



## COLLEGIATE INTERNATIONAL SCHOOL



### Academic Honesty Policy - MYP

The IB Learner Profile is embedded in CIS's daily life. CIS students are:

- Inquirers – acquire the skills necessary to conduct inquiry and research
- Knowledgeable – explore concepts, ideas and issues;
- Principled – act with integrity and honesty; take responsibility for their own action;
- Open-minded – accustomed to seeking and evaluating a range of points of view;
- Risk takers – brave and articulate in defending their beliefs.

These qualities when applied to learning and student work will establish skills and behavior which support academic honesty.

**Academic Honesty** is a set of values that promotes personal integrity and good practice in teaching, learning and assessment. Whenever possible the topic should be treated in a positive way, stressing respect for the integrity of all forms of assessment.

All students are made to understand the basic meaning and significance of academic honesty with regard to authenticity and intellectual property as well as proper conduct in tests and examinations. Teachers will make students aware that all forms of intellectual and creative expression must be respected and that unauthorized use of the same is illegal.

All assignments, written or oral, completed by a student for assessment must wholly and authentically use their own language and expression. Where sources are used, they must be fully and properly acknowledged.

Teachers are responsible for ensuring that students receive guidance on how and when to include acknowledgements.

#### CATEGORIES OF STUDENT ACADEMIC DISHONESTY:

##### IB students

## **POLICY BREACHES:**

### **Malpractice includes:**

1. **Plagiarism:** representing ideas or words of another person as one's own;
2. **Collusion:** supporting malpractice by another student;
3. **Duplication of work:** presentation for the same work different assessment components;
4. **Any behavior** that gains an unfair advantage for the student or disadvantages another student.

While for the most part students produce assessed work independently with support from the subject teacher, there are occasions when collaborative work is encouraged. Nevertheless, the final work must be produced independently even if based on the same data.

It is the responsibility of each teacher to confirm that, to the best of their knowledge, all work accepted for assessment is the authentic work of each student. For Grade 10 students, all ePortfolio and Personal Project work must be signed & declared to the IB, to be the authentic and sole work of the student. Teachers are expected to detect plagiarism and support the school's & IB policy on good academic practice.

Ultimately it is the student's own responsibility to ensure that all work submitted for assessment is authentic, with the sources of information fully and correctly acknowledged. Students are expected to comply with all internal school deadlines as this may allow time for revising work that is of doubtful nature.

### **The following constitute malpractice during examinations:**

- During the examination, and at other times specified by the coordinator/invigator, a candidate must not communicate with any other candidate. Failure to observe this regulation may constitute academic misconduct, resulting in appropriate action by the IB.
- All work completed during an examination and then submitted for assessment, must be the authentic work of the candidate. Any collusion, plagiarism, reference to unauthorized material, or communication between candidates may constitute academic misconduct, resulting in appropriate action by the IB. The impersonation of another candidate will be treated as a breach of regulations.
- If a candidate finds that he/she has accidentally taken unauthorized material into an examination (for example, a cell/mobile phone), this material must be given to the

coordinator/invigator immediately. Failure to do so may lead to an allegation of academic misconduct against the candidate.

- No candidate is permitted to borrow anything from another candidate during an examination.
- A candidate attempting either to gain or solicit information about the content of an examination within 24 hours of the examination ending will be in breach of IB regulations and may not receive a grade for the subject concerned
- No candidate is permitted to access external content during an eAssessment which may aid them in their examination. Regardless of the degree of cheating or if the information is used or not, if there was intent to cheat then this will be dealt with by the MYP Coordinator and School Principal.

### **Academic Honesty policy statement**

At CIS we place a high value on honesty and this extends to work submitted for assessment. All members of the community need to be aware that the school treats academic dishonesty as a very serious matter. Parents need to be made aware of the policy as it applies to the relevant year group.

This policy should be read and signed by the parent.

Expectations are outlined as follows:

#### **Grades 6-8**

##### **The academically honest student:**

##### **DOES**

- Acknowledge help from parents, older students and friends;
- Acknowledge the source of direct quotations;
- Acknowledge information taken from books, CD-ROMs and the Internet;
- Acknowledges reference materials in a bibliography;
- Knows what constitutes cheating and abides by the rules;
- Follow all exam rules.

##### **DOES NOT**

- Use notes during a test unless allowed by a teacher;
- Copy from another student during a test;

- Copy from the homework of another student;
- Hand in work as his/her own that has been copied;
- Do homework for another student;
- Give another student his/her own work to copy.

In a cohesive and comprehensive way, teachers and librarians will provide instructions in:

- Use of the Library and Internet;
- Basic note taking skills;
- Simple paraphrasing and adaptation of source material;
- Ways to acknowledge informally in writing and speech;
- Relevant use of direct quotations and citations;
- Simple ways to acknowledge information derived from electronic sources;
- Writing bibliography/references;
- What constitutes cheating.

### **Grades 9 – 10**

#### **The academically honest student:**

##### **DOES**

- Keep and maintain accurate, personal course notes;
- Understand and abides by the school's rules concerning cheating;
- Acknowledge, in a specific manner, help from another person;
- Ask beforehand what kind of external help is permissible;
- Acknowledge, in a specific manner, information taken from books, magazines, CD-ROM's and the Internet;
- Follow all exam rules.

##### **DOES NOT**

- Copy work of another student;
- Give another student his/her work to copy;
- Do the homework of another student;
- Submit work done by another student, a parent, a friend or a private tutor;
- Use notes during a test unless allowed to by the teacher or the examination rules.

In a cohesive and comprehensive way, teachers and librarians will provide instructions in:

- Techniques for acknowledging direct quotation with an in-text citation;
- Skills of paraphrasing;
- Techniques for acknowledging paraphrasing and the use of in-text citations;
- Considering bias in reference materials;
- Evaluation of sources, text and internet sites;
- Techniques for using translated material;
- Formal skills for acknowledging source material.

### **Consequences of Academic Dishonesty**

- Work that is deemed to be academically dishonest will not be accepted; however, the student may be allowed one opportunity to resubmit at the discretion of the teacher, after receiving feedback and within the timeline for the assignment. If a zero is awarded in the case of students who are not allowed to resubmit the work, this is likely to have a seriously detrimental effect on a semester grade.
- Plagiarism or instances of academic dishonesty during an examination session and/or ePortfolio task, and/or Personal Project may result in a 0 grade for that task. Depending on the circumstances students may be suspended from the school, any student who breaches our school academic policy will receive an appropriate detention and a discussion on the reflection and lesson learned from the incident.
- A letter will be sent from the Dean of Student copied to the relevant coordinator and be retained on the student's file. In addition, the concerned teacher will write a letter to the student's parents outlining the incident and how it has been dealt with.
- The student's name and details of the assessment will be recorded on a central whole school spreadsheet.
- In the event of a further instance of academic malpractice, the assignment will not be awarded any level for the relevant criterion/criteria. In addition, parents will be requested to attend a meeting with the Dean of Students and relevant coordinator to discuss the matter.
- If there are incidents of Academic Dishonesty in grade 10, this places the student MYP Certificate at risk and the MYP Coordinator may have to inform the IB of any such instances.
- Subsequent instances of academic dishonesty will put at risk the student's place in the school.

*Investigating cases of suspected academic misconduct (Taken from Article 21, IBO. (2014). General regulations: Middle Years Programme (First Assessment 2016). Geneva: International Baccalaureate Organisation, pp 12-13).*

**21.1** If questions arise about the authenticity of a candidate's personal project or e-Portfolio before submission for assessment (or moderation), the situation must be resolved within the school. If possible academic misconduct (for example, plagiarism, collusion) is identified after a candidate's work has been submitted to the IB Organization for assessment (or moderation), the school's MYP coordinator must inform the IB Organization as soon as possible. For the personal project and ePortfolios that are internally assessed, "submission" refers to the deadline by which teachers' grades must be submitted to the IB Organization.

**21.2** When a school, an examiner/moderator or the IB Organization establishes evidence to suspect academic misconduct by a candidate, the school will be required to conduct an investigation and provide the IB Organization with statements and other relevant documentation concerning the case. If a school fails to support the investigation into possible academic misconduct, no grade will be awarded to the candidate in the assessment(s) concerned.

**21.3** If the IB Organization notifies a school that a candidate is suspected of academic misconduct and that the IB Organization has the intention of initiating an investigation, at the discretion of the head of school it is permissible for the candidate to be withdrawn from the session or from the assessment(s) in which academic misconduct may have occurred. However, at the discretion of the IB Organization the investigation into the suspected academic misconduct by the candidate may still proceed and a decision be reached on whether to uphold or dismiss academic misconduct.

**21.4** Candidates suspected of academic misconduct must be invited, through the school's MYP coordinator, to present a written statement that addresses the suspicion of academic misconduct. If a candidate declines to present a statement, the investigation and decision on whether the candidate is in breach of regulations will still proceed.

**21.5** The majority of cases of suspected academic misconduct will be presented to a sub-committee of the Final Award Committee. The sub-committee will comprise IB staff, school representatives, MYP principal examiners, or any combination of these persons.

**21.6** Decisions of the sub-committee are made on behalf of and under the supervision of the Final Award Committee. After reviewing all statements and evidence collected during the investigation, the sub-committee will decide whether to dismiss the suspicion of academic misconduct, uphold it, or ask for further investigations to be made. If the sub-committee is unable to reach a decision, then the case will be referred to the Final Award Committee.

**21.7** If the sub-committee decides that a case of academic misconduct has been established, a penalty will be applied in the subject(s) concerned. The penalty will, in the judgment of the subcommittee, be commensurate with the severity of the misconduct.

**21.8** If a case of academic misconduct is considered by the Final Award Committee to be very serious, the Final Award Committee may decide not to issue a grade for a candidate in the assessment(s) concerned and additionally prohibit the candidate from being registered in any future examination sessions.

**21.9** If no grade is issued for an assessment (or completion of community service) that contributes to a candidate's MYP Certificate, no MYP Certificate will be awarded to the candidate. MYP Course Results will be awarded for other assessments in which no academic misconduct has occurred. Except in cases of serious or repeat misconduct, the candidate will be permitted to register for future examination sessions, which may include the session that follows six months later, if the relevant registration deadlines are met. In the case of an MYP Certificate Candidate, if the session in which the academic misconduct has been established is the candidate's third examination session towards achieving the award of the MYP Certificate, no further IB examination sessions will be permitted.

**21.10** If the candidate has already been found in breach of regulations in any previous session, this will normally lead to disqualification from participation in any future examination session.

**21.11** If there is substantive evidence, the IB Organization is entitled to conduct an investigation into academic misconduct after a candidate's results have been issued. If academic misconduct is subsequently established by the Final Award Committee, or its sub-committee, the candidate's grade for the assessment(s) concerned may be withdrawn from the candidate.

In the case of an MYP Certificate Candidate, the withdrawal of a grade for an assessment (or withdrawal of completion of community service) will also result in the withdrawal of their MYP Certificate.

## Bibliography

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