



## ACADEMIC HONESTY POLICY

POLICY FOR	ACADEMIC HONESTY
PERSON RESPONSIBLE	HTLA
REVIEW DATE	June 2026
REVIEWED BY	Assistant Principals and Head of School/Deputy CEO
APPROVED DATE	June 2026
APPROVED BY	Executive Principal/ CEO and Head of School / Deputy CEO
DATE OF NEXT REVIEW	June 2027
RELATED POLICIES	Teaching and Learning Policy, Assessment Policy

**Executive Principal / CEO & Brand  
Ambassador for GEMS Westminster Schools** .....



## **RATIONALE**

Academic honesty is a set of values and skills that are embedded at The Westminster School, Dubai, (TWS). TWS recognises the importance of these attributes in all courses and believes in building integrity and positive character in every student. This policy includes a variety of offences that are considered misconduct when dealing with academic honesty. The responsibility of the staff and students, with respect to honouring these values and ensuring that TWS academic standards are being met, will be addressed. It is a goal of TWS to promote good academic practice and consistent to avoid incidences of misconduct.

## **DEFINITIONS OF MISCONDUCT**

### **Plagiarism**

Plagiarism is the act of presenting someone else's ideas, words, or creations as your own without proper acknowledgment. This includes content taken from books, journals, emails, websites, DVDs, or any other source. All borrowed materials—text, images, charts, data, and graphs—must be appropriately cited. Failure to do so is a serious violation of academic integrity.

The use of AI tools (e.g., ChatGPT or similar technologies) to generate or significantly assist in coursework is strictly prohibited unless explicitly permitted by the teacher. Even when allowed, students must demonstrate their own understanding and cannot earn marks for content solely produced by AI. Misuse of AI tools may lead to loss of marks or disqualification from the subject. AI tools are not permitted during examinations under any circumstances.

### **Collusion**

Occurs when one candidate allows his/her work to be copied or submitted for assessment by another student. In the case where the subject teacher requires students to collaborate, each student must submit final work that has been produced independently. Students may work together to gather data or research a topic but each piece of work being assessed must be written in the candidate's own words.

### **Duplication of work**

Occurs when the same work is presented for different assessment components and/or diploma requirements. For example, if the student submits the same or a very similar piece of work as an internal assessment in a subject area for an extended essay, this would be viewed as misconduct.

### **Fabrication of data**

Occurs when a candidate does not use authentic data but instead produces false data to be used in an assignment.

## Examination Malpractice and Misconduct

The following actions constitute a breach of academic honesty during examinations and are strictly prohibited:

### 1. Unauthorised Materials and Devices

- Bringing unauthorised materials into the examination room, including notes, textbooks, or written aids.
- Possessing or using mobile phones, smartwatches, or any electronic devices.
- Using an unauthorised calculator or any device with stored data, communication capabilities, or prohibited functions.

### 2. Communication and Collusion

- Communicating with another candidate in any form—verbally, non-verbally, or through gestures—during the examination.
- Copying from another candidate’s work or allowing one’s work to be copied.

### 3. Impersonation and Unfair Assistance

- Impersonating another candidate or arranging for another individual to sit the examination on one’s behalf.

### 4. Breach of Examination Security

- Accessing examination questions in advance.
- Attempting to retrieve answers during the examination through hidden resources or digital means.
- Removing, attempting to remove, or tampering with examination materials or question papers.

### 5. Examination Conduct Violations

- Leaving the examination room without permission from the invigilator.
- Engaging in any behaviour that disrupts the conduct or integrity of the examination.

### 6. Use of Personal Materials

- Students must bring their own approved stationery, including pens, pencils, erasers, calculators, and geometrical instruments.
- The exchange of any stationery or materials during the examination is strictly prohibited.

## RESPONSIBILITIES

**For Board Examinations, the Academic Improvement team leader / Examination officer will:**

- Inform candidate and parent/guardian about TWS Academic Honesty Policy. Both the candidate and parent/guardian will be expected to sign a waiver of acknowledgement with respect to the policy.
- Organise and deliver information sessions, in collaboration with teachers’ , to reinforce the importance of academic honesty and consequences. Sessions will be of a preventative nature educating students about locating reliable sources, paraphrasing and acceptable citation styles.

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- Report suspected misconduct to SLT once exams have been written or an internal or external assessment submitted with a signed cover sheet.
- Inform the candidate and parents, if the candidate is under investigation by SLT for possible misconduct.

**The subject teacher will:**

- To the best of their knowledge confirm that all work submitted by the student is authentic and original. Subject teacher will check the authenticity of the work using Turnitin or similar software.
- Model academic honesty and support the Learning Profile during their daily lessons.
- Inform students with respect to the policies that they will be expected to follow when preparing all assignments to avoid misconduct.
- Warn candidates about the consequences of violating the academic policy.
- Provide clear guidelines for learning tasks.
- Promote the benefits of properly conducted research and respect for the creative efforts of others.
- Design learning tasks that require thinking skills and are not able to be completed by simply copying or falsifying information.

**The candidate will:**

- Ensure that all work submitted for assessment is authentic and where necessary, correctly acknowledge. This includes but is not limited to the following; books, Internet, DVD's, emails, journals, online databases, charts, graphs, images and data.
- Ensure that on collaborative assignments, the final work submitted is produced independently and written in his/her own words.
- Take responsibility for his/her actions and seek help from the subject teacher, when needed.
- Sign a coversheet for each externally assessed component and all internally assessed components to confirm that his or her work is authentic.

**INVESTIGATING MISCONDUCT:**

The staff of TWS believe in preventing misconduct through education and teacher modelling. In the unfortunate event that academic dishonesty does occur, staff and administrators will follow the protocols outlined below:

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### Procedures for Addressing Malpractice (Years 7–10)

In the event of suspected or confirmed malpractice during an examination, the following procedures must be followed:

#### 1. Immediate Action

- The invigilator must immediately report the incident to the Examination Coordinator.
- The Examination Coordinator will inform the Head of House (HoH) without delay.

#### 2. Investigation and Documentation (HoH Responsibility)

The Head of House will:

- Obtain and record written statements from both the student and the invigilator.
- Maintain all relevant evidence, including confiscated materials.

#### 3. Parent Communication

- Inform the parent via a phone call at the earliest opportunity.
- Follow up with a formal email documenting the incident, including the issuance of a warning letter where applicable.

#### 4. Academic Follow-up

- If the examination paper is cancelled, the Head of House will inform the Form Tutor and Subject Teacher.
- The Examination Coordinator must also be kept informed.

#### 5. Record Keeping

- All confiscated materials and the relevant examination paper must be securely stored with the Examination Coordinator.
- A completed incident report must be filed in the White File for official records.

#### 6. Reporting and Oversight

- The Head of Pastoral (HoP) will submit a final consolidated report of all malpractice cases to the AP, DHOS, and HTLA.

### Procedures for Addressing Malpractice (Years 11-13)

If a student is suspected of cheating or plagiarising, the teacher will inform the Examinations Officer and meet with the student to determine the nature and the extent of the incident and the student's understanding of the situation and intent.

#### Consequences:

- Will be progressive in nature and may include redoing part or all of the assignment or assessment.
- Students may be requested to complete an alternative assignment or assessment.
- May limit student access to recognitions, such as school awards.

Academic Improvement team leader / **Examination officer** will communicate information to parents about the

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infraction and the consequences.

In the case of misconduct occurs on an assessment piece specific to Cambridge/Pearson/ Oxford AQA, The Head of Centre will report to Cambridge/Pearson/ Oxford AQA on the same day or no later than 12:00, local time, the following working day using the relevant forms (Suspected Candidate Malpractice Report: Exam Day – Form 9c.)

At this point Cambridge will initiate an investigation following the steps mentioned in Cambridge Handbook section 5.6 while Pearson, Oxford AQA will investigate following the steps as mentioned in JCQ suspected malpractice policies and procedures. Further to the investigation the respective board will review each case regarding suspected misconduct and then decide to either uphold or dismiss the allegation. Their decision is communicated to the school through the Head of Centre. During the investigation the Centre can be asked to produce any supporting evidences.

#### **Further Information**

<https://www.cambridgeinternational.org/exam-administration/cambridge-exams-officers-guide/phase-5-exam-day/malpractice/>

<https://qualifications.pearson.com/en/support/support-topics/exams/examination-guidance/malpractice.html>

<https://www.oxfordaqa.com/wp-content/uploads/2025/04/oxfordaqa-exams-administration-malpractice.pdf>