

## **HOMEWORK, MOCKS and ACADEMIC HONESTY POLICY**

### **PRIMARY PERSON RESPONSIBLE FOR IMPLEMENTATION AND MONITORING OF THIS POLICY**

JAMES EYTLE, BEVERLEY MELLON (PRINCIPALS)

### **LAST REVIEW DATE**

August 2020

### **NEXT REVIEW**

August 2021

## **1. Homework Policy**

Homework:

- a) Requires the co-operation of parents/guardians.
- b) Should be firmly rooted in current curriculum work.
- c) Should gradually increase in complexity and quantity as the student progresses through their programme of study.
- d) Is more about quality than quantity.

The purpose of homework is to help students improve their learning of current topics being taught in class.

Once marked, constructive feedback can be given to the student to help them improve.

### **2a. Mock Exam Policy**

Mock exams are an important part of the student's learning and it is essential that the student attends and completes ALL Mock Exams.

Should a student be absent for a Mock Exam, they must recognise that the date and time of the Mock will **NOT** be re-arranged and their grade will be entered as Absent.

If a student fails to attend a mock exam without adequate explanation from your parent/guardian, the following actions will be taken:

- A verbal warning from the subject teacher.
- A meeting with the Curriculum Manager/Personal Tutor will be arranged.
- The student will be given his/her final warning.
- Repeated non-attendance in Monthly Mock Exams will result in the student being withdrawn from national external examinations.
- Any absence during the Easter Mocks may result in the student being withdrawn from entry to national external examinations.

## **2b. Mark Schemes in Mock Exams**

Mock exams are set and marked according to the mark schemes compiled by teachers. It is totally at a teacher's discretion as to whether they deviate from the mark scheme when marking mock papers. The decision of the teacher and/or Head of Department is final in such cases.

## **3. Study Leave Policy**

Study Leave is determined at the discretion of the Principals. Historically AS students have been authorised to have study leave during the period of their AS exams, normally from the second week in May to the end of the first week in June.

2 Year and 1Year students (both A level and GCSE) must attend all lessons up to the end of the A level or GCSE programme, which ends the Friday before the May Half Term.

2Year or 1Year students who have external exams during this period may miss morning lessons when their exam is in the afternoon session. However they must attend afternoon lessons if their exam was held in the morning.

## **4. Policy on Revision Lessons in the Summer Term**

Teaching Staff may request Revision Lessons during the AS study leave period for AS students (normally in May).

Revision lessons may be requested for 2<sup>nd</sup> Year students during the May Half Term and in the first two weeks in June.

As there will be high demand for rooms, revisions lessons will be timetabled between 4:30pm and 6:30pm during term time weekdays.

## **5. Academic Honesty Policy**

### **Student Conduct Regarding Plagiarism**

Students must not seek to plagiarise their homework. This means they must not copy work created by other people and attempt to present it as their own.

This includes copying and pasting from the internet or textbooks or any other sources. Students must seek to rephrase the content found in their own words.

Students must not allow home tutors to write their work for them.

Parents, Guardians and Students must be aware that teaching staff know how to detect plagiarism. There are many online tools available that make plagiarism easily detectable.

Parents, Guardians and Students must be aware that presenting plagiarised work is tantamount to cheating.

### **6. If a Student is Caught Plagiarising**

- a) The student will be given a verbal warning & may be required to attend Evening Study or Saturday Study.
- b) If the student persists in plagiarising, the Principals reserve the right to remove the student from that subject.
- c) Cases where the student is in denial about plagiarism, and where it has been proved, may result in the student being withdrawn from that subject.
- d) The Principals reserve the right to issue a suspension or exclusion from the College for plagiarism.

### **7. Cheating in Examinations**

Students who are caught cheating in examinations (whether they are mock exams or public exams) will face an investigation. Cheating by the individual or in collusion with others will be deemed as equally unacceptable.

Students must not illicit the help of others to take their place in public exams.

The student may be withdrawn from the subject they cheated in.

The Principals reserve the right to issue a suspension or exclusion from the College for students caught cheating in exams.

## **8. Providing False Exam Results**

Students who provide the College with false or forged examination results will face an investigation, the result of which may cause the College to re-evaluate the decisions made on admissions regarding the course the student is currently on.

The Principals reserve the right to issue a suspension or exclusion from the College for students caught providing false exam results.