



Eastern Public School

Affiliated to the International Baccalaureate - Geneva, Switzerland.

School Code: 004195

Academic Honesty Policy

Contents based on Academic Honesty, published by the International Baccalaureate, (2014), Switzerland

Purpose of this Document

The purpose of this document is to create a good academic learning environment in the school where students produce original work and respect the work of others. We believe that the presentation of genuine work is essential to good academic research and practice. This policy clearly outlines the school's expectations for honest academic conduct, the stake holders' roles in promoting academic honesty and also the consequences of academic misconduct.

Academic Honesty Processes and Procedures

Our Academic Honesty policy has been developed to support IBO regulations. Staff and students will receive a copy of the policy and an explanation of its contents. Teachers, students and parents must be aware of the guidelines found within the policy and the subsequent consequences of academic dishonesty.

What is Academic Honesty?

According to the IBO, "An authentic piece of work is one that is based on the candidate's individual and original ideas with the ideas and work of others fully acknowledged. Therefore all assignments, written or oral, completed by a candidate for assessment must wholly and authentically use that candidate's own language and expression. Where sources are used or referred to, whether in the form of direct quotation or paraphrase, such sources must be fully and appropriately acknowledged"

Where sources are used or referred to, whether in written or oral assessments, they must be fully acknowledged.

Students must acknowledge use of the following:

- The work and ideas of other
- Versions of another person's words
- CD Rom, email messages, Web sites, Chat rooms, Blogs
- Electronic media (news feeds, Podcasts, YouTube, etc.)
- Sources of photographs, maps, illustrations, computer programs, data, graphs, audio-visual
- Direct quotations
- Works of art including: film, dance, music, theatre arts, visual arts (Academic Honesty, 2014)

It is important to note that students are expected to produce authentic pieces of assessed work in all subjects at all times using proper referencing procedures.

Roles and Responsibilities

IB PYP / MYP/ DP Coordinator / School Administration

- Know the regulations and instructions as provided by the IBO that govern the conduct of each examination session
- Inform staff and students through various media what constitutes academic misconduct and how it can be prevented
- Establish a school culture that actively encourages academic honesty
- Support the IBO fully in the prevention, detection and investigation of malpractice
- Undertake any additional responsibilities required by the IBO should a candidate or staff member be investigated for academic misconduct.
- Write a statement of the candidate on any report of academic misconduct to be submitted to the IB Cardiff.

Teachers

Teachers at Eastern Public School would encourage good academic practice among students. The following are some of the measures that would be adopted to avoid academic misconduct:

- Leading by example. A teacher must never engage in acts of academic misconduct.
- Provide students with instructions on how to use ethical research practices.
- Provide advice to students when necessary so that the students have a clear idea of what constitutes plagiarism in the various subjects.
- Ensures that the words, ideas, works from sources are acknowledged appropriately.
- Provide instruction and guidelines on academic writing and reference styles required in each subject.
- Question students on written work, especially in the assessment done at home, extended essay, etc., in order to determine whether the work is really student's original work.
- Use an online plagiarism detector / Turnitin whenever possible to detect plagiarized work.
- Provide students with consistent advice and feedback in the drafting process of assessed work as permitted within the guidelines of the IBO.
- Authenticate students work whenever required.
- Confirm, to the best of his or her knowledge, that all candidate work accepted or submitted for assessment is the authentic work for the student.
- Provide clear guidelines on the procedures of conducting and assessing group work with emphasis on the difference between collaboration and collusion.
- Be familiar with the IBO publication.
- Support and comply with the school's Academic Honesty Policy.
- Cooperate in the investigation of suspected cases of malpractice.
- Assist in the detection of instances of plagiarism.
- Not leave any candidate unsupervised during examinations.
- Not disclose the content of the paper within 24 hours after the examination has been conducted.

- Not start an examination before the scheduled time.
- Not provide undue assistance to a candidate in components that contribute to the assessment requirement of the programme.

Librarians

Librarians at Eastern Public School would encourage good academic practice among students.

- Be familiar with the IBO publication.
- Be familiar with the school's Academic Honesty Policy.
- Will encourage students to acknowledge the sources of information referred to in the library.
- Will familiarize teachers and students on MLA referencing style.

Students

Ultimately it is the student's responsibility to ensure the integrity of all work and to understand what constitutes an offence against academic honesty. Students are strongly advised to abide by the following guidelines:

- Should be familiar with the school's Academic Honesty Policy.
- Acknowledge all sources (e.g., books, journals, internet sites, CD-ROMs, magazines, photographs, graphs, etc.) using MLA style when writing assignments / assessments.
- Use footnotes and endnotes to acknowledge the source of an idea that emerged from a discussion with another person.
- Paraphrased ideas of another person should also be acknowledged.
- Not attempting to submit a similar piece of work for different assessment components of your programme (e.g., internal assessment and the extended essay).
- Listen and follow all instructions given before an examination.
- Comply with all internal school deadlines so that suitable feedback time is provided before work is submitted to the IBO.
- Should submit their drafts and final papers of extended essay, TOK essay, etc. to online plagiarism detector / turnitin.com which will allow them to revise any doubtful plagiarism before final submission of the work.
- Should declare that the assignments submitted by them are free from any type of malpractice. If later found guilty, the student will be held responsible.
- Should read and sign the 'Academic honesty Contract'.

Parents

- Read the school's Academic honesty policy.
- Should encourage good academic practice.
- Accept the decision taken by the school management if their ward is found guilty of any sort of malpractice.
- Cooperate in the investigation of suspected cases of academic misconduct.

Academic Misconduct (Malpractice)

Academic misconduct is the behavior that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment component.

Academic misconduct may include (*but is not limited to*):

Plagiarism: The representation of the ideas or work of another person as the candidate's own.

Examples of plagiarism include:

- 1) Students presenting material got from other sources such as the internet, books and articles without proper reference or acknowledgment.
- 2) Letting another student do one's academic assignments / tests.
- 3) Including teachers lesson notes and internal assessment materials/items from other sources without proper reference or acknowledgment.

Collusion: Supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another.

Examples of collusion include:

- 1) Placing one's answer script in a manner that allows, encourages, or tempts another student to copy another's work.
- 2) Giving another student one's work to present as one's own.
- 3) Protecting a student caught with academic misconduct by giving false evidence.

Collusion and Collaboration are not the same

Often, forms of assessment require students to work in groups in order to meet a common assessment goal. All members of the group are expected to participate in an equal and fair manner. Group activities might include discussion, meeting face to face, blogs, chat room conversations, etc. In groups, the concept of academic honesty becomes slightly more complex.

The rules for acknowledging sources will still apply, and in addition, the following is permissible:

- Discussion with other students around issues arising from the work to be assessed.
- Discussion with other students regarding ways to address issues arising from the work to be assessed
- Sharing of location and sources of information relevant to the assessment. The following is NOT permissible in group work:
- Allowing a member or members of the group to write any part of your assessment piece.
- Allowing a member or members of the group to write any part of another member's assessment piece.
- Giving a copy of one student's work with respect to that assessment to any other student within the group Academic Honesty, 2014). (Academic Honesty, 2014).

Students must clearly understand the difference between collaboration and collusion. Collusion is a form of plagiarism. It can result from improper collaboration during group work and involves at least two people. To avoid collusion in group work, students should take their own personal notes during meetings. Collusion can also occur when one student allows another to copy his or her own work, even if that student makes changes to the work to make it look different.

Duplication of work: The presentation of the same work for different assessment components and/or diploma requirements.

Examples of duplication include:

- 1) Copying work (*e.g.* internal assessment) that has already been submitted by the student for a different assessment component or submitted in the previous examination session.
- 2) Presenting work/material written by someone else.
- 3) Purchasing or submitting pieces written/ created by another.

The following examples of academic misconduct refer only to the written examinations:

- Candidate taking unauthorized material into an examination room (such as cell/mobile phone, written notes).
- Candidate leaving and/or accessing unauthorized material in a bathroom/restroom that may be visited during an examination.
- Candidate's misconduct during an examination, including any attempt to disrupt the examination or distract another candidate.
- Candidate's exchanging information or in any way supporting the passing on of information to another candidate about the content of an examination.
- Candidate failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of the examination.
- Candidate impersonating as another candidate.
- Candidate stealing examination papers.
- Candidate using an unauthorized calculator during an examination, or using a calculator when one is not permitted for the examination paper.
- Candidate disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours after the examination.

Academic Misconduct in DP:

- Submitting others work as one's own in all Internal Assessment work, Extended Essay, TOK Essay, etc
- Cheating in Formal examinations
- Copying from internet with crediting the source
- Manipulating data in Science experiments
- Misuse of Calculator memory
- Use of unauthorized Calculators

How to Avoid Academic Misconduct?

- The *school's academic honesty policy* will be shared with students, parents and teachers. It will be posted on the school's website.
- Students will be required to submit a signed authenticity declaration along with each submitted internal assessment.
- All the year 11 students will receive workshops on academic honesty and the consequences of academic misconduct (by the IB DP coordinator).
- All the year 11 students will receive workshops on the skills of academic writing and acknowledging resources (by the School Librarian). Eastern Public School uses the **MLA Referencing System**.
- All the year 11 students will be required to complete a free online plagiarism tutorial by the University of Southern Mississippi and submit a certificate that they have passed the post-test.
<http://www.lib.usm.edu/legacy/tutorials/mlatutorial/tutorialindex.php>
- All the students will acknowledge all the sources whether quoted directly, paraphrased, or used for ideas. (Academic Honesty, 2014).
- All the students will familiarize themselves with the rules, regulations and requirements of the assessed work during examination sessions and with Internal Assessment and Extended Essay.
- The IB DP coordinator and the teachers will remind the students and parents throughout the two years of the IB DP program of the academic honesty expectations and guidelines.

All students will be required to submit their drafts and final papers of extended essay, TOK essay, etc. to an online plagiarism detector / turnitin.com. This will allow them to revise any doubtful plagiarism before final submission of the work.

Investigating academic misconduct

Students are ultimately responsible for ensuring that their submitted work is authentic. Once submitted, the subject teacher will review the work. The following list outlines the possible procedure if suspicion of academic misconduct occurs:

Procedure of Investigation initiated by the School

- The teacher will notify the IB PYP/ MYP/ DP Coordinator if academic misconduct is suspected and any suspicion of academic misconduct will be kept confidential.
- The teacher and IB PYP/ MYP/ DP Coordinator will determine if academic misconduct has taken place based on information from an investigation.
- The IB PYP/ MYP/ DP Coordinator will inform the parents of the process.
- If evidence of academic misconduct is confirmed, the student and parents will be notified of the consequences.

Consequences of Academic Misconduct

Consequences may range from warning to dismissal depending on the seriousness of the offence. The penalties may include one or more of the following:

In the DP:

Continuous assessment, test and summative assessment

- If found guilty of academic misconduct for the First time – Warning, Parents will be called, re-exam
- If found guilty of academic misconduct for Second time – Student will receive a Red Card and Consequences as per Discipline policy applies.

Internal assessment

- If found guilty of academic misconduct during the course of internal assessment (before the submission of internal assessment) – Levels will be deducted in the respective criterion of the subject and Parents will be informed. An opportunity given to redo the work.
- If found guilty of academic misconduct after the submission of internal assessment – IB will be reported and IB regulations apply.

Extended Essay and TOK

- If found guilty of academic misconduct during the course of extended essay – warning, levels will be deducted in the respective criterion of the subject and parents will be informed.
- If found guilty of academic misconduct after the submission of extended essay – IB will be reported and IB regulations apply.

Policy Review

The last review done in Nov 2016 and next review will happen after two years.

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