

SINGAPORE INTERNATIONAL SCHOOL
ACADEMIC HONESTY POLICY

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Guiding principles

Singapore International School's academic honesty policy is derived from the assessment philosophy and principles of the school, Cambridge International Examinations (CIE) and ACT Education Solutions. The School is committed to academic honesty. All students are made aware of what academic honesty is and what the consequences are for being dishonest.

In the Lower Secondary School (Years 6 – 8), the School aims to educate students around issues of academic honesty, treating academic honesty as a learning opportunity. For example, on a case by case basis, students may be asked to rewrite an assessment task with correct referencing.

In the Upper Secondary School (Years 9 – 10), students are also dealt with on an individual basis. While they may lose marks as a consequence of academic dishonesty, the emphasis is on correcting and learning from the experience. In the case of formal external assessment by Cambridge International Examinations (CIE) for IGCSE, guidelines are provided by CIE and any consequences for academic dishonesty will be decided by CIE.

In the High School (Years 11 – 12), guidance comes from the policies set out by CIE for AS and A Levels and ACT Education Solutions for GAC.

What is academic dishonesty?

Singapore International School defines academic dishonesty as:

- **Plagiarism** – the representation of the ideas or works of another person as the student's own.
- **Collusion** – supporting malpractice by another student, such as allowing one's work to be copied or submitted for assessment by another.
- **Duplication of work** – the presentation of the same work for different assessment components.
- **Any other behaviour that gains an unfair advantage** for a student or that affects the results of another student, such as, but not limited to:
 - fabricating research data for IGCSE, AS/A Level and GAC coursework, GAC Internal Assessments
 - falsifying records
 - missing an internal deadline for assessed work, such as IGCSE coursework or Internal Assessment deadlines
 - taking unauthorized materials into a test or an examination
 - academic misconduct during a test or an examination
 - sharing / gaining information about external examinations within 24 hours of the exam
 - tampering or attempts to tamper with examination scripts, class work, marks or class records
 - failure to abide by the directions of any teacher or supervisor regarding the individuality of work handed in
 - acquisition, attempted acquisition, possession or distribution of examination materials or information in any way
 - impersonation of another student in an examination or other class assignment.

Guidance and education in relation to academic honesty

The school approaches education about academic honesty in the following ways:

- The school publishes guidelines to citation and referencing (C&R) based on the Australian Publishers Association Style Guide (APA) – developed by American Psychological Society. This document is available online via the school website (useful downloads) and available to all students and staff.
- Students in all sections (Lower Secondary, Upper Secondary and High School) have an assembly about academic honesty.
- GAC students also receive a handbook which outlines specific academic misconduct policies by ACT Education Solutions.
- Prior to end-of-year exams, mock exams and external examinations, students in the Upper Secondary and High School have assemblies about the expected conduct during examinations. Parents also receive letters from the school about the rules and regulations for external examinations.

Responsibilities of teachers

Academic honesty is integral to the school's virtues program of integrity. As such, all staff and students have an obligation to follow the guidelines in this policy.

- Academic honesty should be integral to all aspects of marking and moderation of assessed work.
- All staff refer to the APA guide for citation and referencing as part of their teaching, in all sections of the school.
- Staff must ensure treatment of all deadlines comply with this policy so that everyone is consistent in their approach to academic honesty and deadlines.
- Teachers should inform parents of any concerns about a particular student's academic honesty, such as suspected cases of malpractice, missed deadlines or incomplete work.
- The Heads of Study and Deputy Principal works together to ensure all aspects of academic honesty are adhered to during the examination period.
- Staff, students and parents need to be aware that CIE make unannounced inspections of our arrangements during examination periods.
- Refer to Appendices for Action Plan in cases of suspected academic dishonesty.

Appendix 1 – Action Plan for suspected case of academic dishonesty (all students)

1. Parents are informed and may be asked to meet with relevant staff (teacher, HOS, HOV and DP) about the issue. Appropriate sanctions are applied if necessary.
2. A record of the incident will be placed in the student's file.
3. Where appropriate, the respective examination board may request a full written report from the school.
4. Transcripts and university references will not be able to guarantee the student's academic integrity.

Appendix 2 – Action Plan for suspected case of academic dishonesty (CIE and GAC)

The following procedures for investigating and acting on malpractice are taken from CIE and GAC publications on academic honesty and the Handbook of Procedures.

1. The Exam Officer / Director of Studies must inform CIE or GAC in all cases of academic dishonesty in relation to a candidate's work.
 - a. In such cases, or when an examiner or CIE/GAC suspects malpractice, the school will be required to conduct an investigation and provide CIE/GAC with relevant documentation concerning the case.
 - b. In all cases, candidates suspected of malpractice will be invited, through the Exam Officer / Director of Studies, to present a written explanation or defence.
2. Cases of suspected malpractice will be presented to CIE Malpractice Unit or GAC. After reviewing all evidence collected during the investigation, the CIE Malpractice Unit or GAC will decide whether to dismiss the allegation, uphold it or ask for further investigations to be made.
 - a. If CIE or GAC deems evidence of malpractice insufficient, the allegation will be dismissed and a grade will be awarded in the normal way.
 - b. If CIE or GAC decides that a case of malpractice has been established, no grade will be awarded in the subject(s) concerned. No GAC Certificate will be awarded to the candidate and the candidate may be expelled from the course. Grades will still be awarded from CIE for any subject(s) in which no malpractice has occurred.
 - c. CIE candidates will normally be permitted to register for future examination sessions, which may include the session that follows six months later if the relevant registration deadlines are met.
 - d. If a case of malpractice is very serious, CIE may decide that the candidate will not be permitted to register for any future examination session.
3. A CIE or GAC certificate, may be withdrawn from a candidate at any time if malpractice is subsequently established.
4. For GAC students the trading of assessments and test answers is prohibited. The consequences for students who engage in such activity are:
 - a. Students who are in Level II can continue to study in the GAC, but they are NOT eligible to take the ACT test nor are they able to graduate from the GAC with an Academic Transcript or Certificate. Students will only be able to receive a Statement of Attainment detailing marks for all three levels.
 - b. Students who have taken the ACT and are about to complete Level III will NOT be able to graduate. Students will only get a Statement of Attainment.

- c. The misconduct will be recorded on iTAP in the students' personal data section and also in the Academic Results section which is available to pathway universities to access.
- d. Students who are found to have posted any GAC material online, or are found to have engaged in the selling or buying of any AES material, or cheating in any way, will face immediate expulsion from the program. They will not be eligible to take the ACT test on campus even if they have already registered for the test. Students will not be able to graduate from the GAC nor to receive an academic transcript or certificate. Notification that they cheated will be recorded in iTAP in the students' personal data section and also in the Academic Results section.