



ACADEMIC MISCONDUCT POLICY

POLICY INTENDED FOR:	Students
CATEGORY:	Behaviour
PUBLISHED:	Server, Policy Folders at College and Students Accommodations, Staff Handbook
POLICY IMPLEMENTED BY:	Principal
POLICY MONITORED BY:	Principal, Deputy Principal and Exams Manager
REVIEWED BY:	Principal
REVIEWED DATE:	January 2020
CONSULTATION WITH:	Senior Leadership Team (SLT) and Exams Manager
RECORD OF CHANGES & ADDITIONS:	None
NEXT REVIEW:	August 2020

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INTRODUCTION

Oxford International College expects a certain level of proficiency and dedication from its students. We predominantly provide tuition A-level qualifications and as such we comply with the Instructions for Conducting Examinations as produced by the Joint Council for Qualifications (JCQ) on behalf of the examination boards. Relevant CIE notices are also displayed.

The JCQ Warning to Candidates and the JCQ Mobile Phone notice are displayed inside and outside the examination room during all external exams.

GOOD TIMEKEEPING

- Students are expected to arrive promptly for examinations, tests and classes.
- Students are warned that excessive lateness for examinations and tests may lead to not being allowed to sit the examination or test.
- Candidates arriving or departing 30 minutes early will be supervised as if the specified starting time had been in place.

GOOD PRACTICE IN EXAMS

- Students are warned that unfair or dishonest practice during an examination may result in disqualification from all tests and exams.
- Students should be aware that cheating is severely punished, most commonly with disqualification from all tests and exams.
- The rules and regulations of each examination board are vitally important, and students are expected to be familiar with these rules and regulations.
- Invigilators will not allow any unapproved electronic equipment or unapproved calculators, correction pens, fluids or tape of any description.
- Students are not permitted under any circumstances to communicate with another student in the exam room.
- Mobile phones are not allowed in the examination room.

PLAGIARISM

The JCQ describes plagiarism as *“The failure to acknowledge sources properly and/or the submission of another person’s work as if it were the candidate’s own.”* Oxford International College does not tolerate plagiarism and students caught plagiarising may be disqualified from the examination and reported to the awarding body.

FURTHER INFORMATION

For further information about academic misconduct at OIC please speak with Cheryl Brookes.

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Exams Officer

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