



THE ENGLISH COLLEGE IN PRAGUE
ANGLICKÉ GYMNÁZIUM

Policy On Academic Honesty and Cheating

It is important that all students of the ECP respect academic honesty and understand what cheating involves. This applies to all work, including classwork, homework, coursework and projects, and to all tests, assessments and examinations.

Academic honesty means that *all* work submitted by students (both written and oral) must be the student's own work. Where sources are used or referred to, they must be fully and appropriately acknowledged.

Cheating can involve any of the following:

- **Plagiarism:** this is defined as the representation of another person's work as your own. This could mean copying another student's work or copying from a book or the internet. It can also mean paraphrasing another person's work without acknowledging the source.
- **Collusion:** this is defined as working with another student to produce a piece of work when this has not been authorised by the teacher.
- **Taking unauthorised material into an examination** such as notes, USB devices, mobile phones or other electronic devices, unauthorised dictionaries or calculators, or correcting fluid / tape.
- **Exchanging information during an examination** or looking at someone else's work.
- **Duplication of work:** this refers mostly to IB work. For example, a student cannot do an extended essay on the same theme as any of their internally assessed coursework.
- **Any failure to comply with instructions of an invigilator during an examination**
- **Fabricating data for an assignment**
- **Stealing or attempting to gain access to examination papers or assessment materials**
- **Assisting another student in any of the above**

It is expected that students will make use of the internet and the Library for their research and essays, but any information students have found on websites or in books and copied, *must* be acknowledged. Direct quotations from a text may be indicated by quotation marks. This includes not only using the text, but also photographs, illustrations, maps, graphs, etc.

Evidence of cheating is likely to result in students receiving written warnings, grades 2 or 3 for behaviour and a failing grade for the work in question. Cheating in public examinations such as IGCSE or IB will be reported to the examination boards and may result in disqualification in that or all exams. In the case of IB this will result in the Diploma not being awarded.

Students should also be aware, particularly at IB, of **Academic Infringement**. This is usually when a student does not properly reference information. For example, if in an Extended Essay a student refers to a study but then has no reference to this study in the Essay as an in-text reference or footnote, but only mentions a book that referred to it in the Bibliography, this could be academic infringement. All detailed information, including quotations, needs to be referenced in-text or using footnotes. This also applies to IB exams.

