



The Apple International Community School

Academic Integrity and Examination Malpractice Policy

2026-2027 POLICY INFORMATION

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1. Purpose

The purpose of this policy is to promote honesty, fairness, responsibility, and high standards of academic conduct throughout the school.

The school expects all students to complete examinations, assessments, assignments, coursework, projects, and other academic activities honestly and independently.

Academic integrity is an essential part of the school's commitment to high-quality education and ensures that students' achievements accurately reflect their knowledge, skills, and effort.

2. Scope

This policy applies to all students and covers:

- Internal and external examinations
- Formal assessments and tests
- Coursework and assignments
- Projects and research work
- Homework and other submitted work
- Practical assessments
- Online and computer-based assessments
- Mock examinations
- Any other activity where academic achievement is formally assessed

Where an examination or assessment is governed by the regulations of an external examination board or awarding body, those regulations will also apply.

3. Definition of Academic Integrity

Academic integrity means acting honestly, responsibly, and fairly in all academic work.

Students are expected to:

- Submit their own work.
- Acknowledge sources appropriately.
- Follow examination and assessment instructions.
- Complete assessments without obtaining unauthorised assistance.
- Respect the work and intellectual property of others.
- Provide accurate and truthful information.

- Follow the instructions of teachers, invigilators, and examination staff.

4. Academic Misconduct / Examination Malpractice

Academic misconduct or examination malpractice occurs when a student gains, attempts to gain, or provides an unfair academic advantage through dishonest or unauthorised means.

Examples include, but are not limited to:

4.1 Cheating

Students must not:

- Copy another student's work.
- Allow another student to copy their work.
- Exchange answers during an examination.
- Communicate with another student without permission.
- Look at another student's examination paper.
- Obtain or attempt to obtain unauthorised assistance.

4.2 Unauthorised Materials

Students must not bring or use unauthorised materials during an examination, including:

- Notes or written material
- Books or reference material
- Unauthorised calculators
- Written information on hands, clothing, stationery, or other objects
- Unauthorised electronic devices
- Any material specifically prohibited by the examination instructions

All examination materials must comply with the requirements of the relevant examination or awarding body.

4.3 Mobile Phones and Electronic Devices

Mobile phones and unauthorised electronic devices are not permitted in examinations.

This includes, where prohibited by the relevant examination regulations:

- Mobile phones
- Smartwatches
- Tablets
- Earbuds or wireless headphones

- Smart devices
- Personal laptops or computers
- Other devices capable of storing, transmitting, or accessing information

Students must follow the school's **Mobile Phone and Personal Electronic Devices Policy** and all examination-specific instructions.

Possession of an unauthorised electronic device during an examination may be treated as examination malpractice, even if the device is not actively used, where required by the applicable examination regulations.

5. Plagiarism

Plagiarism is presenting another person's work, ideas, words, images, research, or intellectual property as one's own without appropriate acknowledgement.

Plagiarism includes:

- Copying text from books, websites, articles, or other sources without acknowledgement.
- Submitting another person's work as one's own.
- Copying another student's assignment.
- Using online material without appropriate citation.
- Presenting AI-generated or externally produced work as one's own where such use is not permitted.
- Paraphrasing another person's work without appropriate acknowledgement.

Students must follow the school's requirements for referencing and citation.

6. Use of Artificial Intelligence (AI)

The school recognises that AI tools can support learning when used appropriately.

However, students must not use AI tools to gain an unfair advantage or to submit work that does not represent their own learning where independent work is required.

Teachers may specify whether AI tools are:

- Permitted;
- Permitted with acknowledgement;
- Restricted; or
- Completely prohibited

for a particular assignment or assessment.

Where AI use is permitted, students may be required to acknowledge how the tool was used.

Submitting AI-generated work as the student's own work, when such use is not authorised, may constitute academic misconduct.

7. Collusion

Collusion occurs when two or more students work together inappropriately to gain an academic advantage when individual work is required.

Examples include:

- Sharing answers for an individual assessment.
- Completing another student's assignment.
- Allowing another student to submit one's work.
- Sharing examination questions or answers without authorisation.
- Coordinating dishonest responses during an assessment.

Students are responsible for ensuring that submitted individual work is genuinely their own.

8. Fabrication and Falsification

Students must not fabricate or falsify information in academic work.

This includes:

- Inventing research findings.
- Falsifying experimental results.
- Providing false references.
- Altering data.
- Falsifying signatures or documents.
- Providing false information to teachers or examination staff.

9. Impersonation

A student must not arrange for another person to sit an examination, complete an assessment, or undertake academic work on their behalf.

Any attempt to impersonate another student or arrange impersonation will be treated as a serious breach of academic integrity.

10. Examination Conduct

Students must:

1. Arrive at the examination venue on time.
2. Follow all instructions given by the invigilator.

3. Sit in the allocated place.
4. Bring only materials specifically permitted for the examination.
5. Remain silent unless permission to communicate is given.
6. Not communicate with other students.
7. Not disturb other candidates.
8. Follow all examination-board and school regulations.
9. Remain in the examination room for the period specified by the examination regulations.
10. Stop writing immediately when instructed to do so.

Failure to follow an invigilator's instructions may be treated as an examination irregularity or malpractice.

11. Possession of Unauthorised Items

Before an examination begins, students must ensure that all unauthorised materials and electronic devices are removed from their possession and stored as directed by the school.

If an unauthorised item is discovered during an examination, the invigilator will follow the school's examination procedures and, where applicable, the requirements of the relevant examination board.

12. Suspected Malpractice During an Examination

If an invigilator suspects malpractice:

1. The student may be allowed to continue the examination where appropriate.
2. The invigilator will record the incident.
3. Any relevant unauthorised material or evidence may be retained in accordance with school/examination procedures.
4. The incident will be reported to the Examination Officer or designated member of school leadership.
5. The student may be asked to provide a written account of the incident.
6. Parents/guardians may be informed.
7. The matter will be investigated in accordance with this policy and any applicable examination-board regulations.

The school will ensure that the investigation is conducted fairly and objectively.

13. Investigation Procedure

Where academic misconduct is suspected, the school will:

- Establish the facts and available evidence.
- Give the student an opportunity to explain the circumstances.
- Review relevant examination scripts, coursework, assessment records, digital evidence, or other appropriate information.
- Consult the relevant teacher, invigilator, Examination Officer, or academic leader.
- Apply the relevant examination-board requirements where applicable.
- Determine the appropriate outcome based on the seriousness of the incident.

The school will maintain appropriate confidentiality throughout the process.

14. Consequences

The consequences of academic misconduct will depend on:

- The nature of the misconduct.
- The seriousness of the incident.
- Whether the misconduct was deliberate.
- Whether the student attempted to gain an unfair advantage.
- The student's previous academic conduct.
- Whether the assessment is an internal school assessment or an external examination.
- The requirements of the relevant examination board or awarding body.

Internal School Work (homework, classwork, internal assessments)

After investigation, if a student is found to have committed academic misconduct (e.g., plagiarism, copying, inappropriate use of AI tools) in internal work, the following consequences will apply:

- Verbal or written warning.
- Reassessment or supervised completion of work.
- Mark reduction or awarding of zero for the affected assessment, where permitted.
- Cancellation of the assessment result, where permitted.
- Parent/guardian notification.
- Behavioural or disciplinary action.

- Removal from an examination where permitted under applicable regulations.
- Referral to school leadership.
- Reporting to an external examination board or awarding body where required.

External Examination Board Work (IGCSE, BTEC, NEAs and coursework)

For external examinations, **the regulations and sanctions of the relevant examination board or awarding body will take precedence where applicable.**

Academic misconduct in any Non-Examined Assessment (NEA) or coursework component of an external qualification carries serious consequences that extend beyond school. Students are required to sign a Candidate Declaration Form confirming the work is their own. If a student breaches this declaration - including using AI-generated content without proper referencing or misrepresenting their own work - the awarding body (e.g., CAIE Pearson Edexcel etc.) may be informed.

The exam board has the authority to:

- Award a mark of zero for that component.
- Disqualify the student from the entire subject.
- Disqualify the student from sitting other exams that season or in future sessions.

These decisions are not within the school's control and are often non-negotiable

15. Repeated or Serious Misconduct

Repeat offenders will face more serious disciplinary action, which may include detention, suspension of leadership roles, or further academic sanctions.

Serious misconduct may include:

- Deliberate and organised cheating.
- Possession or use of prohibited electronic devices during an examination.
- Accessing examination content in advance without authorisation.
- Sharing examination questions or answers.
- Impersonation.
- Significant plagiarism.
- Deliberate falsification of academic records or evidence.
- Attempts to interfere with examination procedures or security.

16. Student Appeals

Students and/or their parents or guardians may request a review of a school-level academic misconduct decision in accordance with the school's established complaints and appeals procedures.

Where an external examination board or awarding body has jurisdiction over a matter, any appeal will be handled according to that organisation's applicable regulations and procedures.

17. Responsibilities of Staff

Teachers and examination staff are responsible for:

- Clearly communicating assessment requirements.
- Providing students with appropriate guidance on academic integrity.
- Explaining whether collaboration, referencing, AI, calculators, or electronic devices are permitted.
- Following examination and assessment procedures consistently.
- Reporting suspected malpractice promptly.
- Maintaining appropriate records and confidentiality.

18. Responsibilities of Students

Students are responsible for:

- Completing their own work honestly.
- Understanding and following examination and assessment regulations.
- Asking teachers for clarification when they are unsure whether assistance or a resource is permitted.
- Properly acknowledging sources.
- Following instructions from invigilators and teachers.

- Ensuring that prohibited materials and devices are not brought into examinations.
- Taking responsibility for the authenticity of submitted work.

19. Responsibilities of Parents/Guardians

Parents and guardians are expected to:

- Encourage honest and independent academic work.
- Support the school's academic integrity expectations.
- Ensure that students understand the seriousness of examination malpractice.
- Cooperate with the school during investigations where required.
- Support students in developing appropriate study and examination practices.

20. Preventive Measures

The school will promote academic integrity through:

- Student education and awareness programmes.
- Clear examination instructions.
- Appropriate invigilation.
- Guidance on plagiarism and referencing.
- Appropriate use of plagiarism-detection tools where applicable.
- Clear guidance regarding the use of AI.
- Secure examination procedures.
- Staff training and consistent implementation of examination regulations.

21. Policy Statement

The school is committed to maintaining a culture of **honesty, fairness, responsibility, and respect for academic achievement**.

Every student's results should reflect their own knowledge, skills, understanding, and effort. Academic dishonesty undermines the integrity of the individual student, the school, and the qualifications or assessments being undertaken.

All students are therefore expected to uphold the highest standards of academic integrity and comply with school, examination-board, and applicable regulatory requirements at all times.