



CLIFTON

## ACADEMIC INTEGRITY POLICY

Academic integrity is a commitment to the principles of being truthful and honest with regard to academic work. This is one of the central principles of the Clifton ethos and expected of each member of the Clifton community.

Academic dishonesty may take through the following actions:

- Cheating
- Plagiarism
- Misrepresentation of academic records or documentation.

### 1.1.1. CHEATING

This occurs when one submits someone else's work (or part thereof) as one's own or you copy the work of another pupil or you have access to unauthorized material, which gives you an unfair advantage over others. Cheating in a formal assessment task e.g. a test, may include the following:

- Having books or notes available even if they are not physically used.
- Copying from another pupil or assisting another pupil.
- Giving or receiving answers by means of signals.
- Using or being in possession of a cellphone.
- Using a programmable calculator, which is not allowed.
- Talking or attempting to communicate during a test or examination.
- Obtaining a copy of or part of a test or examination or the memorandum thereof prior to the test being written.
- During the moderation or checking stage altering or attempting to alter answers or marks.
- Writing assessment task for another pupil.

### 1.1.2. MISREPRESENTATION

Academic misrepresentation occurs when one changes a result on any record of academic achievement in a test, assignment, report or the like.

It is a serious case of misrepresentation should one sign on behalf of someone else especially one's parents as acknowledgment of receipt of reports, detention slips, letters, absentee notes and the like.

### 1.1.3. PLAGIARISM

Plagiarism has become a major problem in schools and tertiary institutions. Many students are being disqualified from courses or are having results declared null and void owing to plagiarism. The IEB has also found increasing evidence of plagiarism in portfolio work.

#### 1.1.3.1. INTRODUCTION

This policy serves to address issues around plagiarism in line with those of both National and International Academic Institutions and Assessment Bodies. Clifton College is taking a firm stand against any plagiarism committed by pupils in completing their work.

#### 1.1.3.2. PRINCIPLES

At Clifton College we believe that plagiarism is a totally unacceptable practice, and not in line with the values and standards that we set as a top academic institution.

#### 1.1.3.3. BROAD DEFINITION

For the purpose of this policy, one is guilty of plagiarism if:

- One copies from another source without acknowledging the source.
- One lets someone else write it for one.

- One submits someone else's work as one's own.
- One steals an idea or concept without acknowledging the source, and uses it as one's own.  
(Indiana University ISS [Homepage])

#### **1.1.3.4. TYPES OF PLAGIARISM**

##### 1.1.3.4.1. Word for word (verbatim)

This is the most direct form of plagiarism, unless it is in quotation marks, AND the source acknowledged. It should not be overused, and used only when it is specifically needed for effect (less than 10% of the total written component). This format also includes the copying of homework.

##### 1.1.3.4.2. Mosaic

This is the process of using imbedded keywords or apt phrases ('catchphrases') from a source, without differentiating it from one's own writing. This often amounts to the stealing of ideas.

##### 1.1.3.4.3. Paraphrasing (cosmetic changes)

This is the process of substituting keywords in the text. It is recognizable as it results in the approximately the same number of words, or length of writing.

##### 1.1.3.4.4. Summary of a Single Source

This is where the entire piece of work is based on a single source that is merely summarized. It is shorter in length than the original, but may lose continuity of argument, shift the emphasis or leave out essential aspects.

##### 1.1.3.4.5. Misrepresentation of Source Material

This is where information is taken out of context intentionally and loses its original meaning or is intentionally adapted to suit the argument of the writer. For example: the statement that 'Money is the source of all evil' is made, where in fact the Bible states that 'The LOVE of money is the source of all evil.'

#### **1.1.3.5. POLICY FRAMEWORK**

This document will remain a living document and will be updated, changed and improved upon as and when deemed necessary, in order to record clearly the stand that Clifton is taking on plagiarism.

It is of vital importance that all pupils, teachers and parents are aware of both the importance of, and the disciplinary consequences of any plagiarism occurring within the Clifton College academic programme.

All teachers are required to communicate the policy to pupils and take the necessary steps to implement it in its totality. A copy of the definitions will be issued to all teachers, which is to be prominently displayed in classrooms for easy reference.

In order to lay down the expectations in relation to plagiarism at Clifton, the following steps have, or will be put into place with immediate effect:

The Media Centre will display methods of referencing and research techniques.

Each educator will be required to check all tasks for plagiarism.

Each pupil will be required to sign an authenticity document stating that the completed task is his own work and is not plagiarized and will be required, if so requested, to make use of the TURNITIN program.

#### **1.1.3.6. DISCIPLINARY PROCEDURE**

Discipline in the event of a pupil being caught plagiarizing in any way, will be as follows:

- 1.1.3.6.1. For a first offence, the pupil will be warned and given the opportunity to redo the assignment. The parents will be informed by the teacher or the Director of the Middle School or the Director of Senior School Academics, and the

student's name will be entered in a Plagiarism Record Book, so that misdemeanours across subjects can be tracked.

- 1.1.3.6.2. A second offence will result in an Academic Disciplinary Hearing (chaired by the Director of the Middle School or the Director of Studies and attended by the Deputy Principal or designate, subject teacher and the pupil), and the pupil being given zero for the assignment if found guilty. A letter will also go onto their record.
- 1.1.3.6.3. Further offences will be regarded in an extremely serious light and handled through the Disciplinary Committee, with guidance taken from the IEB and other academic institutions.

#### **1.1.3.7. CONCLUSION**

It is imperative that we produce boys that can go out into the world and carry forward the values of Clifton College into their business and other dealings.

(Adapted from documents from Dainfern College and Kingsway High School, with much gratitude!)

