

Academic Integrity Consequences

Secondary School

Where a student is suspected of malpractice, this will need to be investigated and resolved within the school. Incidents involving work to be externally assessed will be subject to extra scrutiny and more severe sanctions, but malpractice in all its forms is a serious offense and something that ISE wishes to actively identify and prevent.

Suspicion of Malpractice

When suspecting malpractice, the teacher will, where possible and appropriate, talk to the student to find out more about the situation.

Year Tutor and Curriculum Coordinator Informed

When the suspicion of malpractice remains, the teacher will notify the Year Tutor of suspected malpractice and will present documentation and/or supporting evidence. The Year tutor will inform the relevant coordinator and/or Leader for Learning.

Appropriate Follow-up Decided by the Coordinator

The coordinator and/or Leader for Learning will determine whether malpractice has taken place based on the information gathered through an investigation, including interviewing the student and allowing the student to provide an explanation. The coordinator and/or Leader for Learning will establish the appropriate follow up based on the information gathered, including the nature of the malpractice and any previous incidences of malpractice. In general,

- For the first offense, a POI is sent home, the coordinator records the incident, and the student is asked to resubmit the work. The student may also be asked to attend extracurricular sessions with the teacher, Head Librarian, and/or coordinator to make sure the expectations of Academic Integrity are clear.
- On the second offense, the above course is followed, and the student receives a 0 for the submitted work. Teachers may also be informed to be extra vigilant in supporting the student and monitoring work handed in.
- Should an additional offense occur, the above course is followed, a letter will be sent home from the coordinator, and the student's continuation in the programme may be reevaluated.

Decision communicated to students and parents

If malpractice is confirmed, the student and parents will be informed about the provisions for an appeal. An appeal must be submitted within seven school days of the date of the letter. The senior leadership team will consider the appeal. The senior leadership team's decision will be final and will be communicated to the student and parents in writing.

Logged by Coordinator

Copies of all records of investigation, correspondence and malpractice will be kept on the student's file.