



## Croydon High School GDST Senior School Academic Honesty Policy

**Responsibility:** Deputy Head (Academic)  
**Last review:** November 2023  
**Next review:** September 2024

This policy relates to the submission of schoolwork. It is based upon the Joint Council for Qualifications' notice to candidates on the submission of schoolwork for examination. Its principles equally apply to the submission of all curricular and co-curricular schoolwork, including PREP that is not intended for examination. It also applies to university applications and associated academic work.

All pupils in Year 10 and above are asked to read this policy carefully, and then sign the declaration that they have understood what is meant by academic honesty and what plagiarism is. Parents and guardians of pupils are also requested to countersign the declaration and promote its principles at home.

### 1. General Principles

- The schoolwork that pupils submit for assessment must be their own.
- Pupils must not copy from someone else or allow another pupil to copy from them.
- Pupils must not submit work produced wholly by an external tutor or work that has been heavily guided by an external tutor that goes beyond the assistance permitted by the relevant examination board guidelines.
- Pupils must not submit work directly produced by Artificial Intelligence (AI) software.
- If pupils copy the words or ideas of others, they must follow the scholarly procedures outlined below to show their sources in references and a bibliography. If they do not, pupils will be committing plagiarism which carries with it serious consequences.
- While plagiarism may be intentional or unintentional, pupils should follow the scholarly procedures described below to avoid both derivatives.

### 2. Defining academic dishonesty or plagiarism

- There are many definitions of academic dishonesty or plagiarism, but they all have in common the idea of taking someone else's intellectual effort and presenting it as one's own.
- The Joint Council for Qualifications defines plagiarism as 'unacknowledged copying from or reproduction of published sources or incomplete referencing.'<sup>1</sup>

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<sup>1</sup> See: <https://www.jcq.org.uk/wp-content/uploads/2019/04/Plagiarism-in-Assessments.pdf> (Accessed January 2023).

- Mostly, plagiarism refers to copying from published texts whether these are in print or on the internet, but it can also refer to copying from manufactured artefacts, or essays or pieces of work previously submitted for examination, working collaboratively with other pupils, or copying from another pupil.
- It also includes pupils submitting work completed by an external tutor or work that has been heavily guided by an external tutor. Tutors are asked to work within the bounds of the terms set out in the qualification specification of the relevant awarding body.
- Importantly, pupils may unintentionally pass the work of others off as their own, often as a consequence of a lack of diligent note taking or not following other academic processes. This does not excuse instances of plagiarism.

### 3. Referencing Guidelines

- Using information from published sources (including, but not limited to, the internet) as the basis for your schoolwork is a great way to demonstrate your knowledge and understanding of a subject, but you must take care with how you use this material - you cannot copy it and claim it as your own work.
- You should provide details of where you found the information in the form of a reference at the end of the sentence which includes ideas or words which are not your own. This allows the reader to independently check the original source.
- A reference of an idea or words which have been paraphrased (i.e., reporting someone else's ideas using different words from their own) should show the name of the author, the year of publication (e.g.: Smith, 2000).
- To reference direct quotes, from a source, pupils should ensure that the words are placed in quote marks and follow the referencing guidelines given in point 3.3 with the addition of a page number, where relevant (e.g.: Smith, 2000, 1).
- For material taken from the Internet, your reference must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: (<https://www.croydonhigh.gdst.net>). You should also include the date you last accessed the webpage in case it is moved. A web-based reference would, therefore, be given as follows: (<https://www.croydonhigh.gdst.net/>, accessed: 25 January 2023).
- You must also include a bibliography at the end of your work, which lists the full details of publications you have used to research your project. For example: Smith, A. (2023), *A Policy on Academic Honesty*, London: Croydon Press.
- You can find more information about the above referencing system [here](#).
- If in doubt, ask your teacher for advice.

### 4. Preparing your schoolwork or applications for Higher Education— good practice

- If pupils receive help and guidance from someone other than their teacher, such as a tutor, they must tell their teacher who will record the nature of the assistance given to them.
- If pupils worked as part of a group on a project, such as undertaking field research, they must each write up their own account of the project unless their teacher tells them otherwise. Even if the data pupils have is the same, the description of how that data was obtained and the conclusions you draw from it should be in their own words.
- Discussing a piece of work with someone else does not constitute plagiarism. However, pupils must not ask to see someone else's work and then use it to help their own work.
- Pupils must meet the deadlines that their teacher gives them for submitting drafts and final pieces of work. This is especially important with non-examined assessment (more commonly known as coursework). Pupils' teachers are there to guide and assist them — showing them

the work as it progresses will allow pupils and their teacher time to sort out any problems before it is too late.

- Pupils are strongly encouraged to take care of their work and keep it safe. They should not leave it lying around where their peers can find it. If it is stored on the computer network, pupils should keep their password secure.
- Pupils should collect all copies of their work from the printer and recycle those they do not need.
- Pupils must never give their work to another pupil, either in hard copy or in a computer file. Pupils who copy others' work and pupils who allow their work to be copied or do work for other pupils should also expect to be given sanctions.
- Pupils should resist every temptation to use essays from online essay banks — they will be running the risk of being caught out. Electronic tools are routinely used to detect this sort of copying. For pieces of coursework submitted to an examination board, for instance, electronic tools such as *Turnitin* are always used to detect plagiarism.
- Personal statements and other university entrance essays must always be pupils' own work.

## 5. Artificial Intelligence and Academic Dishonesty

Croydon High School embraces the opportunities provided by AI to enhance the educational experience of its pupils. There are specific situations and contexts within the school where pupils are permitted to utilise AI tools to enrich their learning and explore the various applications of these tools. However, if pupils are uncertain about the appropriate use of AI, they should seek clarification from their teacher before incorporating it into any assignments.

Pupils are allowed to employ AI programs, such as ChatGPT, to generate initial ideas, similar to how one might use a search engine like Google. It's important for pupils to be aware that the content produced by these programs may be inaccurate, incomplete, or present other challenges. Therefore, pupils are encouraged to verify and cross-check ideas and answers against reliable source materials, giving proper references as necessary.

Submitting AI-generated answers as one's own work is considered plagiarism. The school reserves the right to employ AI plagiarism detection tools or exercise academic judgement to identify instances of inappropriate or unreferenced use of AI.

### 5.1. AI Use for Non-Examined Assessments, Coursework and Internal Assessments

Croydon High School abides by the JCQ Policy for [AI Use in Assessments: Protecting the Integrity of Qualifications](#).

This is summarised below:

- All work submitted must be the pupil's own.
- Any use of AI which means pupils have not independently demonstrated their own attainment is likely to be considered malpractice. This includes any misuse of AI (detailed below) and will attract severe sanctions.
- Where teachers have doubts about the authenticity of pupil work submitted for assessment (for example, they suspect that parts of it have been generated by AI but this has not been acknowledged), they must investigate and take appropriate action.

## 5.2. AI misuse

AI tools must only be used when the conditions of the assessment permit the use of the internet, and where the pupil is able to demonstrate that the final submission is the product of their own independent work and independent thinking.

Examples of AI misuse include, but are not limited to, the following:

- Copying or paraphrasing sections of AI-generated content so that the work is no longer the pupil'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 pupil'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

## 5.3. Appropriate use of AI

- If a pupil uses an AI tool which provides details of the sources it has used in generating content, these sources must be verified by the pupil and referenced in their work in the normal way
- Where an AI tool does not provide such details, pupils should ensure that they independently verify the AI-generated content – and then reference the sources they have used
- In addition to the above, where pupils use AI, they must acknowledge its use and show clearly how they have used it. This allows teachers and assessors to review how AI has been used and whether that use was appropriate in the context of the particular assessment. This is particularly important given that AI-generated content is not subject to the same academic scrutiny as other published sources
- Where AI tools have been used as a source of information, a pupil's acknowledgement must show the name of the AI source used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2023.
- The pupil must retain a copy of the question(s) and computer-generated content for reference and authentication purposes, in a non-editable format (such as a screenshot) and provide a brief explanation of how it has been used. This must be submitted with the work so the teacher or assessor is able to review the work, the AI-generated content, and how it has been used. Where this is not submitted, and the teacher or assessor suspects that the pupil has used AI tools, the teacher or assessor will need to consult the centre's malpractice policy for appropriate next steps and should take action to assure themselves that the work is the pupil's own

#### **5.4. AI Misconduct Procedures**

If our trust in your responsible use and learning from AI tools is broken, there will be consequences to ensure academic integrity is upheld:

- Any plagiarism or cheating, including the misuse of AI, will be addressed in accordance with the relevant school policies, such as those governing behaviour, IT Acceptable Use of IT, and examinations.
- Your access to AI use may be restricted, even if initially allowed in your coursework or other relevant assessments.
- The school's Academic Honesty Policy extends to improperly cited or submitted non-AI (human) work presented as your own.
- Specifically in the context of NEA/coursework, pupils will be required to sign authentication statements. Suspected misuse of AI will be reported to the relevant awarding body, potentially resulting in a mark of zero for that component, disqualification from the examination series, or even future exam series.
- In cases where it is suspected that a pupil has not legitimately authored their submitted work, existing procedures will be followed, as outlined below

These guidelines and associated policies will be updated to reflect the latest developments and a deeper understanding of the educational and technical capacities of AI software

#### **6. Suspicion of plagiarism or academic dishonesty**

Where a teacher suspects a pupil has plagiarised a piece of work and is being dishonest about its creation, they will inform the relevant Head of Department and Deputy Head (Academic) who will conduct further investigations.

If found guilty of plagiarism, sanctions include, and are not limited to: parents/carers being informed; the work being redone; a piece of reflective work being produced by the pupil to acknowledge the seriousness of the offence; or, the incident being recorded on the pupil's record. In the case of examined work, the relevant examination board will be duly notified, with the likely outcome being the disqualification of the candidate for that module or unit. In the case of a university application, the school will inform the university.

