



Haileybury Bhaluka

Academic Honesty Policy

HBB-POL-15 | Academic Year 2026–27

Policy reference	HBB-POL-15
Version	2026–27 v1.0
Policy date	October 2026
Date of next review	August 2027
Policy owner	Headmaster
Policy lead	Deputy Head (Academic), with the IBDP Coordinator and the Exams Officer
Reviewed by	Leadership Team (LT)
Approved by	Board of Governors
Intended audience	Pupils, parents and teaching staff
Location	Staff Portal, Parent Portal and pupil portal
Related policies	Assessment and Feedback Policy (HBB-POL-16); ICT and AI Acceptable Use Policy (HBB-POL-08); Behaviour Policy (HBB-POL-17); Complaints and Appeals Policy (HBB-POL-12); Data Protection Policy (HBB-POL-09); IBDP Assessment, Language and Inclusion Policies

1. Purpose and scope

- 1.1 Haileybury Bhaluka expects every pupil to act with honesty and integrity in all academic work. This policy explains what academic honesty means, how the School teaches it, how suspected breaches are investigated and what happens when the rules are broken.
- 1.2 The policy applies to all pupils in Years 7 to 13 and to all work: classwork, prep, coursework, internal tests and examinations, IGCSE coursework and examinations, and IB Diploma Programme work, including internal assessments (IAs), the Extended Essay, Theory of Knowledge (TOK) and CAS reflections.
- 1.3 For external qualifications, the regulations of the awarding body take precedence: the International Baccalaureate (IB) Academic Integrity Policy and General Regulations, and the Cambridge Handbook for Centres. Where this policy and an awarding body's rules differ, the awarding body's rules apply.

2. Principles

- 2.1 Academic honesty is part of the character the School seeks to develop, as set out in the Haileybury Habits in the School's Learner Framework and in the IB learner profile attribute "principled". Honest work lets teachers see what a pupil really understands, so that they can help the pupil to improve.

- 2.2 Most breaches by younger pupils come from a lack of understanding rather than an intention to deceive. The School's first response is to teach. Deliberate or repeated dishonesty is treated more seriously.
- 2.3 Pupils are entitled to fair treatment. Every suspected breach is investigated before any decision is made, and the pupil is always given the chance to explain.

3. What counts as academic misconduct

- 3.1 Academic misconduct is any action that gives, or could give, a pupil an unfair advantage. It includes:
- **Plagiarism:** presenting the words, ideas, images, data or code of another person or source as one's own, without proper acknowledgement.
 - **Collusion:** working with another pupil to produce work that is then submitted as individual work, or allowing one's own work to be copied. Collaboration that a teacher has authorised is not collusion.
 - **Duplication of work:** submitting the same work for different assessments or subjects without permission.
 - **Fabrication or falsification:** inventing or altering data, results, sources, quotations or CAS records.
 - **Undeclared or unauthorised use of AI:** submitting text, images, code or other content produced by an AI tool as one's own work, or using AI in a task where it is not permitted (see section 4).
 - **Contract cheating:** having another person or service, paid or unpaid, produce work for the pupil. This includes family members, private tutors and online essay services.
 - **Examination misconduct:** taking unauthorised material or devices (including mobile phones and smart watches) into an examination, communicating with other candidates, copying, impersonation, or obtaining or sharing examination content in advance.
 - **Facilitating misconduct:** helping another pupil to commit any of the above.

4. Artificial intelligence (AI)

- 4.1 AI tools can support learning when they are used openly and as directed. The ICT and AI Acceptable Use Policy (HBB-POL-08) sets out which tools are approved. Teachers make clear, for every assessed task, which of the following categories applies:

Category	What it means for pupils
AI not permitted	The work must be entirely the pupil's own. Any AI use is misconduct.
AI permitted with acknowledgement	Pupils may use approved AI tools for the purposes the teacher specifies (for example, generating ideas or checking grammar). They must state which tool they used, how they used it and, where relevant, the prompts.
AI integral to the task	Using AI is part of the task, as set out in the task instructions. Pupils still acknowledge how they used it and evaluate what it produced.

- 4.2 In line with IB and Cambridge requirements, AI-generated content used in any work must be acknowledged and referenced in the same way as any other source. It must never be presented as the pupil's own work.
- 4.3 Pupils should keep their notes, drafts and document version history. A teacher who is unsure whether work is the pupil's own may ask the pupil to explain it in conversation. A teacher must not authenticate coursework or an IA for an awarding body unless satisfied that it is the pupil's own.
- 4.4 AI detection tools, including Turnitin, give an indication only. They are never the sole evidence for a finding of misconduct.

5. Teaching academic honesty

- 5.1 The School teaches pupils how to work honestly, rather than assuming they know. In particular:
- all pupils are taught to research, take notes, paraphrase and reference sources, using a recognised referencing style that is applied consistently within each department;
 - academic honesty is covered in induction for pupils joining in Year 7, at the start of IGCSE courses in Year 10 and at the start of the IB Diploma Programme in Year 12;
 - IB Diploma pupils receive further guidance from the IBDP Coordinator, Extended Essay supervisors and TOK teachers, following the IB internal assessment, Extended Essay and TOK calendar;
 - all candidates for external examinations are briefed by the Exams Officer on examination rules and receive the awarding body's written notice to candidates;
 - teachers model good practice by acknowledging their own sources, and set tasks that make misconduct harder (for example, drafts, personal reflection and work completed in class).

6. Roles and responsibilities

- **Pupils** submit only their own work, acknowledge all sources (including AI), follow the rules for each task and examination, and ask a teacher when they are unsure.
- **Teachers** teach and model academic honesty, set clear task instructions (including the AI category), check work, and report suspected misconduct.
- **Heads of Department** make sure that referencing expectations are consistent in their department and oversee the handling of suspected misconduct in their subject.
- **The IBDP Coordinator** makes sure that IB regulations are followed, manages IB-related cases and makes any reports to the IB.
- **The Exams Officer** manages examination conduct and makes any reports to Cambridge or other awarding bodies.
- **The Deputy Head (Academic)** oversees this policy, decides on serious cases and keeps the central record.
- **Parents** support their child to work honestly. Parents, private tutors and others must not write, correct or substantially edit work that is to be submitted for assessment.

7. Investigating suspected misconduct

- 7.1 A teacher who suspects misconduct gathers the evidence (for example, the work, its sources, drafts and version history) and speaks to the pupil. The teacher records the concern on iSAMS and tells the Head of Department.
- 7.2 Where the concern is more than a minor learning issue, the Head of Department, or the Deputy Head (Academic) for serious cases, meets the pupil. The pupil may be accompanied by their Tutor or HM. The pupil's parents are informed.
- 7.3 Where the work forms part of an external qualification:
- if the concern arises **before** the work is submitted to the awarding body, the School deals with it internally. The pupil may be asked to redo the work, and the teacher will not authenticate work that they do not believe is the pupil's own;
 - if the concern arises **after** the work has been submitted, or relates to an external examination, the IBDP Coordinator or Exams Officer reports it to the awarding body, as its regulations require. The awarding body decides the outcome.
- 7.4 Account is taken of a pupil's age, any special educational needs or disability, and English as an additional language, when deciding whether misconduct was deliberate.

8. Outcomes for internal work

- 8.1 Outcomes are proportionate and depend on the seriousness of the breach, whether it was deliberate and whether it has happened before:

Level	Examples	Usual outcome
1 Learning issue	Poor or missing referencing; over-reliance on a source; a first minor breach by a younger pupil	Guidance from the teacher; the work is corrected or redone; noted on iSAMS
2 Deliberate or repeated	Copying part of another pupil's work; undeclared AI use in a task where it is not permitted; repeated Level 1 breaches	Work redone under supervision or awarded no mark; parents informed by the Head of Department; Level 2 sanction under the Behaviour Policy
3 Serious	Misconduct in an internal examination; contract cheating; fabrication; repeated deliberate misconduct	Decided by the Deputy Head (Academic); Level 3 sanction under the Behaviour Policy; may be reflected in predicted grades and references

- 8.2 For IB Diploma and IGCSE candidates, serious or repeated misconduct may mean that the School cannot authenticate the pupil's work or support their entry for an external component.

9. External examinations

- 9.1 External examinations are run in line with the awarding bodies' regulations. Candidates must not take any mobile phone, smart watch or other unauthorised device into the examination room. Any suspected misconduct in an external examination is reported to the awarding body, which decides the outcome and any penalty.

10. Appeals

- 10.1 A pupil or parent who disagrees with a School decision under this policy may appeal under the Complaints and Appeals Policy (HBB-POL-12). Appeals against an awarding body's decision follow that body's own procedures, which the IBDP Coordinator or Exams Officer will explain.

11. Records and monitoring

- 11.1 The Deputy Head (Academic) keeps a central record of Level 2 and Level 3 cases and of all reports to awarding bodies, in line with the Data Protection Policy. The Deputy Head reviews the record each term for patterns and reports annually to the Leadership Team and the Board of Governors.

12. Review record

Summary of changes (October 2026 review)

Area	Change made
Dates	Policy date October 2026 (the previous version was published in January 2026 with a review date of 31 August 2026, which has passed); next review August 2027.
Scope	Extended from the IB Diploma Programme to the whole school (Years 7 to 13), including IGCSE and internal assessments. Separated from the combined "IBDP Core Policies" document; the IBDP Assessment, Language, Inclusion, Teaching and Learning and IBDP Admissions policies remain in that document.
Definitions	Clear definitions of plagiarism, collusion, duplication, fabrication, AI misuse, contract cheating, examination misconduct and facilitating misconduct.

Area	Change made
AI	New section: three task categories for AI use, acknowledgement of AI as a source, authentication of coursework, and AI detection tools (Turnitin) as an indicator only.
Procedure	Step-by-step investigation process, with different routes before and after work is submitted to an awarding body. Account taken of SEND and EAL.
Outcomes	Three-level outcomes table linked to the Behaviour Policy (HBB-POL-17).
Roles	"DP Coordinator" updated to IBDP Coordinator; roles of the Exams Officer, Heads of Department and parents added. Appeals route through the Complaints and Appeals Policy.
Format	Moved to the standard policy template.

Version history

Date	Version	Reviewed by	Notes
January 2026	2025-26	Pedagogical Team (SOG)	Academic Honesty Policy within the IBDP Core Policies
October 2026	2026–27 v1.0	Headmaster (SOG)	Full review: dates, statutory references, roles and consistent Haileybury Bhaluka policy format

Approved by the Board of Governors	
Signed (Chair of Governors)	
Date	