

**THE RHYTHM STUDIO – MALPRACTICE AND ACADEMIC HONESTY POLICY**

<b>Signing off requirements:</b>	
Director	Chris Hodges
Date Of Review:	August 2023
Next Review Date:	August 2024

**INTRODUCTION**

Students educated in the 21st century have at their fingertips instantaneous access to a large portion of the world's knowledge through the internet and mobile technology. Whilst the educational value of this information is unquestioned, it can make it easier for students to pass off other peoples' ideas and words as their own work. This is not only inherently wrong, but is also contrary to The Rhythm Studio's philosophy and values.

The School encourages all students to:

- become proficient in inquiry and research skills
- explore concepts, ideas and issues in depth and of their own choosing
- act with honesty and integrity, taking responsibility for their actions
- evaluate and seek out alternative opinions and points of view in their quest for information
- be articulate in presenting and defending their own views and arguments.

**POLICY STATEMENT**

The Rhythm Studio values honesty and integrity in all work submitted for assessment internally and externally. Our specific expectation and sanctions are set out in this document. All students, parents and staff must be aware that The Rhythm Studio treats instances of academic dishonesty seriously and a range of sanctions are in place.

**WHAT THE SCHOOL PERCEIVES AS ACADEMIC DISHONESTY**

- *Plagiarism*: The representation of the ideas or work of another person as your own. This includes seeking and using inappropriate amounts of help from a third party in completing your coursework. The third party may be another person, or the use of Artificial Intelligence (AI) software that may generate a response or the framework of a response which is not a student's own work, words or ideas.
- *Collusion*: Allowing someone else to copy your work, or parts of it, in order to submit as if it were their own.
- *Duplication of Work*: Presenting the same piece of work for two or more different assessed components.
- *Falsifying*: Making false claims in official documents (e.g. UCAS applications)

**GUIDELINES FOR GOOD PRACTICE**

Students must not:

- copy work from another student in lessons or in coursework
- allow another student to copy their work
- complete or share a piece of work for another student

- submit work which has been wholly or partly completed by someone else or by an AI computer program
- copy and paste parts of books or websites into work without duly acknowledging where the material came from
- purchase essays or coursework written by someone else, for their own submission.

Students must:

- ensure that when completing coursework, that all sources are reasonably credited. Where appropriate, an accurate record of all materials used should be kept and a complete bibliography provided
- use quotations within their work if it uses material directly taken from others (books, websites, magazines etc.)

### **THE ROLE OF THE RHYTHM STUDIO AND OUR TEACHING STAFF**

In order to minimise the instances of plagiarism and academic dishonesty, The Rhythm Studio will provide support and instruction in the correct procedures for:

- acknowledging sources used in research. This will include standard procedures used by academic institutions for creating footnotes and bibliographies
- research methodology and how to search for appropriate resources, both internet-based and hard copy
- skills for planning, preparing and carrying out large research assignments
- essay writing techniques
- consideration of bias and opinion in resources.

Teachers are also responsible for encouraging students to use appropriate methods, assisting them in the use of those methods and abiding by the Academic Honesty Policy.

Teachers themselves when providing assistance to students are mindful of their professional and ethical responsibilities to respect awarding body criteria and guidelines.

### **USE OF ARTIFICIAL INTELLIGENCE (AI)**

Using AI, for example ChatGPT, to generate or modify content to evade plagiarism detection is deemed as malpractice.

Examples of AI misuse include:

- copying or paraphrasing sections of AI-generated content so that the work is no longer the student's own
- copying or paraphrasing whole responses of AI-generated content
- using AI to complete parts of an assessment so that the work does not reflect the student's own work, analysis or evaluation
- failing to acknowledge and reference the use of AI tools when they have been used as a source of information
- submitting work with intentionally incomplete or misleading references or bibliographies.

Work submitted for assessment must be the student's own efforts and must be their own work. If any sections of learner's work are reproduced directly from AI generated responses, those elements must be identified by

the learner and they must understand that this does not allow them to demonstrate that they have independently met the marking criteria and therefore will not be rewarded.

Teachers and assessors must only accept work for assessment which they consider to be the students' own and where teachers have doubts about the authenticity of student work submitted for assessment (for example, they suspect that parts of it have been generated by AI, but this has not been acknowledged), they must investigate and take appropriate action.

### **SIXTH FORM ASSESSMENT MALPRACTICE**

This section of the policy specifically applies to Level 3 Extended Diploma qualifications and aims:

- to identify and minimise the risk of malpractice by staff or learners at The Rhythm Studio
- to respond to any incident of alleged malpractice promptly and objectively
- to standardise and record any investigation of malpractice to ensure openness and fairness
- to impose appropriate penalties and/or sanctions on learners or staff where incidents (or attempted incidents) of malpractice are proven
- to protect the integrity of this centre and the accredited qualifications delivered.

In order to do this, the centre will:

- seek to avoid potential malpractice by using the Staff induction period and the student handbook to inform teachers and learners of the centre's policy on malpractice and the penalties for attempted and actual incidents of malpractice
- show learners the appropriate formats to record cited texts and other materials or information sources
- ask learners to declare that their work is their own
- ask learners to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used.

In the event of a malpractice allegation, the centre will:

- conduct an investigation in line with The Rhythm Studio's Student Disciplinary Procedure in a form proportionate with the nature of the malpractice allegation
- make the individual fully aware at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven
- give the individual the opportunity to respond to the allegations made
- inform the individual of the avenues for appealing against any judgment made
- document all stages of any investigation.

Where malpractice is proven, this centre will apply the following penalties/sanctions:

1. The work will be graded Unclassified and the learner will be asked to re-submit the assignment
2. The new work will be scrutinised by the Lead Assessor and Internal Verifier
3. The learner will be warned about their future conduct in relation to malpractice.

In the case of any malpractice involving assessed coursework, The Rhythm Studio will act firmly and robustly, the awarding body will be informed and that the likely consequence is failure in the qualification concerned. Students who undertake malpractice in their formal courses put their future place in The Rhythm Studio at risk.

### **Definition of Malpractice by Learners**

This list is not exhaustive and other instances of malpractice may be considered by the The Rhythm Studio at its discretion:

- plagiarism of any nature
- collusion by working collaboratively with other learners to produce work that is submitted as individual learner work
- copying (including the use of ICT to aid copying)
- deliberate destruction of another's work
- fabrication of results or evidence
- false declaration of authenticity in relation to the contents of a portfolio or coursework
- impersonation by pretending to be someone else in order to produce the work for another or arranging for another to take one's place in an assessment.

#### **Definition of Malpractice by Centre Staff**

This list is not exhaustive and other instances of malpractice may be considered by The Rhythm Studio at its discretion:

- improper assistance to candidates
- inventing or changing marks for internally assessed coursework where there is insufficient evidence of the candidates' achievement to justify the marks given or assessment decisions made
- failure to keep candidate coursework/portfolios of evidence secure
- fraudulent claims for certificates
- inappropriate retention of certificates
- assisting learners in the production of work for assessment, where the support has the potential to influence the outcomes of assessment, for example where the assistance involves centre staff producing work for the learner
- producing falsified witness statements, for example for evidence the learner has not generated
- allowing evidence, which is known by the staff member not to be the learner's own, to be included in a learner's assignment/task/portfolio/coursework
- facilitating and allowing impersonation
- misusing the conditions for special learner requirements, for example where a learner is permitted extra time in the completion of coursework
- falsifying records/certificates, for example by alteration, substitution, or by fraud
- fraudulent certificate claims, that is claiming for a certificate prior to the learner completing all the requirements of assessment