



Cambridge International School

CHRIST CHURCH SCHOOL

Academic Honesty

Students of CCS will be taught that being academically honest means doing their work honestly and in fair manner, acknowledging any source of material or information used and giving credit to the author(s).

Basic protocols

1. The CCS academic honesty policy will be posted on the school website, and also given in the school diary.
2. All CCS students are expected to cite sources of information, data obtained, web sites and computer programs.
3. Co-ordinators and class teachers will ensure reminders on the academic honesty policy and use of unfair means are given through the academic year.
4. The policy will be put up in the school library, and the school librarians are expected to guide students especially in the format used for referencing and research skills and acknowledging the source of information.
5. CCS will adopt the parenthetical insertions method for citing references.
6. All teachers right from pre-primary to junior college and the Cambridge programme are expected to read and understand the Academic Honesty policy and consequence for the use of unfair means.

What may be considered a breach of the Academic Honesty policy and construed as use of unfair means?

- Copying (whether from a text book, the internet, a journal or newspaper. Students are not permitted to have in their possession any paper, books or notes.)
- Collusion – CCS students must be aware of the distinction between legitimate collaboration and collusion, and must be clear the collusion constitutes plagiarism. Students working in groups, though each student making their own notes, results etc, then moving away and completing their work independently is collaboration. But if they try to take advantage of working in a group or individually and still try to copy from others will be collusion. Each student is individually responsible for their work, and if they cannot ensure their work is not copied or they allow their work to be copied it will be treated as collusion, and use of unfair means.

Action to be taken by the School in cases of Academic Dishonesty and use of unfair means

1. In the first instance the student should be interviewed by the Coordinator and teacher concerned, given a stern warning and either have to repeat the work, or complete a similar assignment, or receive zero marks. The parents will have to be called and informed, in the presence of the Principal/Vice Principal/Head Mistress/Coordinator.
2. In projects if plagiarism persists then the work could be automatically discounted and the student disciplined according to the policy mentioned in point 1.
3. Repeated attempts at plagiarism could be mentioned in the report card to parents.
4. Class teachers and subject teachers should keep records of any case of academic dishonesty and copy of the plagiarized work or notes or other matter detected in the use of unfair means.

Each section of the school should set out a clear procedure and parents and students attention brought to the academic honesty policy of CCS and consequences of use of unfair means. The rules should be uniformly applied.

Serious issues should be reported to the Principal immediately, and for Cambridge classes the Examination officer and the Principal.