



## ACADEMIC HONESTY

### 1 INTRODUCTION

The Diocesan School for Girls is an academic institution and community. Honesty is fundamental to all aspects of academic work. Maintaining academic integrity is the responsibility of all members of a scholastic community, and girls at the Diocesan School for Girls are held to the highest standards of conduct in this regard. In addition, the Independent Examinations Board demands of matriculation candidates the very highest standard of integrity in all aspects of internally and externally assessed work.

The school also recognizes its responsibility to prepare girls for university and to develop in them the habits and personal standards of academic honesty. All universities consider academic dishonesty to be a serious disciplinary matter; the commission of an offence against academic honesty at university will always compromise a student's good standing.

At the Diocesan School for Girls, cheating, plagiarism and all forms of academic dishonesty are serious violations, which undermine and compromise both the girl's education and the integrity of this learning community.

**An offence against academic honesty is judged to have been committed knowingly if the girl(s) ought reasonably to have known that the conduct was an offence.**

### 2 CHEATING

Any deceit in academic work is cheating. At DSG it is an offence for a girl to knowingly, for example:

- use unauthorised notes or other aids, or to copy from or be influenced by someone else's work, during a homework exercise, test or examination;
- give unauthorised aid to someone else and allow someone else to copy or use her quiz, test, assignment, essay or homework;
- use help on homework or take-home tests beyond the limits specified by the teacher;

- submit the same work for credit to more than one teacher, unless both teachers have given their permission in advance;
- use translations of texts studied in class without the permission of the teacher.

**Plagiarism:** Plagiarism, a specific form of cheating, is the theft of someone else's work. To use another's words, ideas, arguments, or research without proper acknowledgement is to plagiarize.

At DSG, it is an offence for a girl to knowingly, for example:

- submit work as her own, any part of which was written or created by someone else;
- submit work as her own, any part of which was copied directly from a source without being placed in quotation marks and without due acknowledgement, or paraphrased from a source without due acknowledgement
- submit work as her own, any part of which was based on an idea or research unique to a particular source without due acknowledgement.

### 3 PERSONAL WORK

It is the girls' responsibility to be honest in all aspects of academic work, and to be familiar with the school's Academic Honesty Code.

**3.1 Homework:** Homework is to be completed by the girl herself. It is never to be completed or copied in whole or in part from another person or source. While it may be permissible to discuss homework assignments with other girls, such discussion is a preliminary stage only, to be followed carefully at all times by individual effort, research, and answering. In presenting homework, the girl is in effect declaring, "This is my own work".

**3.2 Assignments:** Assignments prepared out of class, including lab reports, written responses, creative work, homework, and take-home tests or components of tests, must be completed by the girl and be the girl's own work. It can never in part or in whole, be copied from another person or source and never present the words, research, or ideas of another person or source without proper acknowledgement. The girl is expected to follow the instructions for preparing and submitting the assignment. When submitting an assignment, the girl is in effect declaring, "This is my own work".

**3.3 Essays:** Essays must be completed by the girl and be the girl's own work. They can never in part or in whole, be copied from another person, student or source and never present the words, research or ideas of another person or source without proper acknowledgement. The girl is expected to follow carefully instructions for preparing and submitting the essay. When submitting an essay, the girl is in effect declaring, "This is my own work".

**3.4 Class Presentations and Seminars:** Any work the girl has prepared out of class for presentation in class is presumed to be entirely her own, unless she has made proper acknowledgement of help from another person or source. In making a class presentation, the girl is in effect declaring, "This is my own work".

## **4 COLLABORATIVE WORK**

Unless specifically directed or permitted by the teacher, collaboration with another pupil in any academic work, including assignments, lab reports, essays, take-home tests or components of tests, is to be avoided at all times. The school encourages girls to discuss and debate their ideas, as discussion and debate are basic to the educational experience. But in an academic assignment of any sort, discussion is a preliminary and limited stage only – a means of stimulating one's own approach and thinking – and must be followed by individual and unaided research, thinking, and writing. Pooling ideas, sharing or assigning sections of writing, and incorporating another pupil's ideas and writing into one's own, are examples of unacceptable collaboration. When such collaboration happens, the girl cannot declare, "This is my own work." Unacknowledged collaboration or collaboration that has not been permitted by the teacher is cheating. Girls whose academic work shows collaboration will be considered to have committed an offence against academic honesty.

**4.1 Sharing Academic Work:** Girls should refuse to share homework, assignments, essays and any notes or research with other pupils. In responding to a classmate's enquiries for help, the girl should do no more than clarify the assignment, not provide answers, ideas or materials. The classmate is expected to ensure that his or her work is "his or her own work" in all respects. When cheating or plagiarism occurs, a girl who had allowed a classmate to borrow his or her work or who had given an inappropriate degree of assistance will be considered a party to the offence against academic honesty.

**4.2 Receiving Outside Tutoring:** A girl who for understandable reasons engages a tutor for support in her academic work is reminded that a tutor is not a substitute for the girl's own research, thinking, and writing. A responsible tutor guides the girl by questioning and instructing in skills; the tutor does not do the work for the student. A student who receives excessive assistance from a tutor cannot declare, "This is my own work."

**A girl who is in doubt about any aspect of the principles and practices of academic honesty should consult her teacher, tutor or the librarian.**

## **PROTOCOL FOR EXAMS AND TESTS**

The following document outlines the procedures and rules to be followed for tests and examinations at DSG.

### **TESTS**

When entering the venue where the test is to be written, all cell phones and iPads are to be placed on the desk of the teacher in charge of the test. Anyone found in possession of such a device, whether it is being used or not, will be deemed to have cheated.

While the test is being written, there may be nothing on the desk or under the desk except the required stationery, test paper and the answer sheet/paper. All notes, books, files and any other source of information are to be left at the front of the classroom or outside the venue.

There may be no form of communication between pupils, verbal or non-verbal.

If the teacher in charge perceives possible sharing of information in any form, the pupil(s) concerned may be deemed to have cheated.

No one may leave the test venue except in an emergency, as judged by the teacher in charge of the test.

#### **CHEATING IS REGARDED AS SERIOUS MISCONDUCT AND IS LIKELY TO RESULT IN A DISCIPLINARY HEARING**

Cheating will be deemed to have occurred if:

- any aids are brought into the exam/test venue that may assist a girl in writing the exam/test. These include but are not limited to notes in any form and on any surface, cellphones, and ipads;
- in the invigilator's perception, girls have used any form of verbal or non-verbal communication to transmit information to each other;
- a girl asks for a bathroom break and is found to have used this opportunity to access information to help her in the exam/test;
- the invigilator becomes aware of any other methods being used to help a girl write the exam.

### **EXAMS**

#### **DRESS**

**School uniform – gym, shirt, jersey, brown shoes and socks or stockings, (NO tracksuits, sport uniform, or tackies / trainers)**

**A small blanket may be taken into the venue**

**Should you fail to comply, you will be sent back to your house to change and will not be given extra time.**

### **1.1 NOT PERMITTED IN THE EXAM VENUE:**

- Pencil cases: take stationery, calculators and other requirements in a transparent plastic sleeve
- Books, notes or bags. Leave these in the House
- Water bottles: water will be available in the venue
- Cell phones: leave cell phones with the invigilator
- iPads: leave your iPad in a safe place in your House

If any of these items are found in your possession, on your desk or under your desk, you could be deemed to have cheated.

### **1.2 VENUES FOR EXAMS:**

Lilla Strong Hall (LSH),  
Josie Wood classrooms  
Hodson Block

Venues for practical subjects will be confirmed by your teacher (e.g. Music, Drama etc.)

### **1.3 BEFORE THE EXAM**

- Be ready to go into the exam venue at least 20 minutes before the official starting time, i.e. by **07h40** or by **13h40**.
- The desks in the exam venue are numbered. For each exam you will be allocated a numbered desk at which to sit – see daily seating lists.
- Enter the venue only when you are called in by the Chief Invigilator and sit at your allocated desk. Please do not remove or deface the laminated number card.
- Enter in silence. No talking is allowed in the venue.

### **1.4 DURING THE EXAM**

Ten minutes is allocated for reading the paper. No writing or highlighting is permitted during this time.

No toilet visits will be permitted during the first hour or the last half hour of the exam. In other cases, toilet visits will only be permitted in an emergency.

### **CHEATING IS REGARDED AS SERIOUS MISCONDUCT AND IS LIKELY TO RESULT IN A DISCIPLINARY HEARING**

Cheating will be deemed to have occurred if:

- any aids are brought into the exam/test venue that may assist a girl in writing the exam/test. These include but are not limited to notes in any form and on any surface, cellphones, and ipads;
- in the invigilator's perception, girls have used any form of verbal or non-verbal communication to transmit information to each other,
- a girl asks for a bathroom break and is found to have used this opportunity to access information to help her in the exam/tests;
- the invigilator becomes aware of any other methods being used to help a girl write the exam.

## **1.5 AFTER THE EXAM**

- You will be told when you may leave by the invigilator
- Throw away any used tissues into the wastepaper basket provided in the venue
- Leave in silence out of respect to girls who may still be writing.

## 2 INFORMATION FOR INVIGILATORS

### 2.1 EXAM PAPERS

PLEASE GET YOUR EXAM PAPERS TO MARGIE McLEOD or DIONNE REDFERN AT DSG and TO AIDAN SMITH AT SAC AT LEAST 48 HOURS BEFORE THE EXAM IS TO BE WRITTEN. IF YOU ARE RUNNING LATE, PHONE THEM AND LET THEM KNOW WHEN TO EXPECT YOUR PAPER

#### *Emergency Numbers:*

Front Office	046 603 4300	Dionne Redfern	082 453 2924
Margie McLeod	082 584 5062	Mark Evans	082 8247655

### 2.2 BEFORE THE EXAM:

2.2.1 **THE CHIEF INVIGILATOR** (The member of staff whose name appears first in the first slot) must:

Collect (25 minutes before the start of the exam):

- SEATING PLAN
- Scripts
- Paper (check what is needed for the exam: folio sheets or foolscap paper)

The envelopes with the scripts should:

- include teacher name/s with contact numbers
- mention if pupils need to staple or separate papers, as well as any other details
- have a seating plan (register) with details of accommodation pupils and times allowed

It would be useful if the person distributing Grade 8 and 9 exams (mostly) could make copies of the cover sheet (on the envelope) so that every venue has a set of instructions

Check who is taking over from you and have their cell number on hand

Distribute the scripts and paper to other invigilators and venues

Put exam scripts and paper on the desks before the pupils enter the venue

### 2.2.2 OTHER INVIGILATORS:

Please take a register (using the seating plan and list of names) once the exam has begun and mark on the register whether concession candidates used their extra time.

Please return these registers to D Redfern. **This is the record of pupil presence should there be a query about missing scripts.**

An asterisk next to your initials means you either have a double slot or that you are responsible for invigilating concession candidates. This extra time may not necessarily be used.

There need to be two invigilators per 20–40 pupils writing and one for fewer than twenty. In the latter case, someone will check from time to time whether you need help.

Please take in your cell phone (kept on silent for duration of the exam) in case of problems.

When girls are admitted to the venue, please check that they are properly dressed.

#### **DRESS**

**School uniform – gym, shirt, jersey, brown shoes and socks or stockings, (NO tracksuits, sport uniform, or takkies / trainers)**

**Small blankets may be may be taken into the venue**

**Girls who fail to comply should be sent back to their House to change and are not to be given extra time.**

After the girls have entered the venue, the toilets should be checked for any books/notes.

### **2.3 IN THE VENUE**

The CHIEF INVIGILATOR is the venue manager and will make all the decisions such as deciding when pupils may enter and dismissing pupils.

Every day, there will be a numbered seating list put up in the Hodson Block corridor, Josie Wood and outside the Lilla Strong Hall, showing where each person is to sit. Lists will not be put up outside individual venues.

Each desk has a number presticked onto it.

There will be the following in each venue:

- a flipchart with koki pen or a whiteboard (chalkboard) and marker
- a clock visible to all
- an invigilation timetable
- a list of accommodation candidates with time allocations (all their subjects will be detailed)
- toilet rolls
- paper bin
- rubbish bin
- Two or three extra tables for laying out envelopes. Any message for subsequent invigilators to be clearly laid out on these tables.

## 2.4 NOT PERMITTED IN THE EXAM VENUE:

- Pencil cases: girls to bring stationery, calculators and other requirements in a transparent plastic sleeve
- Books, notes or bags
- Water bottles
- Cell phones: (to be taken in by the invigilator and returned after the exam)
- i-Pads

## 2.5 DURING THE EXAM

No knitting, texting or marking by invigilators. The entire process could be undermined by a lack of careful observation. Keep a close eye out for any form of cheating, such as non-verbal communication and notes in obscure places.

Visits to the toilet are to be strongly discouraged, except in an emergency. **NO toilet visits are to be permitted during the first hour or the last half hour of an examination for anyone, including accommodation pupils. Please mark the time of the toilet visit on the register. This way, we can see how many toilet breaks are taken by each girl.**

The exams should be run according to the clock in the venue and should start at the official starting time, as far as possible.

The invigilator who takes the last slot will sit with the accommodation pupils until their time is up.

The girls are to be given ten minutes to read the paper before they can start writing.

### **If you suspect someone is cheating:**

- Approach her as quietly as possible so as not to disturb other candidates
- Take her script away and give her a clean sheet of paper on which to continue writing
- Write the time of the exchange on both scripts and initial both the scripts
- Report the incident as soon as you can to S Frayne

## 2.6 AFTER THE EXAM

Collect scripts and exam papers from pupils while they are still seated. This must be done in silence

Please leave venue tidy for the next exam: straighten tables and chairs, check laminated numbers are in order, etc.

**The onus is on the last invigilator to hand deliver the papers to DSG and SAC immediately after the last concession candidate has finished.**

**The exam scripts need to be placed into the designated person's pigeon hole or given to the examiner.**

**Please do NOT use internal mail.**

**No marks may be given to pupils until they have been officially released**