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Policy 13 — External

Academic Integrity & Grading Policy

Category: Academic

Effective Date: August 2026 | **Review Date:** July 2027 | **Approved by:** School Administration

1. Academic Integrity

1.1 Definition

Academic integrity means completing all schoolwork honestly and with your own effort. It includes submitting original work, acknowledging sources, and not helping others to cheat.

1.2 Prohibited Actions

- Plagiarism — copying text or ideas from any source without credit.
- Cheating during exams — using notes, devices, or copying from others.
- Fabricating data, quotes, or references.
- Submitting another person's work as your own.
- Unauthorized use of AI tools to complete assignments (unless explicitly permitted).

1.3 Consequences

Offense	First Occurrence	Repeat Occurrence
Minor (copying homework)	Zero on assignment; warning	Detention; parent notified
Moderate (cheating on test)	Zero on test; parent meeting	Suspension; academic review
Serious (exam fraud)	Zero on exam; suspension	Possible year repetition or expulsion

2. Grading & Assessment

2.1 Grading Scale

Grade	Percentage	Description
A — Excellent	90% – 100%	Outstanding achievement
B — Good	75% – 89%	Above average performance

C — Satisfactory	60% – 74%	Meets grade-level expectations
D — Needs Improvement	50% – 59%	Partially meets expectations
F — Fail	Below 50%	Does not meet minimum requirements

2.2 Assessment Types

- Continuous Assessment (CA): classwork, homework, quizzes, projects — typically 40% of final grade.
- Examinations: end-of-term exams — typically 60% of final grade.
- Each subject teacher communicates the specific weighting at the start of the term.

2.3 Report Cards

- Report cards are issued at the end of each academic term.
- Parents receive written reports and are invited to a parent-teacher meeting each term.
- Students who fail two or more subjects may be required to repeat the year.

2.4 Grade Appeals

- A parent or student who believes a grade is incorrect may request a review within 10 days of receiving the report card.
- The review is conducted by the class teacher and department head.
- Results of the review are communicated within 5 working days.

2.5 Examinations

- Examination timetables are published at least **2 weeks** before the exam period begins.
- Students must arrive at least **10 minutes** before the start of each examination.
- No student will be admitted to an examination room more than **30 minutes** after it has begun.
- Mobile phones and unauthorized materials are strictly prohibited in examination rooms.
- A student who misses an examination due to illness must provide a medical certificate within 48 hours. The school will decide whether a make-up exam is granted.
- Any student found cheating during an examination will receive a **zero** for that paper and the matter will be referred to the administration.

Canadian International School of Djibouti
Director

Signature: _____

