



## TAKAPUNA GRAMMAR SCHOOL

### Academic Honesty Policy

Takapuna Grammar School is committed to academic honesty and will ensure that all students, teachers and parents are aware of what this means both in principle and in practice. Academic Honesty must be seen as a set of values that promote personal integrity and good practice in teaching and learning and assessment. Takapuna Grammar School seeks to produce learners who are principled – that is they act with integrity and honesty, with a strong sense of fairness, justice and respect for themselves and others. They take responsibility for their own actions and the consequences that accompany them.

We expect that all students enrolled in the school will submit work that is **authentic**. Authentic work is based on the students' individual and original ideas with the ideas and work of others fully acknowledged through referencing. Other people's creations are their **intellectual property** and cannot be copied without permission – this includes art and music, discoveries and inventions, trademarks and slogans and even some words and phrases.

#### Academic Dishonesty and Malpractice

Although the following list is not exhaustive, academic dishonesty or **malpractice** can take a number of forms:

<b>Cheating</b>	Communicating with another candidate in an examination or assessment, bringing unauthorised material into an examination room, or consulting such material during an examination in order to gain an unfair advantage
<b>Collusion</b>	Supporting another student by allowing your work to be copied or submitted for assessment
<b>Duplication</b>	Presenting the same work for more than one assessment
<b>Falsifying data</b>	Creating or altering data and presenting it as if it had been collected in an appropriate way.

<b>Plagiarism</b>	Copying and representing the ideas or work of another person as your own
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Note:

1. It is acknowledged that there are instances in internal assessment when collaboration with other students is permitted or even encouraged eg in data collection, group work, productions etc. This may require you to present some work that has been created by the whole group. However if the final work for submission is to be your own, it must be produced independently.
2. In NCEA documentation, academic dishonesty and malpractice are referred to as “Breaches of the Rules”

The most appropriate way for a student to ensure that they do not intentionally or unintentionally commit plagiarism is to **reference** any material has been used from another source. The correct way to do this is listed in Appendix 1.

Students must be aware of the seriousness with which both NZQA and IB regard malpractice. For example under the regulations, consequences can be up to “an IB diploma may be withdrawn from a candidate at any time if malpractice is subsequently established” and “a candidate will not be permitted to register for examinations in any future sessions.”

### **Procedures to Prevent Academic Dishonesty**

Academic Dishonesty is less likely to occur when students, teachers and parents are fully aware of what constitutes academic honesty and when students are learning successfully so that they are confident they will achieve good academic outcomes. To that end:

- The Academic Honesty policy and procedures will shared with students, teachers and parents when they enter Takapuna Grammar School and reminders will be given throughout their courses.
- Subject teachers will, as part of their programme, make clear to students what items could constitute plagiarism in that subject.
- Students will be required to sign an authenticity statement on their entry to the school and each year subsequently. This will acknowledge that they are ultimately responsible for ensuring all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged. This is in addition to any candidate’s declaration on coversheets submitted for final assessment or moderation in IB or NCEA.
- The IB Coordinator or Principal’s Nominee will ensure that all external examinations are conducted according to the published IB and the NZQA examination regulations to mitigate any possible malpractice by candidates.

- Teachers will set deadlines and checkpoints to evaluate students' progress towards completion of assessments to reduce the likelihood of malpractice occurring.
- All students and staff will be made aware of policies with regards to the use of calculators in assessments for IB or NCEA. Staff in those subjects where a calculator is required or is of advantage to a student will regularly update their knowledge of calculator policy to support their students.

### Consequences of Malpractice

Where malpractice is discovered and proven:

#### For IB

<b>In draft work prior to submission or in course work</b>	Dealt with by Takapuna Grammar School IB Diploma Coordinator informed Parents informed Information filed Work may be resubmitted if there is sufficient time
<b>In work submitted as a final copy prior to submission and cover sheet signed</b>	Dealt with by Takapuna Grammar School IB Diploma Coordinator Parents informed Information filed Work will not be submitted
<b>In work that has been submitted to the IBO with cover sheet signed</b>	The school through the IB Diploma Coordinator informs the IB Examination Board

#### For NCEA

<b>In internal standards – in work prior to submission</b>	Dealt with by Takapuna Grammar School Principal's Nominee informed Parents informed Information filed Work may be resubmitted if there is sufficient time
<b>In work submitted as a final copy</b>	Dealt with by Takapuna Grammar School Principal's Nominee informed Investigation follows through Principal's Nominee and Deputy Principal Assessment- Parents informed Information filed All parties involved given Not Achieved grade for the assessment task
<b>In external exam standards</b>	Exam Centre Manager reports to NZQA

	Exam Centre Manager notifies school NZQA investigates School notified of outcome
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## Appendix 1: Referencing

### Why reference?

It is very important to reference ALL your sources because it tells your reader:

- where you found your information
- where to find the source themselves if they want to
- what kind of source it is
- the range of sources you have used

Above all you MUST reference all the resources and ideas that you use to avoid plagiarism.

### What is a citation?

A citation is added in the body of your text to signal where you are using a source.

It tells the reader:

- the idea or information comes from somewhere else
- where to look for more information on that source

### What is your bibliography?

Your bibliography will give full details of where to find your sources.

Your list will be in alphabetical order by the author's last name.

There must be 100% correlation between the sources you cite in your text and the sources listed in your bibliography.

In your essay	In your reference list
From a book (Austin 1995, p.26)	Austin J L (1955) <i>How To Do Things With Words</i> Oxford, UK: Oxford University Press.
From an article in a collection of papers (Gilroy 1997, p.114)	Gilroy D P (1997) 'A post-modernist philosophy of education: and action philosophy for active times' in D N Aspin (ed) <i>Logical Empiricism and Post-Empiricism in Educational Discourse</i> Johannesburg, South Africa: Heinemann pp.107-119.
A quotation from that you have found in another source but haven't read yourself (Bollington <i>et al</i> 1990, p.10)	Bollington, R., Hopkins, D. and West, M. (1990) <i>An Introduction to Teacher Appraisal: a Professional</i>

*Development Approach*. London, UK: Cassell (quoted in Stoll, L. and Fink, D. (1996) *Changing Our Schools*. Buckingham, UK: Open University Press).

From the internet  
(Salmon 2003)

Salmon, S. (2003) *Our ethos*. Toronto, Canada: The Chambrays Rugby Club  
<<http://www.geocities.com/chambrayca/rugbyspirit.htm>>  
(updated 7th January 2003,  
accessed 1st July 2003).

### **Quotations**

A short quotation you should put in your essay with quotation marks.

A long quotation you should put in its own paragraph that is indented

