



Founded 1922

HERSCHEL GIRLS SCHOOL

ACADEMIC INTEGRITY

BACKGROUND

Every Herschel girl is expected to accept full responsibility for the quality of her academic work and for academic honesty.

This policy is considered to be a working document that will be amended from time to time, as the need arises and should be applied by all academic staff and within all departments.

ACADEMIC INTEGRITY

Infringement of academic integrity and plagiarism includes (but is not limited to) the following:

- 1 Submitting work that is all or in part not the original work of the pupil in that it has been copied:
 - from another pupil, or
 - from another, unacknowledged source or
 - written by someone other than the pupil herself;
- 2 Copying the work or answers of another pupil during a formal assessment, with or without the knowledge of the other party;
- 3 Allowing another pupil to copy all or part of a written assignment or during a formal assessment or examination;
- 4 Being in possession of notes (in any form or nature) on the contents of a formal assessment; whether or not the intention was to make use of the notes to gain unfair advantage over other pupils;
- 5 Being in possession of any device that could give the pupil an unfair advantage during a formal assessment; whether or not the device is actually used or whether the intention was to make use of the device;
- 6 Attempting in any way to obtain prior information about a question paper or answer memorandum of a formal assessment;
- 7 Tampering with the marking or the marks obtained in an assessment in order to obtain a higher score or result.
- 8 Accessing teacher records to tamper with the recording of marks.

CONSEQUENCES FOR BREACHING ACADEMIC INTEGRITY

As per the school's Code of Conduct, pupils will behave honestly and conduct themselves with integrity. Therefore cheating, copying or tampering with tests, reports or assignments and plagiarising will be regarded as serious offences and can lead to expulsion for a first offence.

Having said this, each case will be treated on its merits but minimum sanctions will include the following:

Examinations/Tests

Any form of cheating or proven intention to cheat will result in the cancellation of all marks for the examination/test in question.

Plagiarism

The work in question must be re-submitted. Marks will be discounted for the particular section in question OR marks will be cancelled and zero will be awarded for the work.

RESPONSIBILITIES OF THE TEACHING STAFF

Every member of the academic staff should:

- 1 be familiar with, and apply, the standards set in the *Herschel Research Booklet* when planning all research tasks.
- 2 be trained regarding plagiarism as they should do regular checks on academic work that is submitted. This includes electronic checking i.e. the use of *Turnitin*;
- 3 set an example of academic integrity by acknowledging all sources in handouts and documents that are prepared for, and distributed to, pupils;
- 4 set questions and assignments that challenge pupils to apply, synthesise, evaluate, predict, speculate or hypothesise in order to discourage or obviate copying the ideas of others;
- 5 set research tasks that are original and creative in order to discourage plagiarism;
- 6 insist that correctly-compiled lists of references are submitted as part of any assignment requiring research or the consultation of other sources [See the *Herschel Standards for Referencing* document];
- 7 use software to assist pupils to be aware of the nature of plagiarism, to assist them to understand how to avoid being guilty of plagiarism and to check for suspected plagiarism;
- 8 be alert to cheating or dishonesty of any nature;
- 9 deal with any incident or suspected breach of academic integrity immediately and consistently.

RESPONSIBILITIES OF PUPILS

Every pupil should:

- 1 understand and embrace the value of academic integrity;
- 2 be aware of the consequences of infringing academic integrity;
- 3 be honest at all times and submit work only if she has done it herself;
- 4 observe all rules relating to tests and formal assessments;
- 5 respect the work of others by using in-text references in assignments involving research and by acknowledging all sources according to the existent guidelines;
- 6 understand what plagiarism is and acknowledge that to plagiarise is fraudulent.