

Academic Integrity Policy

Purpose

Academic Bridge is committed to upholding the highest standards of academic honesty and fairness. Students are expected to demonstrate integrity in **all assessments**, including lessons, weekly quick tests, weekly skills development assessments, and examinations. Academic integrity ensures that all evaluation outcomes accurately reflect a student's own abilities and learning.

1. Academic Misconduct

Academic misconduct includes, but is not limited to:

- **Cheating during exams or tests**, including weekly quick tests and skills assessments (e.g., copying, using unauthorised materials, or electronic devices).
- **Plagiarism**, presenting another person's work, ideas, or words as one's own without proper citation.
- **Collusion**, inappropriate collaboration on work intended to be completed individually.
- **Impersonation**, having someone else complete an assessment on a student's behalf.

2. Procedures for Suspected Misconduct

Cheating During Exams or Tests

1. Teachers or invigilators will **confiscate unauthorised materials** and document the incident.
2. Students may continue under supervision or be asked to stop the assessment, depending on the situation.
3. The incident will be reported to the **Academic Management team**.
4. The student will be informed and given the opportunity to provide an explanation.
5. If confirmed, the test or exam may be **invalidated**, and the student may be required to retake it.

Plagiarism

1. Teachers identify and document suspected plagiarism in written assignments.
2. The case is reported to the Academic Management team.
3. The student is notified and may be asked to **resubmit the work** or complete an alternative assessment.
4. Teachers provide guidance on proper citation and academic writing to prevent recurrence.

Collusion or Impersonation

Confirmed cases may result in **invalidated assessments**, academic warnings, or further disciplinary action depending on severity.

3. Exam and Test Management

- **Weekly quick tests and skills assessments** are securely stored by Academic Management.
- Exam materials are distributed to teachers immediately before the assessment and collected afterward.
- Access is restricted to authorised staff to ensure fairness and confidentiality.

4. Impact on Progression

Academic misconduct may affect:

- Weekly test and skills assessment scores
- End-of-cycle progression recommendations
- Eligibility for participation in external exams (e.g., TIE or Trinity exams)

Decisions regarding student progression are based on a **holistic review** of attendance, participation, test performance, skills assessment results, and overall engagement.

5. Policy Awareness

This policy is included in **both staff and student handbooks**. Teachers are responsible for reminding students of Academic Bridge's expectations and promoting honest academic practices.