

Introduction

As an IB World School offering the Primary Years Programme (PYP) and the Diploma Programme (DP) as well as the University of Cambridge IGCSE program, we take pride in our students' ability to challenge some of the most academically rigorous programmes in existence.

While we all come from different cultural backgrounds and value systems, it is our responsibility to create a learning environment that will preserve our core values of integrity, care, communication and commitment.

What is academic honesty?

In an ever-changing world and multicultural environment such as that at Raffles World Academy (RWA), it is important that we define clearly the term 'academic honesty' and explain the importance of having an Academic Honesty Policy in our school.

According to the IB:

"Academic honesty must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. It is influenced and shaped by a variety of factors including peer pressure, culture, parental expectations, role modeling and taught skills".

IB Diploma Programme Academic Honesty Policy (July 2011)

For our students, this means:

- When you say you did the work yourself, you actually did it *yourself*. You did not copy from another student, get a family member or the internet to do it for you.
- When you work in pairs or in a group to share ideas on a common project, otherwise known as *collaboration*, you do your best to avoid others doing the work and copying that work. This is *collusion* and should be avoided at all costs.
- When you take an idea or even some information from another person's work, be it from a book, the internet or any outside source, you must quote that source openly and accurately.

The RWA Honour Code

At RWA we expect our students to take responsibility for their learning and strive to have them experience the satisfaction of genuine academic achievement.

We ask our students to make the following pledge:

1. I promise to be *knowledgeable*, original and informed in my work.
2. I promise to be *an inquirer* to research with enthusiasm, to acknowledge the ideas of others and take the time to reference my work.
3. I promise to be *a communicator*, working collaboratively with other students, sharing ideas and information for a common goal; however, I promise to avoid *collusion*, either copying from another or allowing my work to be copied.
4. I promise to be *principled*, to sit an honest exam by not taking unauthorized material into the exam room. I pledge never to accept an exam paper or answers from another person or the internet.
5. I promise to be *reflective*, to do the right thing and inform my teachers of any malpractice I am aware of.
6. I promise to be *caring* and say "no" to anyone who tries to copy my work or use my answers during an exam so neither the other person's integrity or mine is compromised.
7. I promise to be truthful and honest at all times.

Our Expectations

Each **STUDENT** will maintain and support academic integrity at RWA by:

- completing all assigned activities and assessments with honour, avoiding cheating, lying and stealing or any other behaviour that may be considered dishonest
- taking full responsibility for their learning and actions
- being principled, working with integrity and honesty and with a strong sense of fairness, justice and respect for their dignity
- making reasoned ethical decisions and applying thinking skills critically and creatively to solve problems
- understanding the School's Academic Honesty Policy and any guidelines that may be set by teachers when working on assignments

Each **TEACHER** will maintain and support academic integrity at RWA by:

- drawing attention to the Academic Honesty Policy whenever applicable in subject lessons
- explaining or clarifying any questions on the Policy that students may have
- making available to students and parents clear and specific guidelines for working on subject assignments
- explaining the use of permissible study aids such as the use of dictionaries, tutors, etc. in coursework
- checking for plagiarism in students' work
- reporting to an appropriate member of staff any violations of the RWA Honour Code and following through on any consequences suggested by a Head of Department, Coordinator or Senior Management
- keeping a record of RWA Honour Code offences
- maintaining absolute integrity in the testing and examinations process
- demonstrating in all their activities, the principles outlined in the Honour Code

Each **ADMINISTRATOR** (Head of Department, Coordinator or Senior Management) will maintain and support academic integrity at RWA by:

- making available to all teachers, students and parents a copy of the RWA Honour Code
- scheduling Academic Honesty information sessions in order to develop our students' understanding of academic integrity
- encouraging regular review of the Academic Honesty Policy and supervising modifications, if necessary
- administering fair and consistent consequences on breach of the Code
- keeping records of RWA Honour Code offences
- maintaining absolute integrity in examination administration
- demonstrating in all their activities, the principles outlined in the Honour Code

Each **PARENT/GUARDIAN** will maintain and support academic integrity at RWA by:

- reading the content and understanding the significance of the School's Academic Honesty Policy
- monitoring and supervising, when necessary, the progress of coursework or homework assignments a student may be working on
- monitoring the homework diary, if applicable, and following up on communication from teachers
- trusting and supporting the consequences that may follow a breach of the expectations outlined in the Policy

What is Academic Dishonesty?

At RWA we have a zero tolerance policy towards academic dishonesty. Academic dishonesty is an action of deceit towards RWA and also towards one's self. In order to be true to the values that our institution dictates, we expect our students to have the integrity and the discipline to do what is right for their own learning and to promote healthy learning at our school.

Academic dishonesty and malpractice consists of any deliberate attempt to falsify, fabricate or otherwise tamper with data, information, records, or any other material that is relevant to the student's participation in school. Most, although not all, such attempts fall into one or more of the following three categories:

1. Plagiarism

Deliberately presenting work, words, ideas, performances or any other tasks, in whole or in part from a source external to the student, as though they are the student's own efforts and endeavours. Examples of plagiarism include, but are not limited to the following:

- a. Presenting any work completed in whole or in part by any individual or group other than the student, as though the work is the student's own, in any academic exercise.
- b. Buying, selling, bartering, colluding or in any other fashion obtaining or distributing material to be used inappropriately as part of any academic exercise.
- c. Failing to acknowledge and reference, where necessary, the true source of information included in a paper, written or oral assignment, assessment or examination, or any other academic exercise.

2. Cheating

Distributing or receiving answers, data, or any other information by any means other than those expressly permitted by the school, exam board or subject teacher as part of any academic exercise. Examples of cheating include, but are not limited to the following:

- a. Copying answers, data, or other information (or allowing others to do so) during an examination, quiz, assessment, homework, or any other exercise in which the student is not expressly permitted to work jointly with others.
- b. Assuming another individual's identity or allowing another person to do so on a student's behalf for the purpose of fulfilling any academic requirement or in any way enhancing the student's grade or academic standing.
- c. Using any electronic or non-electronic device, tool, or other form of study aid during an examination, assessment, quiz or test, or any other academic exercise **without** the specific permission of a teacher or course coordinator.

3. Other Forms of Academic Misconduct

Falsifying or fabricating data, records, or any information relevant to the student's participation in any class, course or academic exercise, or tampering with such information as collected or distributed by the school, subject department or examination board. Examples of academic dishonesty include, but are not limited to the following:

- a. Falsifying, or attempting to falsify, attendance records, grades or comments of any kind, or any information or document intended to excuse the student from participation in any academic exercise.
- b. Inventing, fabricating, or falsifying data as part of the completion of any academic exercise.
- c. Knowingly furnishing false information (or facilitating the furnishing of false information) to others in a way that impacts on student achievement, integrity, or fair opportunity in an assignment, assessment or examination.

IMPORTANT NOTE

The above list of offences is not intended to be fully exhaustive of all potential instances of academic dishonesty. Heads of School, Heads of Departments, Administrators and Teachers may identify and treat as malpractice any individual cases of academic dishonesty not outlined above.

Consequences of Malpractice

In the event that a student at RWA is found to have failed in following any of the guidelines of this document, one or more of the following procedures may be applied:

- A meeting will be held with the relevant teachers, administrators and parents/guardians of the student.
- The relevant Head of Year and Academic Coordinator will determine the severity of the offence and implement an appropriate response. At all times, information on consequences will be communicated to parents.
- Students found to have committed plagiarism will be put on academic probation for a defined period. Progress of the student in the area of concern will be monitored and feedback provided to parents.
- Students found to have gained credit through dishonest academic behaviour will have consequences applied to them according to the severity of the offence. Offences of a more serious nature, such as theft or examination malpractice may result in a range of consequences, from disqualification from the exam to expulsion.
- International Baccalaureate/Cambridge International Examinations board regulations will apply to all students being entered for assessments, including coursework, under the relevant governing board.