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Embassy, 02.01.2016

## **Embassy International School Academic Honesty Policy**

The Embassy International School places high value upon academic integrity and recognises this as central to any good educational process. Work submitted should always be your own work and represent the best of your efforts, no matter how good or bad you think this may be. Only through engaging with your work can teachers help you get better.

As such, plagiarism, any form of cheating, or any form of intellectual dishonesty will not be tolerated, nor will assisting someone else in academically dishonest conduct.

Plagiarism is passing off someone else's work or ideas as your own, intentionally or accidentally, by not including references showing where your ideas have come from.

Cheating is having someone else do your work, or collaborating without acknowledging the extent and division of work in collaboration.

Intellectual dishonesty is failing to check the full validity of an idea or limiting the process of inquiry without good cause.

These definitions cover the spirit of violations of academic integrity and are not exhaustive definitions.

All quotations and references in pupil's work must be cited accurately using the Harvard system. Pupils will be taught how to do this and given regular opportunities to revise this skill.

All homework must be the work of the pupil for whom it was set. Any problems with completing homework should be reported to the appropriate teacher at the first opportunity so that suitable help can be given. It should be remembered that homework has a diagnostic aspect and should be treated with utmost respect. The school has a separate homework policy.

The public examination boards with whom the school is registered have separate, highly stringent policies regarding academic honesty. These regulations must be complied with at all times by pupils and staff of the Embassy International School.

A copy of this policy will be available in all classrooms.

Serious or repeated breach of this policy will result in disciplinary action and may ultimately lead to expulsion from the school.

Plagiarism is fairly easy to identify and a number of tools are available to help the school in this.

Dr Lindsay Davidson, Head of School

Embassy International School

A handwritten signature in blue ink, appearing to read "Lindsay Davidson".

**Reviewed January 2017**

(Next review July 2017)