



The International School
of Choueifat – Dubai

ACADEMIC DISHONESTY & DEALING WITH CHEATING



ACADEMIC DISHONESTY – DEALING WITH CHEATING

All employees will read, and understand, this policy in conjunction with our Child Protection & Safeguarding Policy, Bullying Prevention Policy, Inclusion Policy, Behaviour Management Policy, and The Employee Handbook.

Applies to all staff (teaching and administration) working in the school.

MONITORING AND REVIEW

This policy is subject to continuous monitoring, refinement, and audit by the School Management, who will undertake a complete annual review of this policy and procedures, inclusive of its implementation and the efficiency with which the related duties have been discharged. This discussion will be formally documented in writing. All staff will be informed of the updated/reviewed policy, which will be made available to them electronically, or by hard copy on request.

Signed:

ISC DUBAI
School Director

This policy will be reviewed by the School Management no later than August 2027 or earlier if significant changes to the systems and arrangements occur or if legislation, regulatory requirements or best practice guidelines are required.



ACADEMIC INTEGRITY

Academic integrity refers to students' commitment to and demonstration of honest and ethical behavior in an academic setting. When considering academic integrity, the topics tend to revolve around cheating, dishonesty, plagiarism, fraud, and other academic malpractices. Academic integrity in physical classrooms is challenging by itself, let alone through virtual classes, where the likelihood of cheating may be greater. With remote classes, it is likely to be more common for students to try and commit academic dishonesty.

SABIS® promotes the values of trust, honesty, fairness, respect and responsibility at all times. As such, all students in the SABIS® network are expected to maintain these high standards of academic honesty and integrity.

Failing to do so will result in filing an infraction, which entails investigation of the incident and recommended course of action. The School Administration holds the right to make recommendations upon proper assessment of the misconduct.

Dealing with cheating within the same academic year

A. WHAT ACTS ARE CONSIDERED CHEATING?

SABIS® administration considers any use or attempt to use an unauthorized device or help such as a calculator, when calculators are not allowed for a particular exam, mobile phones at any time, resorting to notes or books brought into the exam room without prior approval, seeking help from, or trying to help other students while the exam is in session, as cheating attempts.

Talking to any student in the exam room, moving around or trying to change seat without permission is considered cheating attempts and will be dealt with as confirmed cheating cases.

Consequences of cheating depend on the history of the students, and are dealt with individually.



B. CHEATING CASES WITHIN THE SAME ACADEMIC YEAR

1ST OFFENCE

The offence goes on the record of the student and the parents of the students involved are notified of the seriousness of the offence.

The topic of academic integrity is explained and discussed with the concerned student and he/she will be given a chance to correct his/her behavior/mindset. If the student does not repeat this behavior/action again during the same academic year, the student's official record is "cleared" for future years, but the school will be able to refer to it if required.

Depending on the specifics of the case, the student may be re-tested academically, otherwise the grade of the original exam result will remain. This is at the discretion of the management and school director based on the individual case.

The student will be assigned an advising session with the Supervisor, AQC, or Head Supervisor, as appropriate, based on the nature of the offence and the student's prior record. Parents will be alerted, and the action taken will be recorded in the SIS.

2ND OFFENCE

Students involved in cheating for the second time will be assigned an advising session with the Head Supervisor or AQC, and a written notification letter will be sent to the parents informing them of the incident and the seriousness of repeated academic dishonesty.

The offence will be recorded as "Cheating – Second Offence" in the student's record. A First Warning Letter will also be issued in accordance with the school's disciplinary procedures.

3RD OFFENCE

The student will be assigned an advising session with the Social Worker, and the parents will be called for a meeting with the Head Supervisor and AQC to discuss the seriousness of the matter and the consequences of repeated violations. The offence goes on record as cheating for the third time. Furthermore, all the student's previous passing grades may be scrutinized, and, at the discretion of the director, the student may be re-tested in any of the previous tests taken.

A Second Warning Letter will also be issued in accordance with the school's disciplinary procedures.



4TH OFFENCE

The student may be suspended for up to two days, and a meeting will be scheduled with the Deputy Director, AQC, and Head Supervisor to discuss the seriousness of the matter and the appropriate next steps.

A Third Warning Letter will be issued in accordance with the school's disciplinary procedures.

The relevant educational authorities will be informed in writing, and the student may face further consequences in accordance with the school management's and Local Authorities' policies and procedures

The student may not register in any SABIS® school for upcoming academic years.

Note: The subject of Academic Dishonesty and integrity will be thoroughly discussed in the advising class early in the year and throughout the academic year.

The students must be made aware of the gravity of the offence, and of its consequence at school and in life.