



ACADEMIC HONESTY POLICY

POLICY FOR	Academic Honesty
PERSON RESPONSIBLE	HTLA secondary
REVIEW DATE	June 2024
REVIEWED BY	Assistant Principals and Head of School
APPROVED DATE	June 2024
APPROVED BY	Executive Principal/ CEO and Head of School/Deputy CEO
DATE OF NEXT REVIEW	May 2025
RELATED POLICIES	Teaching and Learning Policy, Assessment Policy

Executive Principal / CEO



RATIONALE

Academic honesty is a set of values and skills that are embedded at The Westminster School, Dubai, (TWS). TWS recognises the importance of these attributes in all courses and believes in building integrity and positive character in every student. This policy includes a variety of offences that are considered misconduct when dealing with academic honesty. The responsibility of the staff and students, with respect to honouring these values and ensuring that TWS academic standards are being met, will be addressed. It is a goal of TWS to promote good academic practice and consistent to avoid incidences of misconduct.

DEFINITIONS OF MISCONDUCT

Plagiarism

Occurs when the candidate submits work as his/her own that includes the ideas or work of another person without giving credit. This includes information from books, journals, emails, DVD's and the Internet. Credit must also be given for any images, charts, data or graphs that are used.

Collusion

Occurs when one candidate allows his/her work to be copied or submitted for assessment by another student. In the case where the subject teacher requires students to collaborate, each student must submit final work that has been produced independently. Students may work together to gather data or research a topic but each piece of work being assessed must be written in the candidate's own words.

Duplication of work

Occurs when the same work is presented for different assessment components and/or diploma requirements. For example, if the student submits the same or a very similar piece of work as an internal assessment in a subject area for an extended essay, this would be viewed as misconduct.

Fabrication of data

Occurs when a candidate does not use authentic data but instead produces false data to be used in an assignment.

Cheating

Occurs when a candidate takes unauthorised material into an exam, exchanges information in any way with another student or uses an unauthorised calculator.

Students are not allowed to use AI tools during exams. Teachers will inform students if AI tools are permitted for coursework, as the rules depend on the specific qualification. Even if AI tools are allowed, students cannot receive marks for content solely generated by AI; marks are awarded based on demonstrating their own understanding and original work. Misuse of AI tools may result in losing marks for the assessment or even disqualification from the subject.



RESPONSIBILITIES

Academic Improvement team leader / Examination officer will:

- Inform candidate and parent/guardian about TWS Academic Honesty Policy. Both the candidate and parent/guardian will be expected to sign a waiver of acknowledgement with respect to the policy.
- Organise and deliver information sessions, in collaboration with teachers librarian, to reinforce the importance of academic honesty and consequences. Sessions will be of a preventative nature educating students about locating reliable sources, paraphrasing and acceptable citation styles.
- Report suspected misconduct to SLT once exams have been written or an internal or external assessment submitted with a signed cover sheet.
- Inform the candidate and parents, if the candidate is under investigation by SLT for possible misconduct.

The subject teacher will:

- To the best of their knowledge confirm that all work submitted by the student is authentic and original. Subject teacher will check the authenticity of the work using Turnitin or similar software.
- Model academic honesty and support the Learning Profile during their daily lessons.
- Inform students with respect to the policies that they will be expected to follow when preparing all assignments to avoid misconduct.
- Warn candidates about the consequences of violating the academic policy.
- Provide clear guidelines for learning tasks.
- Promote the benefits of properly conducted research and respect for the creative efforts of others.
- Design learning tasks that require thinking skills and are not able to be completed by simply copying or falsifying information.

The candidate will:

- Ensure that all work submitted for assessment is authentic and where necessary, correctly acknowledge. This includes but it not limited to the following; books, Internet, DVD's, emails, journals, online databases, charts, graphs, images and data.



- Ensure that on collaborative assignments, the final work submitted is produced independently and written in his/her own words.
- Take responsibility for his/her actions and seek help from the subject teacher, when needed.
- Sign a coversheet for each externally assessed component and all internally assessed components to confirm that his or her work is authentic.

INVESTIGATING MISCONDUCT:

The staff of TWS believe in preventing misconduct through education and teacher modelling. In the unfortunate event that academic dishonesty does occur, staff and administrators will refer to the school's 'Assessment Misconduct Policy'.

If a student is suspected of cheating or plagiarizing, the teacher will inform the Examinations Officer and meet with the student to determine the nature and the extent of the incident and the student's understanding of the situation and intent.

Consequences:

- Will be progressive in nature and may include redoing part or all of the assignment or assessment.
- Student may be requested to complete an alternative assignment or assessment.
- May limit student access to recognitions, such as school awards.

Academic Improvement team leader / **Examination officer** will communicate information to parent about the infraction and the consequences.

In the case of misconduct occurs on an assessment piece specific to Cambridge/Pearson/ Oxford AQA, The Head of Centre will report to Cambridge/Pearson/ Oxford AQA on the same day or no later than 12:00, local time, the following working day using the relevant forms (Suspected Candidate Malpractice Report: Exam Day – Form 9c.)

At this point Cambridge will initiate an investigation following the steps mentioned in Cambridge Handbook section 5.6 while Pearson, Oxford AQA will investigate following the steps as mentioned in JCQ suspected malpractice policies and procedure. Further to the investigation the respective board will review each case regarding suspected misconduct and then decide to either uphold or dismiss the allegation. Their decision is communicated to the school through the Head of Centre. During the investigation the Centre can be asked to produce any supporting evidences.

Further Information

[Cambridge Handbook 2024 \(section 5.6 malpractice\)](#)

[Pearson and Oxford AQA- JCQ suspected malpractice policies and procedure June 2024](#)

