Thus, plagiarism means stealing other people's words or ideas.

Sha Tin College regards deliberate plagiarism as a serious offence and all forms of plagiarism as a serious breach of good practice.

### **2.2 Examples of Plagiarism**

- \* Using the Internet to copy and paste someone else's work, in whole or part, into a piece of homework/coursework.
- \* Downloading an essay from the Internet and handing it in as one's own work
- \* Copying the class-work, homework or coursework of another student
- \* Copying answers from another student during a test or examination

### **2.3 What is wrong with Plagiarism?**

Plagiarism works against the Sha Tin College's aims, '*pride in individual achievement*', '*value each member of our community*', '*promote responsible citizenship*' and, if it involves copying, it prevents students from developing their own skills and knowledge. It can lead to a student being asked to re-submit a piece of work and, if undetected, to unfairness in assessment and feedback. If plagiarism infringes copyright laws, the student is acting illegally.

### **2.4 Plagiarism prevention**

To help students learn more effectively about plagiarism, all coursework which is completed for external examinations will be submitted to turnitin.com. The coursework will be handed in, following directions from the supervising teacher, with a hard copy of the plagiarism report.

### **2.5 Action if plagiarism is suspected or proven**

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The following guidelines should be used by staff if plagiarism is suspected or proven. Staff should use their professional judgment when dealing with cases of plagiarism.

- (i.) During an **internal test** (class test, end of year exam, internal assessment) – the student should be seen by the class teacher and/or Head of Department. If proven, the student is awarded no marks and may be asked to re-take the test. Parents/Head of Year/Tutor are informed. A written record of the incident is placed on the student's file.
  - (ii.) During an **external examination** (IGCSE, GSCE, IB etc.) – inform the Examinations Officer who will take action according to the guidelines set down by the awarding body. IBO have a written policy on academic honesty which must be followed at all times. All cases of plagiarism by IB students must involve the IB Coordinator.
  - (iii.) Examination **coursework/set task** – the student should be seen by the class teacher/Head of Department who will inform the Vice Principal in charge of examinations for students in Y10-11 and the IB coordinator for students in Years 12 and 13. The student will be interviewed. If proven, depending on the severity of the case, parents/Head of Year/Tutor will be informed and the student may be asked to withdraw from the examination. Students will have the opportunity to retake the examination at a later date.
3. Any issues relating to malpractice and plagiarism not referred to in this policy should be directed to the Vice-Principal (Curriculum).

