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ACADEMIC INTEGRITY AND SECURE ASSESSMENT POLICY

Honest work, fair tests, and how online assessments are kept secure

ACADEMIC YEAR 2026 – 2027

Policy name	Academic Integrity and Secure Assessment Policy 2026–2027
Applies to	All pupils, parents, staff, trustees and volunteers of Tarbiyyah Global Academy
Policy owner	Deputy Headteacher (Curriculum)
Approved by	Ustadh Abu Zayn Haneef Sandhar, Headteacher
Agreed with	The Chair of Trustees, Tarbiyyah Education Trust
Date of issue	1 September 2026 (version 1.2)
Next review due by	31 August 2027
Basis	New policy for online provision
Read alongside	Assessment Policy; Examinations and Private Candidates Policy; Behaviour and Online Conduct Policy; Online Safety and Acceptable Use Policy; SEND and Inclusion Policy
Availability	Published on the Academy website and Parent Portal. Available in large print or another accessible format on request.

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1. Purpose

Honesty (sidq and amanah) is one of our Tarbiyyah Compass values. Honest work is an act of worship and a matter of trust between pupil, teacher and family. This policy sets out what academic integrity means at Tarbiyyah Global Academy, how online assessments are secured, and what happens if a pupil is dishonest.

2. What Counts as Academic Misconduct

- Copying from another person or source and presenting it as one's own work (plagiarism).
- Using artificial intelligence tools to produce work without the teacher's permission or without declaring it.
- Receiving help from a parent, sibling, tutor or anyone else during a test or on work that must be independent.
- Using notes, other websites, apps, phones or devices during a closed-book test.
- Sharing questions or answers with other pupils.
- Impersonation — anyone other than the pupil completing work or a test.
- Attempting to bypass or disable assessment security tools.

3. Three Levels of Assessment Security

Level	Used for	Controls
Practice	Homework, quick quizzes, retrieval practice	Any browser; shuffled questions and answers; time limit; one attempt where appropriate. Some risk is accepted because the purpose is learning.
Secure	End-of-unit tests, termly tests, mock examinations	The test is only released through the Student Portal to enrolled pupils during the test window, with a time limit and one attempt. Tests set in the portal's own quiz tool are marked on the Academy's server, so the answers never reach the pupil's device. Pupils join a live invigilation call with cameras on and may be asked to show their desk and room.
External	International GCSE examinations	Sat in person at an approved examination centre under JCQ regulations

4. Secure Tests: What Families Need to Know

- Secure tests are sat on the pupil's usual device (a Windows or Mac computer, or an iPad), with the camera on for the invigilation call.
- Before a pupil's first secure test, they complete a practice run so they know how the test works in the Student Portal.
- During the test, the pupil should be alone in a quiet room, with their phone away and out of reach.
- Invigilation calls are not recorded by the Academy unless an incident needs to be documented, in which case the pupil and parent are informed.
- If a technical problem occurs, the pupil messages the invigilator immediately through the invigilation call. Genuine technical failures are not treated as misconduct; the test is rescheduled.

5. Designing Assessments that Resist Cheating

Teachers use question banks and multiple versions, "show your working" and explanation questions, and application questions that cannot simply be looked up. Where a result is inconsistent with a pupil's normal performance, a short follow-up conversation with the teacher may be held to discuss the answers.

6. Artificial Intelligence

AI tools may only be used where a teacher explicitly permits it for a particular task, and pupils must state how they used them. Staff may use AI detection or follow-up questioning to check authenticity, but no decision is made on a detection tool alone.

7. Responding to Suspected Misconduct

1. The teacher records the concern and any evidence, and informs the Head of Department or Deputy Headteacher.
2. The pupil is given the opportunity to explain, in a recorded video meeting.
3. Parents are informed.
4. If misconduct is confirmed, outcomes may include: redoing the work under supervision; a mark of zero for the assessment; consequences under the Behaviour and Online Conduct Policy; and, for serious or repeated misconduct in formal assessments, suspension.
5. The pupil receives support to understand why integrity matters and how to avoid a repeat.

Suspected malpractice in external examinations is handled by the examination centre and awarding body under JCQ rules.

8. Reasonable Adjustments

Pupils with SEND or medical needs receive their agreed access arrangements in secure tests, such as extra time, rest breaks or assistive technology, configured in advance.

9. Monitoring and Review

The Deputy Headteacher reviews incidents of misconduct and the effectiveness of security measures each term. This policy is reviewed annually.

Approved by: Ustadh Abu Zayn Haneef Sandhar, Headteacher · Next review due: 31 August 2027 · Tarbiyyah Global Academy · A specialist education, rooted in faith