

Stephen Perse

Foundation

ACADEMIC HONESTY 2024-2026

Contents:

1. [The Policy](#)
2. [What constitutes malpractice?](#)
3. [What sanctions and penalties might be imposed?](#)
4. [Information for All students:](#)
5. [Information for All students completing non-examination assessments and coursework](#)

1. The Policy

1.1. This policy applies to students following all public examination courses offered by Stephen Perse Foundation (the **School**).

1.2. As students embark upon courses leading to public examinations, it is important that they understand and comply with the standards of academic honesty expected by the school and the awarding bodies.

1.3. The following information sheet sets out examples of what constitutes malpractice (a lack of academic honesty) and what penalties candidates might expect if they engage in any of the banned practices.

1.4. **Students**

All students in Year 10 and Year 12 must read this document and then complete [this Google Form](#) to confirm that they have done so and will comply with the rules laid down by the school and the awarding bodies.

1.5. **Parents**

Similarly, all parents of these students must read this document and then complete [this Google Form](#).

2. **What constitutes malpractice?**

2.1. The following are examples of malpractice; this is not an exhaustive list:

- the alteration or falsification of any results document, including certificates;
- a breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations;
- failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments;
- collusion: working collaboratively with other candidates, beyond what is permitted;
- copying from another candidate (including the use of technology to aid the copying);
- allowing work to be copied e.g. posting work on social networking sites prior to an examination/assessment;
- the deliberate destruction of another candidate's work;
- disruptive behaviour in the examination room or during an assessment session (including talking or attempting to talk to other candidates and/or using offensive language);
- failing to report to the school or awarding body a candidate having unauthorised access to assessment related information or sharing unauthorised assessment related information online;
- looking for, getting, receiving, exchanging or passing on confidential or fake exam material by any means (or the attempt to);
- making a false declaration of authenticity in relation to the authorship of controlled assessment, coursework, non-examination assessment or the contents of a portfolio;
- allowing others to assist in the production of controlled assessment, coursework, non-examination assessment or assisting others in the production of controlled assessment, coursework or non-examination assessment;
- the misuse, or the attempted misuse, of examination and assessment materials and resources (e.g. exemplar materials);
- being in possession of confidential material in advance of the examination;

- bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations);
- the inclusion of inappropriate, offensive or obscene material in scripts, controlled assessments, coursework, non-examination assessments or portfolios;
- impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or an assessment;
- plagiarism: unacknowledged copying from or reproduction of published sources or incomplete referencing;
- misuse of AI, for example: failure to acknowledge AI sources and how they have been used, lack of or inadequate referencing of AI sources
- theft of another candidate's work;
- bringing into the examination room or assessment situation unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, tablet computers, mobile phones, MP3/4 players, pagers, or other similar electronic devices **and watches of any kind**;
- the unauthorised use of a memory stick or similar device where a candidate uses a word processor;
- facilitating malpractice on the part of other candidates;
- behaving in a manner so as to undermine the integrity of the examination;
- duplicating work to meet the requirements of more than one assessment component;
- falsification or inventing fictitious data for an assignment;
- obtaining or seeking to obtain, disclosing, sharing or discussing the content of an examination paper with a person inside or outside the immediate school community at any time before the start of an examination;
- use of essay-writing services (ghost-written or purchased essays) offering assistance in writing essays or other assessment materials.

3. **What sanctions and penalties might be imposed?**

- warning;
- loss of marks gained for a section or a piece of coursework or non-exam assessment;
- loss of all the marks gained for a component;
- disqualification from the whole qualification;
- disqualification from all qualifications taken in that series;
- barred from entering for examinations for a set period of time.

3.1. Further details can be found at these links:

- JCQ exams (for AQA, OCR, Pearson edexcel):
 - [Malpractice \(including the use of AI and Plagiarism\)](#)
- Cambridge International Education
 - [Cambridge Handbook 2024](#) Section 5.6 Malpractice

3.2. **The school will not hesitate to report any example of malpractice; we expect the highest standards of academic honesty from all our students.**

3.3. The Academic Honesty Policy supports this policy of the exam awarding bodies:

- [Suspected Malpractice Policies and Procedures](#)

4. **Information for all students:**

All students please read the:

- [JCQ Social Media Infographic](#),
- [JCQ AI poster for students](#)

5. **Information for all students completing non-examination assessments and coursework:**

Please read the relevant documents below from Section 2 and/or Section 3.

- **AQA, OCR & Pearson Edexcel:** [NEA information for candidates](#)
GCSE: Art & Design, 3D Design, Design & Technology, Drama, Modern Languages Speaking Tests, Physical Education, Textiles
A-Level: Art & Design, Computer Science, Design & Technology, Drama & Theatre, English Literature, Film Studies, Geography, History, Modern Languages Speaking Tests, Music, Physical Education, Textiles and EPQ.
- **Cambridge International Education:** [candidate information](#)
The coursework section is of particular relevance to students of **IGCSE** Music and Chinese Second Language

Reviewed: August 2024