



ST. EDWARD'S
OXFORD

ACADEMIC INTEGRITY

SEPTEMBER 2024

Document History	
Owner:	Sub-Warden Academic
Document Status:	Final
Approved by:	Education Committee of the Governing Body
This document is available from:	School Intranet and School Website
Review Cycle	Annual
Current version Adopted:	August 2024
Review Date:	August 2025
Linked Documents:	Behaviour Policy for Pupils, School Assessment Policy, Departmental Assessment Policies Staff Code of Conduct Library Research and Referencing Guides Behaviour Policy
Related External Documents	IB Academic Integrity Policy IB Effective Citing and Referencing JCQ Plagiarism in Assessments Policy JCQ Malpractice Policy
External Bodies	Includes: IB – International Baccalaureate JCQ – Joint Council for Qualifications CIE – Cambridge Assessment International Education SESCB – St Edward's School Certificate Board

Integrity is fundamental to life at St Edward's. It is one of the School's three core values that we expect all members of the School community to display. This policy outlines what we expect from all pupils, parents, guardians and staff regarding Academic Integrity across the School.

Integrity: the value of honesty to ourselves and to each other

- we seek to earn and to deserve the trust of others, by acting rightly and justly;
- we take responsibility for our words and actions;
- we acknowledge our mistakes and we learn from them.

Kindness: the value of love

- we feel and show compassion for others, always listening and seeking always to understand;
- we value, respect and include others without regard for differences;
- we treat others as we would have them treat us.

Courage: truthfulness to our values at the testing point

- we stand up for what we believe to be right, speaking up for ourselves and for others;
- we seek to bring out the best in others;
- we persevere with resilience, with forgiveness and with patience.

Academic Integrity

We are committed to the highest standards of academic integrity, to protect the value of the educational process in which we are engaged, to allow pupils to produce genuine and authentic pieces of work that represent their own abilities and to maintain the credibility of our community of learners. As such, we expect pupils to be principled and fair and to take responsibility for the authenticity of their work.

Roles and Responsibilities

The Sub-Warden Academic is responsible for creating, implementing and maintaining this policy, as well as being responsible for all operational matters. They ensure that all of the teaching staff understand the policy and their responsibilities within it and that the policy is consistently implemented in all departments, including identifying training needs.

The Senior Academic Team includes the Sub-Warden Academic, the Assistant Head Academic, the Director of Teaching and Learning and the Director of IB. They are responsible for ensuring compliance with all policies relating to academic integrity issued by External Bodies.

Heads of Department are responsible for ensuring that excellent standards of academic integrity are upheld by pupils and staff in their Department.

All Teaching Staff must

- Play a key role in helping pupils to understand the importance of academic integrity and to learn how to produce work in a way that acknowledges the work of others;
- Understand their responsibilities relating to academic integrity and seek to carry out the requirements;
- Explain what academic integrity means to pupils as it applies specifically to the work they are completing;
- Seek support from the Head Librarian and Research Co-ordinator, if appropriate, when research and referencing skills are being taught;
- Be familiar with the plans and drafts of extended tasks, including IAs and coursework, so they can be confident that the final version is the pupil's own work;

- Comply fully with the requirements from External Bodies regarding written feedback on work for assessment and remain in dialogue with the pupils about this during the drafting and redrafting of work;
- Model good academic practice at all times;
- Report suspected breaches of academic integrity to the DoTL and issue an academic ticket for a breach of academic integrity; and
- Seek support from the Academic Team where needed.

Parents and guardians will make sure they are aware of this policy and understand what academic integrity means. Parents and guardians should also be aware of the consequences of a breach of academic integrity. They should encourage their daughter or son to contact teachers if they have any questions or concerns about producing work with a high standard of academic integrity.

Examples of breaches of academic integrity

While not an exhaustive list, breaches of academic integrity can take several forms, which include, but are not limited to:

Plagiarism: presenting another person's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement.

Copying: taking work of another person, with or without his or her knowledge and submitting it as one's own.

Artificial Intelligence: presenting the output of AI software as your own, without acknowledgement.

Exam cheating: communicating with another pupil in an exam, bringing unauthorised material into an exam room or consulting such material during an exam in order to gain an unfair advantage. This also applies to tests carried out in classrooms under exam conditions.

Duplication: submitting work that is substantially the same for assessment in different courses. In the IBDP this is referred to as "double dipping".

Falsifying data: creating or altering data which have not been collected in an appropriate way.

Collusion: helping a pupil to breach academic integrity.

Copyright Violation: Photocopying more than 1 chapter or 5% of a book or written source for the purposes of study. Pupils must check the copyright requirements for other types of sources with their teachers.

Academic Misconduct: deliberate or inadvertent behaviour that has the potential to give a pupil an unfair advantage in assessment.

Academic Malpractice: an act that would infringe the practice of an exam, whether internal or under the rules of an External Body.

Non-permitted assistance: seeking help in the production of assessed material beyond what is permitted, for example, external tutors, essay writing services, file sharing websites, undue assistance.

Academic Integrity in Practice

Academic integrity is part of the teaching and learning of the entire School.

All pupils are taught the importance of acknowledging the work of others. The School provides dedicated research sessions across all year groups specifically targeted at the level of academic work pupils are completing each year. The School also has dedicated research and referencing guides for information and to help pupils complete work including appropriate citations. The Head Librarian offers

taught sessions on research and referencing skills when requested by subject teachers.

All pupils are required to sign a declaration to confirm their understanding of the Academic Integrity Policy, which is explained to them at the start of the Shell, Fourth and Lower Sixth Forms as part of their induction during an assembly given by the Sub-Warden Academic. Pupils should take responsibility to show their work to teachers throughout the drafting and redrafting process and enter into dialogue with teachers about their work. Where pupils are unsure about the use of any information, they must ask teachers for advice, who may also wish to seek advice from Heads of Departments or the Academic Team.

Staff receive annual training regarding academic integrity and the appropriate administration of coursework, internal assessments and the invigilation of examinations. This includes the consequences of any breach of academic integrity.

In the Sixth Form most pupils undertake a research project: either the Extended Project Qualification (EPQ) or the Extended Essay (EE). Pupils are provided with guidance on why and how to research and reference to the standard required, including formal citations and the relevant technical skills. Pupils are encouraged to use the most appropriate referencing style for the subject discipline within which they are researching.

It is recognised that breaches of academic integrity relating to coursework can occur when pupils feel pressured by deadlines. Support is provided by the School to ensure that deadlines are appropriately managed and that pupils are encouraged to manage their time appropriately.

When submitting work for formal assessment pupils are reminded about the importance of academic integrity and asked to sign to confirm that the work is their own and that they have appropriately acknowledged the work of others.

St Edward's uses Turnitin software, AI checkers, and other mechanisms to check submitted assessments for academic integrity. Pupils will be helped to understand how the software can help them to produce work with integrity.

Where staff suspect that academic integrity is in question, the School reserves the right to ask pupils to undergo a *viva voce* assessment to discuss the work in question in the presence of subject specialists and/or members of the Senior Academic Team

Consequences of a breach of Academic Integrity

A breach of the Academic Integrity Policy may be deliberate or unintentional. The most important consequence of a breach is that the pupil appreciates the importance of their actions and is supported to develop the skills to produce future work with integrity.

It is the responsibility of the Sub-Warden Academic to ensure that the Academic Integrity Policy is upheld fairly and consistently and in line with the principles of the School's Behaviour Policy. Some breaches of academic integrity may need to be treated with a more serious sanction than others, depending on the potential impact of the breach on the pupil themselves and the School community. Consequently, sanctions will be applied at the discretion of the Director of Teaching and Learning, Sub-Warden Academic and the Sub-Warden, in accordance with the nature of the offence and the Behaviour Policy for Pupils. Generally, breaches of academic integrity will be treated as follows:

- The teacher who suspects the breach of this policy issues a ticket on iSAMS and informs the DoTL, who will begin an investigation and decide the level of offence.

Very minor offence, such as a first unintentional offence

At the DoTL's discretion, this may be dealt with by the teacher themselves, in conjunction with the HoD and the pupil's tutor. The Sub-Warden will be kept informed by the DoTL.

Minor offence

The pupil will attend a meeting with the DoTL or Director of IB, as appropriate, who will place them in an Academic Detention. The pupil's tutor, HM, parents and guardians will be contacted through the Discipline Manager in iSAMS to notify them of a Detention for a breach of Academic Integrity. During Academic Detention, the pupil will produce a written reflection on the standards of academic integrity, a copy of which will be kept on file. Grades will not be awarded for any element of work suspected not to have been produced with academic integrity, and the entire work will be required to be rewritten and resubmitted. The Sub-Warden will be kept informed by the DoTL.

Major offence or second (or subsequent) minor offence

The pupil and their parents or guardians will attend a meeting with the Sub-Warden Academic, and the Sub-Warden if appropriate. At this stage consequences may include more serious sanctions at the discretion of the Sub-Warden, in accordance with the Behaviour Policy for Pupils.

Breaches of the Academic Integrity Policy relating to coursework may result in the work being unsuitable for submission or unable to be submitted in line with rules of the appropriate examining body. In these instances, the pupil may be permitted to redo or repeat the work, depending on awarding body regulations.

Cases of cheating in internal exams are extremely serious and will be treated in line with the major offence procedure above, regardless of the number of previous breaches of academic integrity. Cheating in any external exam will follow the policy of the applicable awarding body, which may result in a pupil being disqualified across all subjects for which they have been entered in an examination series, or not receiving the IB Diploma.

Where appropriate, the School will refer to the rules of awarding bodies on academic integrity and, if necessary, will be required to cooperate with the awarding body.

Academic Misconduct and Academic Maladministration involving staff will be treated in line with the School's Disciplinary Policy.