

ACADEMIC HONESTY & MALPRACTICE POLICY



EL ENCINAR

SIXTH  FORM

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Colegios RC

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Introduction

Academic honesty underpins all learning in the Sixth Form. This policy aligns with our Centre's expectations, RC ethos, and UK regulatory standards. It provides clear and concise guidance to ensure that all academic work submitted by students is authentic, properly referenced, and completed with integrity.

Definition of Academic Honesty

Academic honesty means producing original work, acknowledging the ideas and contributions of others, and behaving ethically in all academic activities. Malpractice includes any act that gives an unfair advantage or misrepresents the student's own work.

Types of Misconduct

Plagiarism: using someone else's words, or data as your own. For example, cutting and pasting something, without quotation marks around the text and without referencing the author or source. Similarly, copying someone else's words or other information (from a book, another student's essay) without acknowledging their source, is an act of plagiarism. Just one sentence or a few words not referenced within work will invalidate the whole piece of work. Students enrolled in the Individual Project Qualification will be disqualified.

Cheating: this might involve using devices, written notes during exams or copying from another student paper. Any of which will result in a school sanction as well as disqualification for the exam board.

Collusion and deception: using model answers, finding answers online or from previous year's students to homework and assignments makes no sense in a study programme where all assessment is formative and has no direct impact on final qualification grade; that is precisely why, the faculty will take this misconduct seriously and will ensure the sanctioning of students involved.

Misuse of Artificial Intelligence: AI can be used in all these forms of misconduct which undermine fairness and damage academic standards. The teacher body will aim to educate students, discuss and explore with them the safe use of AI to their cognitive and educational benefit.

Procedures

When concerns arise, staff investigate the case, gather evidence, meet the student, and determine intent and severity. Parents are informed when necessary. Findings are recorded following Sixth Form procedures.

Sanctions

Sanctions may include verbal warnings, resubmission of work, loss of marks, exam board notification, removal from an assessment and, in serious cases, suspension or exclusion in line with Sixth Form Behaviour Policy.

Artificial Intelligence (AI) – Summary Guidance

Recent research shows that that note taking is far more effective for learning outcomes than AI (Kreijkes, 2025) however, students may find it to be a useful tool in the learning process (checking of learning, contrasting ideas...) and their teachers within the sixth form will guide them as to when AI tools may be used and for what purpose. In those cases, students must cite AI assistance.

AI must never be used for assessed coursework, exams, or tasks requiring original student work. This summary reflects Cambridge International guidance followed by the Sixth Form faculty; full guidance must be consulted as required (see reference section)

Responsibilities

Students must ensure their work is authentic.

Teachers will provide guidance and detect malpractice.

Parents support their child's understanding of expectations.

The school ensures compliance with exam board regulations.

References

This policy draws upon [JCQ regulations](#), [Cambridge International AI guidance](#), and internal Sixth Form procedures (Students norms and regulations)