



Honour Code Policy

Ratified by RAK Academy Board of Governors on 16 November 2020. Document No. POL11.161120.A

1. Rationale

All stakeholders are responsible for supporting the principles of personal integrity and honesty, underpinned by RAK Academy's (RAKA) mission to demonstrate the highest level of care and commitment to the Honour Code Policy. Our vision, learning excellence with a community heart, requires all stakeholders to be conscientious, respectful, and honest to support RAKA's core purpose of delivering a broad, balanced, and challenging curriculum that enables all learners to become global citizens who are prepared to succeed based on their own merits and accomplishments. RAKA is proud to be an accredited centre for a wide variety of national and international exam boards, including Cambridge Assessment International Examinations, International Baccalaureate, AQA, EDEXCEL, and GL Assessments. The school places great value upon these accreditations and wishes to ensure they are maintained by safeguarding the integrity of all assessments and examinations, both internal and external. We aim to develop an intrinsic desire to uphold the highest level of academic integrity.

2. Purpose

The purpose of this policy is to:

- Identify and minimise the risk of Honour Code Violations by staff or students.
- Respond to any incident of alleged Honour Code Violations promptly and objectively.
- Standardise and record any investigation of Honour Code Violations to ensure transparency and fairness.
- Impose appropriate penalties and/or sanctions on students or staff where incidents (or attempted incidents) of Honour Code Violations are proven.
- Protect the integrity of this examination centre.

3. Honour Code Violations

For the purpose of this policy, Honour Code Violations is defined to encompass as provided by the following:

- Any action that breaks exam regulations and potentially threatens the integrity of an examination and certification (Cambridge Examination Handbook, 2019).
- A behaviour that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components (IB Organization)

Honour Code Violations can happen before, during or after an examination or other assessment. Honour Code Violations can be:

- Intentional and aim to give an unfair advantage in an exam or assessment
- Caused through carelessness, forgetfulness or ignorance of the examining boards' regulations

A variety of individuals could be involved in Honour Code Violations, including:

- Candidates (students)
- Staff, for example exams officers, teachers, invigilators, management or individuals that assist in the provision of access arrangements.
- Other third party individuals, such as friends and relatives of the candidate (student)
(Cambridge Examination Handbook, 2019)



3.1. Candidate Honour Code Violations

Candidate Honour Code Violations means Honour Code Violations committed by the student. The following are examples of candidate Honour Code Violations. These examples are not exhaustive and all incidents of suspected Honour Code Violations, whether or not described below, will be fully investigated, where there are sufficient grounds to do so:

- Obtaining examination or assessment material without authorisation.
- Arranging for an individual other than the student to sit an assessment or to submit an assignment not undertaken by the student.
- Impersonating another student to sit an assessment or to submit an assignment on their behalf.
- Collaborating with another student or individual, by any means, to complete a coursework assignment or assessment, unless it has been clearly stated that such collaboration is permitted.
- Duplication of work, where the same work is presented for different assessment components and/or Diploma Programme requirements.
- Damaging another student's work physically or electronically.
- Inclusion of inappropriate or offensive material in controlled assessment scripts.
- Failure to comply with published awarding bodies' examination regulations.
- Disruptive behaviour or unacceptable conduct, including the use of offensive language or behaviour, at the school or other linked assessment venue.
- Producing, using or allowing the use of forged or falsified documentation.
- Falsely obtaining, by any means, an awarding bodies' certificate.
- Misrepresentation or plagiarism.
- Fraudulent claims for special consideration while studying.
- Possession of any materials not permitted in the assessment room, regardless of whether or not they are relevant to the assessment, or whether or not the student refers to them during the assessment process, for example notes, blank paper, electronic devices including mobile phones, smart watches, personal organisers, books, dictionaries / calculators (when prohibited).
- Communicating in any form, for example verbally or electronically, with other students in the assessment room when it is prohibited.
- Copying the work of another student or knowingly allowing another student to copy from their own work.
- Failure to comply with instructions given by the assessment invigilator, including but not limited to:
 - a) working beyond the allocated time;
 - b) refusing to hand in assessment script /paper when requested;
 - c) not adhering to warnings relating to conduct during the assessment.
- Obtaining without permission the copies of other candidates' work, or copies of other candidates grades or exam results

3.2. Honour Code Violations by Staff

Staff Honour Code Violations means Honour Code Violations committed by the staff employed by Ras Al Khaimah Academy. The following are examples of staff Honour Code Violations. These examples are not exhaustive and all incidents of suspected Honour Code Violations, whether or not described

below, will be fully investigated, where there are sufficient grounds to do so:

- Failing to maintain the confidentiality of exam material and exam results.
- Failing to maintain adequate candidate supervision in line with exam regulations
- Failing to maintain proper invigilation
- Assisting or prompting candidates with answers
- Failing to maintain the confidentiality and integrity of candidates' work



- Moving the session or date of a timetabled exam without notifying the exam board and getting written permission
- Assisting candidates in the production of coursework, beyond that permitted by the regulations of the exam board
- Allowing candidates unsupervised access to coursework exemplar materials, whether this is work of former candidates or materials provided by the exam board
- Failing to keep candidate computer files secure
- Behaving in such a way as to undermine the integrity of the exam, or of the grades allocated by the School or the examination board thereafter.

4. School Procedures

4.1. Procedure to Apply Honour Code

The school will:

- Seek to avoid potential Honour Code Violations by students by:
 - Ensuring that the room where the examinations take place conform with the requirements of those examinations, notably in terms of space between candidates, proper invigilation, silence, time keeping and information to the candidates. Where concurring exams require different environment or conditions, the exams shall be held in separate spaces.
 - Using the induction period to inform students of the school's policy on Honour Code Violations and the penalties for attempted and actual incidents of Honour Code Violations. The policy will also be kept on the school website, which can be accessed by students and parents.
 - Including a variety of assessment formats within a programme to minimise the reliance on written assessment (AFL, presentations, displays, video, demonstrations etc).
 - Using appropriate software to detect cases of Honour Code Violations and to deter such actions.
 - Ensuring the integrity and confidentiality of internal grades and external exam results, as well as other personal or individual information to be kept confidential.
- Show students the appropriate formats to record cited texts and other materials or information sources.
- Ask students to declare in writing that their work is their own, where applicable.
- For significant assignments and tests, require students to write: "On my Honour, I have neither given nor received any unauthorized aid on this assignment, exam, paper, etc."
- Ask students to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used.
- Inform students, parents and staff of the confidentiality standards and obligations in establishing, recording and safeguarding exam results and other related personal and individual information.

4.2. Procedure in Response to Suspected Honour Code Violation

The school will:

- Investigate wherever Honour Code Violations is suspected.
 - **Staff Honour Code Violations:** If the alleged Honour Code Violations is by a member of staff, the school will follow the monitoring procedures outlined in the 'Teacher Concern' Policy.
 - **Student Honour Code Violations:** Should a member of staff believe that Honour Code Violations has taken place then they should initially bring it to the attention of the relevant Examinations Officer, Head of Department, Intervention Leader/Grade Leader/Team Leader, who will nominate an investigative officer and



carry out an investigation within three working days.

- In cases where Internal Assessment is required, if the plagiarism or copying is not detected until after a student has signed the authentication form, the Head of School will then inform the examination board as required by regulations. A copy of the form or letter sent to the Examination Board will be provided to the candidate. The Honour Code Violations Committee of the Examination Board may then ask the Examinations Officer to carry out further investigations. The Examinations Officer will inform candidates of the decision of the Examination Board at the earliest opportunity. The penalties for Honour Code Violations required by the Examination Board shall be fully applied.
- In cases where Internal Assessment is required, if the Honour Code Violations is discovered before the authentication form is signed by the student, then the teacher will inform the Head of Department, Grade/Team Leader and the Examinations Officer (or IB Coordinator or Deputy Head Teacher) and will make an appropriate internal assessment decision, (see below), commensurate with the nature of the Honour Code Violations proven. If there is a second suspicion or proof of Honour Code Violations by a student, the Head of School will be informed immediately.

5. Outcomes from Assessment of Honour Code Violations

5.1. Outcomes following internal Assessment Honour Code Violations

Outcomes we may apply include:

- **Student is asked to rewrite the Internal Assessment/Coursework. The assessment grading will be based on this new coursework. Student will receive a final written warning.** Parents will agree to a contract/agreement regarding any future conduct.
- **Student's work is assessed as 'failure to achieve assessment criteria' with no opportunity to resubmit that work.** (This may be applied to serious Honour Code Violations such as wholesale plagiarism. The final decision to deny the student an opportunity to resubmit work will be rendered by the Head of School).
- **Student is given 'fail' for the entire range of IA's/ Coursework** (this will be applied to serious Honour Code Violations such as wholesale plagiarism which is well-evidenced or where previous warnings have been applied). **This will apply in all cases and graduation to the following year will not take place.**
- **Exam board will be informed in writing of alleged Honour Code Violations (final examination years only, where IA's are employed)** - applies to serious Honour Code Violations such as wholesale plagiarism which is well-evidenced or where previous warnings have been applied).

In the case of severe Honour Code Violations at an internal examination, RAK Academy shall be solely competent to decide on the penalty imposed on the student, including and beyond the measures provided in this article. That decision shall be rendered by the Head of School, and subject to appeal as per Section 6.

Every case of established violation to the Honour Code involving a student in an exam year shall be reported jointly to the parents and to the Academic Committee of the Board of Governors, regardless of the severity of the violation. If the student is the beneficiary of a reduction in fees, the Management and the Board may jointly decide to remove the subsidy or the reduction in fees, from the next term on.

5.2. Outcomes following External Assessment (Examination) Honour Code Violations

- **Student is asked to repeat a different examination. The assessment grading will be based on this new examination/test. Student will receive a final written warning.** Parents will agree to a contract/agreement regarding any future conduct.



- **Student's work is assessed as 'failure to achieve grade-a zero' with no opportunity to resit.** (This may be applied to serious examination Honour Code Violations such as wholesale cheating/copying for example and will be at the discretion of the Head of School).
- **Student is given 'fail' for the entire range of examinations** (this will be applied to serious examinations Honour Code Violations, perhaps across different subjects, which is well-evidenced or where previous warnings have been applied). **This will apply in all cases and graduation to the following year will not take place.**
- **Exam board will be informed in writing of alleged Honour Code Violations during examinations as per the requirements/instructions (where external boards are involved)**

These provisions shall be applied unless the external Examination Board has formulated their own requirement to address the case of Honour Code Violations. Any and all specific requirements provided by the external Examination Board shall be applied fully.

6. Appeals

Appeals should be furnished in writing, addressed to the Executive Principal, containing as much evidence as is considered necessary to refute the findings of the nominated investigating officer (usually the Examinations Officer). All documentation should be signed by both student and a parent or legal guardian. Appeals should be received within three days of the final written decision of the investigating officer. External Examination Body appeals should also be directed through the school, as per the guidance of external examination Boards in use by the school (IBO, Edexcel, Cambridge, AQA).

The highest and Instance of appeal within RAK Academy is the Board of Governors. A decision falling under the purview of the Board on any appeal is final.

7. Responsibility of the Academy Community

It is the responsibility of every staff member, student and administrator of the Academy community to uphold and maintain the highest academic standards and integrity of the Academy.

7.1. Responsibilities of the School

It is the school's responsibility to:

- Provide adequate exam environments for internal examinations, external examinations (GCSE/AS Level/A Level/IB) and standardised assessments (GL Assessments).
- Ensure that students adhere to the basic principles of academic honesty.
- Structure the curriculum in a manner that allows students to develop the habits of academic honesty over time.
- Provide clear expectations and consequences on what will happen if the submitted assessments or tasks are not the learner's own work.
- Ensure that incidents of any form of academic dishonesty are dealt with in accordance to the procedures and consequences as outlined by the different examining boards along with the assessment practices of IB.

7.2. Responsibilities of Teachers

Teachers' responsibilities in respect to academic honesty include the following:

- Emphasise the concept of academic honesty within all of the teaching, learning and assessment practices.
- Teach students how to cite references, create bibliographies, paraphrase, take notes and write content from their own perspective rather than paste content from sources such as websites and other materials.
- Provide specific guidelines, task clarification and encourage students to develop their own ideas through problem solving, analysis and reflection.
- Design assessment criteria that values and rewards the work required, rather than only the result.



- Define misconduct then teaching, 'what it is?' and 'what does it look like?'
- Unpack terminology such as plagiarism, collusion and duplication.
- Act as good role models and show academic honesty in their own work.
- Support students in developing the skills and attitudes required for completing tasks in an academically honest manner.
- Deal with incidents of academic dishonesty in an appropriate manner.
- Report immediately any instance or suspected instance of breach of the Honour Code policy to its line management, alongside the evidence that gives rise to that report.

7.3. Responsibilities of Students

As students, responsibilities in respect to academic honesty include the following:

- Ensure that all work submitted is authentically your own work.
- Ensure that you understand when you need to work independently or collaboratively.
- Fully and correctly acknowledge the work and ideas of others.
- Cite/reference the work of others that has been used to complete any form of assessment or task.
- If academic dishonesty is suspected, it is your responsibility to prove that all pieces of work are your own and have not been plagiarised.
- Respect copyrighted text and images and not use without seeking the correct permission.
- Know what defines misconduct including plagiarism, collusion and duplication.
- Include a list of references or a bibliography in your work to indicate the source and/or the author.
- Demonstrate independence and responsibility for your own learning.
- Use information technology and library resources responsibly.
- Understand copying is a form of cheating.
- Respect the confidentiality of you and your fellow students' work, alongside their grades and results.

7.4. Responsibilities of Parents

The parents' responsibilities in respect to academic honesty include the following:

- Ensure the work that is submitted is their child's own work.
- Develop an understanding of academic honesty.
- Assist their children with accessing resources for personal inquiries including people, places, media and information.
- Speak to their children about the importance of academic honesty.
- Respect the confidentiality of grades and results, for their own children and other students at the school.

7.5. Responsibilities of the Exams Officer and IB Coordinator

The school's leadership has the responsibility for establishing processes and procedures that support a school culture that actively encourages academic honesty. The Exam Officer and IB Coordinator and all administrators are expected to:

- Know the regulations and instructions as provided by the external exam boards that govern the conduct of each examination session.
- Inform staff and students through various media of what constitutes an Honour Code Violation and how it can be prevented.
- Support external exam boards fully in the prevention, detection and investigation of Honour Code Violations.
- Undertake any additional responsibilities required by external exam boards should a candidate or staff member be investigated for Honour Code Violations.
- Ensure that external exam results are safely secured at the school, and that all measures ensuring the confidentiality around these results have been taken.