



ACADEMIC INTEGRITY POLICY

1. Overview

At Malvern College we ensure that pupils receive a modern and forward-looking education within the context of an ever-evolving society. Artificial Intelligence has radically transformed the educational landscape for learners across the world, and this has reinforced the importance of instilling the Malvern Qualities in our pupils.

It is therefore our duty to:

- educate all pupils in the appropriate use of technology;
- promote an inquisitive and respectful attitude towards all sources of information; and
- encourage dialogue on the merits of contrasting opinions and perspectives.

2. What is “Academic Honesty”?

Academic Honesty is the practice whereby a pupil completes their own work truthfully and on their own merits. Academic Honesty requires a pupil to fully acknowledge any intellectual contribution of others in their work and not to falsely present the work of others as their own; crucially this includes any material generated by Artificial Intelligence. By promoting a culture of Academic Honesty, we ensure all our pupils are treated fairly and that we maintain the highest ethical standards. Integrity is a core Malvern Quality, and we expect all our pupils to produce authentic work which is a fair representation of their ability and effort.

3. What is “Academic Dishonesty”?

Academic Dishonesty is when an individual presents the ideas or work of another person as their own. This can include, but is not limited to the following:

- **Plagiarism:** Passing off the work of another as your own (this may include another individual’s work or AI-generated work).
- **Replication:** Copying the work of another individual or allowing your work to be copied by somebody else.
- **Misrepresentation:** Submitting false information on official documents (such as university applications, coursework and all other submissions to examining bodies).

4. What is expected from all Malvern College pupils?

In the completion of all internally and externally assessed work (this includes but is not limited to classwork, homework, coursework, IB Internal Assessment, internal examinations and external examinations), all Malvern College pupils are expected to:

- **Credit** any sources used throughout the process of completing the work;
- **Reference** the work of others accurately and appropriately, in line with Malvern College guidance; and
- **Justify** the authenticity of their own work when required to do so. Authenticity may be evidenced through classroom discussion, teacher intervention, a bespoke IB Internal Assessment Declaration Form, or a targeted viva voce.

5. How is Academic Honesty promoted through the different curricula delivered at Malvern College?

FY
▪ The importance of Academic Honesty is fully integrated into the delivery of academic lessons across the FY curriculum. ▪ Library lessons? ▪ Life Skills?
Remove/Hundred/Pre-Sixth
▪ The importance of Academic Honesty is fully integrated into the delivery of academic lessons across the GCSE curriculum. ▪ Library lessons? ▪ Life Skills? ▪ Higher Project Qualification?
Sixth Form
▪ The importance of Academic Honesty is fully integrated into the delivery of academic lessons across our A Level, BTEC and IB curricula. The regulations of the JCQ and the IBO are fully communicated to pupils through specialist teaching across all subjects and are clearly displayed during external examinations. ▪ Formal supervised study sessions are timetabled for Sixth Form pupils to promote independent work within a supervised setting. ▪ Referencing is explicitly taught within the IB, EPQ, A level and BTEC curricula. Reminder sessions are scheduled throughout the Lower Sixth and Upper Sixth to ensure pupils understand how to reference appropriately. Pupils are reminded regularly as to the importance of maintaining a research record and writing a bibliography to include paper-based and non-paper-based sources.

- Pupils are not permitted to use AI platforms to generate feedback on any IB Internal Assessment. This supports the IBO's requirement that only one round of feedback on any piece of Internal Assessment is provided; this feedback must come from the pupil's teacher at school and not an external tutor or other contact.

6. What might instigate an investigation into Academic Dishonesty?

At Malvern College, all staff nurture excellent relationships with their pupils and seek to encourage a positive and open dialogue surrounding the importance of Academic Honesty. Where a member of staff has reasonable grounds to suspect Academic Dishonesty, this will be explored fully by various means, depending on the age of the pupil, including inter alia:

- a conversation between staff member and pupil concerned;
- a review of a pupil's document history; and
- an assessment of work using plagiarism and AI detection software.

7. What are the consequences of Academic Dishonesty?

Any sanction issued as a result of Academic Dishonesty will be considered on an individual basis within an overarching context of parity and transparency. It is important to recognise the distinction between work marked internally and work submitted to an external examination body when determining the appropriate level of sanction. It is also important to recognise the pupil's year group and the severity of the dishonesty.

Internally-Assessed Work	Sanctions for First Offence	Sanctions for Subsequent Offence(s)
Examples of internally-assessed work include: ▪ Classwork ▪ Homework ▪ Tracking tests ▪ Internal examinations	▪ Conversation ▪ Tardy ▪ Report Card grades reflect Academic Dishonesty ▪ Department Detention ▪ Friday Detention ▪ Saturday Detention (one or two hours) ▪ Gating ▪ Rustication	▪ Report Card grades reflect Academic Dishonesty ▪ Department Detention ▪ Friday Detention ▪ Saturday Detention (one or two hours) ▪ Gating ▪ Rustication
Exemplars: a) A pupil in the FY is found by their teacher to be copying the answers of a classmate during an in-class vocabulary test. <i><u>Sanction:</u> The teacher discusses their observations at the end of the lesson. The pupil admits to copying the work of their classmate and is set a departmental detention for later in the week.</i>		

b) A pupil in the Remove is found by the House Tutor to be using an AI platform for the third time to complete their homework. <u>Sanction:</u> The House Tutor reports the incident to the pupil's Housemaster who notifies the Academic Tutor and Subject Teacher. The pupil is required to complete a one-hour detention on Saturday evening. The pupil's parents are informed via ISAMS. c) A pupil in the Lower Sixth is found by an invigilator to be accessing an AI platform on their mobile phone during their end of year examinations. <u>Sanction:</u> The pupil is interviewed by the Director of Studies and/or Senior Deputy Head. The pupil's parents are informed, and the pupil is rusticated from school.		
Externally-Assessed Work	Sanctions for First Offence	Sanctions for Subsequent Offence(s)
Examples of externally-assessed work include all work submitted to an external body as part of a pupil's final qualification. This includes inter alia: ▪ HPQ ▪ EPQ ▪ GCSE coursework ▪ A level coursework (NEA) ▪ BTEC assignments ▪ IB Internal Assessment and Internal Orals ▪ External examinations	▪ Report Card grades reflect Academic Dishonesty ▪ Friday Detention ▪ Saturday Detention (one or two hours) ▪ Gating ▪ Rustication ▪ Reporting to examination board for external review	▪ Report Card grades reflect Academic Dishonesty ▪ Saturday Detention (one or two hours) ▪ Gating ▪ Rustication ▪ Reporting to examination board for external review
Important Note: Where a pupil's submission of work is delayed due to issues surrounding Academic Dishonesty, the pupil risks foregoing their opportunity to receive feedback from their supervisor due to time constraints.		
Exemplars: a) A pupil in the Lower Sixth is found to have asked a friend to complete the Reflection of their Production Log for their EPQ. <u>Sanction:</u> The Head of EPQ sets the candidate a Saturday night detention for one hour where they rewrite this section of their Production Log. The pupil's parents are informed via ISAMS. b) A pupil in the Upper Sixth uploads a final draft of their Biology Internal Assessment to ManageBac. The AI detection software identifies 85% AI usage within the pupil's piece of work. The pupil's IA supervisor hosts a viva voce with the pupil during which the pupil is unable to sufficiently authenticate their research and analysis. <u>Sanction:</u> The Head of Sixth Form issues a two-hour Saturday detention where the candidate rewrites their Internal Assessment under supervised conditions. The candidate is required to sign an IB Internal Assessment Declaration Form upon		

submission of their work. The Head of Sixth Form informs the pupil's parents in consultation with the IB Coordinator.

- c) The same pupil as set out in b) subsequently submits a final draft of their Geography Internal Assessment to ManageBac and AI detection software flags 75% AI usage. The pupil is unable to explain the plagiarised content during a viva voce with their supervisor.

Sanction: As this is a second offence, the pupil meets with the Director of Studies or the Senior Deputy Head and is rusticated for four days, following a discussion with the pupil's parents. Upon their return to school, the pupil is required to re-submit their work to ManageBac along with an IB Internal Assessment Declaration Form.

- d) A Lower Sixth pupil submits their draft Extended Essay to their supervisor who is able to immediately identify use of AI-generated content (either wholly or in part). The supervisor refuses to accept the draft Extended Essay and provides the pupil with an extended deadline of 7 days to rewrite their draft. The pupil resubmits a draft Extended Essay where AI is again immediately identified by the supervisor.

Sanction: The pupil is required to attend Sixth Form supervised study, as well as a Departmental Detention and Saturday two-hour detention to support them in completing their draft. Given the time delay caused by the pupil's Academic Dishonesty, the final deadline is now only 7 days away and the supervisor therefore does not have sufficient time to provide the pupil with any feedback. The pupil submits their draft Extended Essay as their final piece of work to ManageBac.

- e) An Upper Sixth pupil is found to have hidden notes in the toilets prior to the start of their Psychology A level examination, and they are found to have referred to these during a toilet break in their examination. The invigilator reports this incident to the Exams Officer, Head of Sixth Form and Director of Studies.

Sanction: Following contact with parents, the pupil is rusticated for the remainder of their examinations and only permitted to attend examinations as an external visitor to the school. The pupil is not permitted to attend the Leavers' Chapel Service nor the Leavers' Ball. The incident is reported to the examination board who proceed to award the candidate a score of zero for that entire subject.

8. Where can I find further information on Academic Integrity?

The following sources are useful in understanding Malvern College's commitment to Academic Integrity:

- Malvern Qualities: [Our Malvern Qualities: Preparing for Life – Malvern College](#)
- JCQ guidance: [AI-Use-in-Assessments Apr25](#)
- IBO guidance: [Academic Integrity Policy](#)

- IBO 'Ten Tips for Acting with Integrity': [Ten Tips](#)
- Statement from the IB about ChatGPT and Artificial Intelligence in assessment and education: [Statement from the IB about ChatGPT and artificial intelligence in assessment and education - International Baccalaureate®](#)
- IBO 'Learner Profile': [Learner Profile](#)
- IB Internal Assessment Declaration: [Internal Assessment Declaration Form.pdf](#)

9. Pupil Declaration

Name:

Year Group:

Tutor:

I acknowledge that I have read and understood the contents of this Academic Integrity Policy.

I understand the importance of acting with Academic Honesty in all aspects of my academic work throughout my time at Malvern College and recognise that it is my responsibility to do so.

I understand the consequences of acting with Academic Dishonesty and the severity of the sanctions associated with any breach of this policy.

Signed:

Date:

