

## Academic Honesty Process

### **1. Teacher suspects malpractice**

- Check SIS for flag: EAL/SEN/previous malpractice: does this affect your assessment of the situation?
- In cases that are not straightforward, raise this in the Workspace discussion forum for CA and faculty review.
- Notify School Services through the HelpCentre. At this stage, it is likely the nature of the malpractice will be established.
- School Services notify the school immediately if the case is severe (e.g. concerning assessable work). However, this should be assessed on a case-by-case basis and, if the case is not time-sensitive and severe, then School Services will contact the school once they have liaised with the teacher and have the Academic Honesty Report.

### **2. Teacher contacts the student directly asking them to explain how they approached and completed the piece of work in question.**

- This allows for the teacher/student relationship to be maintained and ensures they are part of the process at an early stage.
- Student submits their response to the teacher.
- Teacher submits the student's response to School Services through the HelpCentre.
- If the teacher does not receive a response from the student in seven days, the teacher should contact School Services. School Services will then contact the school directly with the report.

### **3. Teacher completes the 'Teacher' section in the report and submits it to School Services through the HelpCentre.**

- School Services contacts the school and forwards the report onto them.

### **4. SBC/EO/DPC to meet with student and school's own academic honesty policy is applied.**

- SBC/EO/DPC to meet with student within 5 school days of notification.
- SBC/EO/DPC returns the report to School Services with the 'School' and 'Student' sections completed.
- School Services keep ticket open and ensure information from teacher, student and school is collated.

### **5. Report reviewed and signed by the Academic Team.**

- The Academic Team reviews and signs report.
- School Services send final report to SBC/EO/DPC and save it in student's external file at Pamoja.

### **6. Grading of work**

- First instance results in No Grade in the Teacher Gradebook. Second instance results in a zero grade in the Teacher Gradebook.
- If work is re-submitted under supervision, the grade and feedback is given to the student but not entered in the Teacher Gradebook.