

Procedure - Academic Honesty

Pamoja Education Cambridge International Online Courses

As a Cambridge International school, we value honesty and academic integrity. We encourage all students to conduct themselves in a responsible way and expect all students to avoid academic malpractice.

Instruction in academic and personal honesty is a fundamental part of a student's education. Honesty and integrity are basic, desirable character traits. Academic malpractice is generally defined as using the work of others when there is a clear expectation that the work should be original or creating a false impression of a student's performance. It is expected that Pamoja Education (PJE) online students will demonstrate academic honesty at all times.

Explanations:

PJE define malpractice as behaviour that results in, or may result in, a student gaining an unfair advantage in assessment.

Malpractice includes, but is not limited to:

- 1. COLLUSION:** This involves supporting malpractice by another student, as in *deliberately* allowing your own work to be copied or submitted for assessment by another student. Do not accept help and input from another person or work collaboratively when this is not permitted. Examples of collusion:
 - Letting someone copy your work or assisting in their cheating in any way. **Both parties are at fault.**
 - Letting your partner do all of the work on a project and then putting your name on the project as if you had done an equal share of the work. **You are at fault.**
- 2. DUPLICATION of WORK:** This is defined as the presentation of the same work by the same student for different assessment components and/or school requirements, when it is contrary to the regulations of either the school or the external body assessing the work.
 - Turning in an old project done by you or someone else.
 - Using the same piece of work for two assessments.
- 3. PLAGIARISM:** Presenting another person's intellectual property or work as your own work (i.e. written words, ideas, visual images, auditory expressions or any material that comes from another source, including the Internet, CD-ROM-based resources and text-based reference materials), without crediting the source of that material. Even material that has been paraphrased in the student's own words is considered plagiarised material unless proper credit or explicit reference is given.

Students should not:

- Copy another person's work;
- Look at another person's paper and copy their answers;
- Reword someone else's words and not give them credit for the ideas, thereby passing someone else's ideas off as their own;

- Copy directly from a printed source, by taking someone else's work and presenting it as their own;
- Copy directly from the Internet, by cutting and pasting someone else's work and presenting it as their own;
- Use a foreign language translator and then use that translation as if it were their own work
- Have someone do their work for them or purchase work done by another person or company and pass it off as their own

4. Fabrication: This is defined as making up or inventing data or findings to support your work.

5. UNFAIR PRACTICE: Any other behaviour which gains an unfair advantage for a candidate or which affects the assessment results of another candidate, for example:

- Sitting an examination in the name of another candidate
- taking unauthorized material or equipment into an examination room
- misconduct during an examination
- disclosure or receipt of confidential information about examinations
- obtaining unauthorized access to examination material
- the use of a calculator or other means of arriving at an answer when this is precluded in the component/exam
- disruptive behaviour in the examination room
- failure to abide by the instructions of an invigilator
- failure to abide by the conditions of supervision designed to maintain the security of the examinations
- the inclusion of offensive or obscene material in scripts or coursework - also constitutes malpractice.

Tests & Examinations:

All Pamoja subject examinations should be held under Cambridge International examination conditions. Breaches of examination regulations will incur a mark of zero for a test or end of year or trial examination. Furthermore, during external Cambridge International examinations, Cambridge International will be informed of any unfair practice and may take further action, which may include failure of the subject and/or your results being cancelled.

How does academic malpractice show up?

- Computer technology makes it very easy to determine if you have copied something directly from the Internet. All major pieces of work done for PJE online courses are run through www.turnitin.com to detect plagiarism.
- Teachers know your style of writing. They can almost always recognize what was actually written by you and what was probably written by someone else.
- Teachers remember work that was turned in by other students. When correcting papers and exams, they do not forget what other students have written.

How can you avoid academic malpractice?

- Write in your own voice, not just in your own words. Make your work personal and uniquely yours. Express the ideas you have. Try to make as much of your work as original as possible.
- Most of the time it is permissible to use ideas from someone else, provided you give that person credit for those ideas. You must always credit where you found the information you are using, both in the body of your written work and in the bibliography at the end. List all of your sources of information (Internet web page URL, journal, books, magazine articles etc...). It is advised that you use the same citation system used in your face to face classes. If you are not sure about this talk to your Cambridge Exam Coordinator.
- Be organized and give yourself time to do the work properly. Last minute work often lends itself to cutting corners which can lead to academic malpractice.
- When you do research, keep good records of where you have found your information. For example, record the URL and date of webpages you access in case they disappear later.

Teacher Support

Teachers will assist students by demonstrating good practice in order to help students avoid academic dishonesty. Teachers will reinforce concepts of intellectual property and the need to credit outside sources of information and ideas within the written work, as well as on the Bibliography page. You are always free to consult your teacher for assistance whenever needed.

However, if a teacher recognizes or suspects plagiarism or any kind of malpractice they will take immediate steps to deal with it. Initially, the teacher will report their concerns as per the PJE process flowchart.

Possible Consequences of Academic Malpractice in Online Courses

There are very serious consequences levied by the Cambridge International Education for academic malpractice. Students found to have submitted plagiarized or dishonestly produced academic work assessed by Cambridge International will fail to receive a grade in the subject concerned and may also have their results cancelled. Other consequences may also apply based on your internal school regulations.

At PJE, we also take this matter very seriously



We recognise that students come to the online school with different backgrounds and experience of referencing work and, consequently the teacher may show some discretion in the way they deal with individual cases in the early part of Year 1. For example, failure to include appropriate references may be an oversight and thus the teacher may decide not to pursue this as a case of malpractice. However, the teacher will discuss the issue with the student so that they do not repeat their mistake. In cases where there is a clear intent by the student to commit academic malpractice then the following sanctions apply:

First Instance:

Any work produced through malpractice will receive No Grade in the Teacher's Gradebook. The teacher will provide notification in an Academic Honesty report of the violation to the Academic team at PJE. The student will be expected to meet with their SBC. The SBC will enforce their school academic honesty regulations. PJE School Services will record summary statements as per the Academic Honesty workflow and create an Academic Honesty report. This report will be kept on the student's SIS file until graduation. The student will work with their teacher and SBC to resubmit the work under controlled conditions.

Second Instance:

Any work produced through malpractice will be penalized and will receive a mark of zero in the Teacher's Gradebook for the work as a whole. The teacher will provide notification in an Academic Honesty report form of the violation to the Academic team at PJE. The student will be expected to meet with the Cambridge Exam Coordinator or Principal of their school, and be subject to the appropriate school academic honesty policy for a second instance. PJE School Services will record summary statements as per the Academic Honesty workflow and create a second Academic Honesty report. This report will be kept on the student's SIS file until graduation.

The student will work with their teacher and SBC to resubmit the work under controlled conditions.

Any PJE course teacher writing references for colleges or universities, to which the student is applying, will note the malpractice in their reference.

Third Instance:

It is likely the student will be withdrawn from the online course with the associated consequences. A record of the incident and conditions of withdrawal will be kept on file.