

**Year 9 options choices**

 *DATE ………………………………………………………………………….*

*STUDENT´S NAME: …………………………………………………………….*

|  |  |
| --- | --- |
| Subject | The ‘X’ represents a subject you will take for iGCSE |
| English | X |
| Spanish | X |
| Maths | X |
| Biology | X |
| Chemistry | X |
| Physics | X |

|  |  |
| --- | --- |
| Subject | Put an ‘X’ next to the ONE option you would like to take |
| Geography |  |
| History |  |

|  |  |
| --- | --- |
| Subject | Put an ‘X’ next to the ONE option you would like to take |
| Art |  |
| Music |  |
| PE |  |

|  |
| --- |
| **ACADEMIC INTEGRITY POLICY**  |

# Introduction

Academic honesty is a principle informed by exam board expectations. In teaching, learning and assessment, academic honesty serves to promote personal integrity and engender respect for others and the integrity of their work. Upholding academic honesty also helps to ensure that all students have an equal opportunity to demonstrate the knowledge and skills they acquire during their studies.

In all their studies, students must demonstrate academic honesty and avoid any form of academic misconduct.

# Ensuring Academic Honesty

The best and simplest way to ensure academic honesty is to fully acknowledge your sources. This means referencing quotations, ideas, images, data, and anything else you obtain from another source.

There are many referencing systems and conventions. At BSQ we encourage the use of several referencing styles as Harvard, Chicago, and APA 7th edition. When required these will be taught to students.

# Avoiding Malpractice

The following are considered forms of academic malpractice:

* **Plagiarism** - the representation of the ideas or work of another person or AI technology as the candidate’s own.
* **Collusion** - supporting malpractice by another candidate, as in allowing one’s work to be copied or submitted for assessment by another.
* **Duplication of work** - the presentation of the same work for different assessment components.
* **Misconduct during an examination** - any behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate.

# Teaching Academic Honesty

All students in Year 10 and above will receive classes explicitly teaching:

* What academic honesty is
* Why academic honesty is important
* What types of malpractice there are, and what they look like
* The consequences of academic malpractice
* How to avoid academic malpractice
* How to reference effectively

Teachers in each subject are responsible for ensuring that students know what academic honesty entails in *their* subject.

# How we Check for Academic Honesty

It is **the student’s responsibility** to ensure that all the work submitted is their own. They should check their work thoroughly to ensure that everything that needs to be referenced has been referenced. All final work must be submitted as an uneditable document to the teacher such as a PDF.

It is **the teacher’s responsibility** to check for any malpractice. This will include:

* Careful reading of work and awareness of student’s writing, sources, and knowledge
* The use of online checks for plagiarism (Google, Turnitin, etc.)
* Discussions with students to ensure understanding of submitted work (viva voce, etc.)

**Cambridge IGCSE** also conducts their own checks using online sources.

# The Consequences of Malpractice

**In cases of plagiarism, collusion, or duplication of work:**

* Academic malpractice discovered in a **first draft** will be dealt with internally. The **students will be given a level 3 referral, followed by a meeting with parents, after school detention.** The student will be given a second chance to submit the assignment.

* Academic malpractice discovered in a **final draft** will be dealt with a level 4 referral, followed by a meeting with parents, after school detentions and the decision to remove the candidate entry to the IGCSE qualification. All other submitted work will be re-checked.

**In cases of exam misconduct:**

* Any misconduct in a mock examination will be dealt internally, the student will be given a lever 3 referral, followed by a meeting with the parents and a 6.5 Ecuadorian grade will be register for the quimestre.
* Any misconduct in an examination will be reported directly to **Cambridge IGCSE**.

In all cases, academic malpractice upheld by the IGCSE will result in no marks being awarded **in that subject for any student involved.**

Students guilty of malpractice will be subject to the appropriate consequences outlined in the BSQ Code of Conduct.



***ACADEMIC INTEGRITY CODE OF CONDUCT AT BSQ***

*DATE ………………………………………………………………………….*

*STUDENT´S NAME: …………………………………………………………….*

*YEAR: …………………………………………………………………………….*

***Cambridge International General Certificate of Secondary Education***

1. I understand what academic dishonesty entails and am aware of BSQ´s policies in this regard.
2. I declare that any IGCSE coursework, internal assessment and internal oral assessments I submit in my different subjects will be original work; where used work or works of other people will be referenced.
3. I will not allow anyone to copy my work with the intention of passing it off as their own work.
4. I will not make use of another student’s work and submit it as my own.
5. I have read and understand the sanctions in case of plagiarism.

***STUDENT´S SIGNATURE ……………………………………………………***

***PARENTS´SIGNATURE ……………………………………………………….***