



Academic Honesty Policy

Updated Spring 2024



Academic Honesty at Ashcroft Technology Academy

Ashcroft Technology Academy (ATA) is committed to providing a working environment where academic honesty is at the forefront of our learning. ATA considers academic honesty to be a priority both in its teaching and in external assessments completed by students. Students are expected to work in an environment where action is based upon personal reflection and inquiry; a focus on academic honesty is essential to ensuring students engender the Academy expectations of honesty and respect. ATA aims to prepare students to take their place in adult society with the necessary skills, confidence and self-reliance.

Definition

Academic honesty is defined as having and demonstrating the integrity to do the right thing, even when no-one is looking and that all academic work produced is that of the individual without presenting the work of others as their own.

Academic dishonesty is defined as misconduct or any type of cheating that occurs in relation to a formal academic exercise. It can include plagiarism, fabrication, cheating and academic malpractice. It may also include the use of generative artificial intelligence (AI) in a way which attempts to take credit for the work produced. Academic dishonesty is often referred to as malpractice in the context of external examinations, such as GCSEs, A Levels and the International Baccalaureate Diploma Programme, as well as their respective non-examination assessed components. Academic dishonesty extends beyond examination malpractice to all areas of academic life at ATA.

Examples of Academic Dishonesty

This list and examples outlined below are not exhaustive.

Plagiarism – passing off another’s work as your own. This could be deliberately copying work or failing to include, whether intentionally or not, a reference to the original source.

Fabrication – making things up or not basing your work on factual evidence. For example, this could be about making claims that are untrue or inventing the results of a survey or experiment.

Cheating – deliberately acting in a dishonest way in order to gain academic credit. Plagiarism is one example of cheating. Other examples might be bringing forbidden materials into an exam room or asking another person to complete work on your behalf.

Academic malpractice – not following the rules in exams and coursework. Students who do not follow the rules are not only contradicting ATA’s academic honesty policy, but also may be disqualified from the exam or the entire award by the examination board.

Incorrect use of AI – using a Large Language Model (LLM), such as ChatGPT, to write sections of a piece of coursework in an attempt to gain credit for the work. LLMs can be an effective tool in school work, homework and coursework if their use is acknowledged and correctly referenced.

Responsibilities

Students at ATA are expected to:

Recognise the expectations and responsibilities associated with academic honesty.

Produce authentic work, and reference suitably where appropriate.

Follow all examination instructions carefully.

Produce work which is an honest and true reflection of their ability and effort.

The **Academy** is expected to:

Maintain fairness and consistency in its approach to academic honesty and the behaviour policy.

Provide a safe environment for students to report misconduct.

Equip students with an understanding of how to avoid academic dishonesty and with examples of good academic practice.

Provide appropriate professional development for teachers.

Promote parental awareness of academic misconduct.

Teachers at the Academy are expected to:

Develop the skills of academic honesty in their students.

Allow time for students to practice how to use other people's work in support of their own.

Teach about the dangers and consequences of academic dishonesty.

Sanction students following the published procedures when academic dishonesty is discovered.

Procedure

If a student is suspected of academic dishonesty, ATA has a duty to investigate. Staff will then follow the discipline procedure in cases where academic dishonesty has been found or proven. In cases related to external examinations, the Examinations Manager is bound by both ATA policy and the policy of the relevant examination board. The Examinations Manager will follow all procedure required by the examination board in the first instance if academic dishonesty is suspected.

ATA embeds, within its teaching, the necessary information and skills required for students to understand academic honesty. Understanding how to avoid academic dishonesty is an important part of the curriculum and remains something which is reviewed regularly in policy meetings.

Consequences

In situations where academic dishonesty has been discovered for non-examined assessments, the Academy reserves the right to refuse to mark the work. ATA will in the first instance follow internal discipline policy. ATA is also committed to supporting and rehabilitating students who do not follow the academic honesty policy.

In situations where academic dishonesty has been discovered internal or externally examined assessments, the Academy must uphold its responsibility to the Joint Council for Qualifications and the individual examination boards. In such cases, all evidence will be presented to the examination board for their investigation. Where academic dishonesty can be proven, students may be disqualified from individual examinations or entire awards.

Use of AI in assessments

[Taken from AI Use in Assessments February 24 - JCO](#)

Students must be able to demonstrate that the final submission is the product of their own independent work and independent thinking. AI misuse is where a student has used one or more AI tools but has not appropriately acknowledged this use and has submitted work for assessment when it is not their own. Examples of AI misuse include, but are not limited to, the following:

- Copying or paraphrasing sections of AI-generated content so that the work submitted for assessment is no longer the student's own
- Copying or paraphrasing whole responses of AI-generated content
- Using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation or calculations
- Failing to acknowledge use of AI tools when they have been used as a source of information
- Incomplete or poor acknowledgement of AI tools
- Submitting work with intentionally incomplete or misleading references or bibliographies.

AI misuse constitutes malpractice as defined in the [JCO Suspected Malpractice: Policies and Procedures](#). The malpractice sanctions available for the offences of 'making a false declaration of authenticity' and 'plagiarism' include disqualification and debarment from taking qualifications for a number of years. Students' marks may also be affected if they have relied on AI to complete an assessment and, as noted above, the attainment that they have demonstrated in relation to the requirements of the qualification does not accurately reflect their own work.