

DIPLOMA PROGRAM:
ACADEMIC HONESTY
POLICY

2016-2017



Rationale

An Academic Honesty Policy is used to highlight a set of values that promote personal integrity and good practice in teaching, learning and assessment.

All students are trained to understand the basic meaning and significance of academic honesty with regard to authenticity and intellectual property as well as proper conduct during tests and examinations. Through teacher/coordinator facilitated sessions, students will learn 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 and where sources are used they must be fully and properly acknowledged.

Student, Teacher and Parent Responsibilities

The IB Learner Profile is embedded in our student's daily life. Collegiate American School students are:

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

The above qualities, when applied to the learning environment and production of student work, will establish skills and behavior which support academic honesty.

While students mostly 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. Teachers are expected to detect plagiarism using Turn It In, the school's appointed plagiarism checker and support the school's policy on good academic practice.



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

- The rules for acknowledging source material based on standard practice (regarding such areas as footnotes and bibliographies)
- Research writing techniques
- Data gathering techniques
- The planning, preparation and execution of research writing assignments
- Considering bias in reference material

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.

At Collegiate American School 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 are made aware of this policy through various forms of communication as it applies to the relevant year group. This policy must be read and signed by both the student and the parent.

Explanation of Academic Malpractice

a) 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 of the same work for different assessment components.
4. **Any behaviour** that gains an unfair advantage for the student or disadvantages another student.

b) The following constitute malpractice during examinations:

1. Taking unauthorized material into the room.
2. Disruption or distracting another candidate.
3. Exchanging or supporting the exchange of information relevant to the examination.
4. Copying
5. Not following instructions during the exams.
6. Stealing an examination paper.



c) All students taking the IB Diploma are subject to the **Diploma Programme General Regulations**, which state:

- ***Article 9: Responsible and ethical behaviour***

Candidates are required to act in a responsible and ethical manner throughout their participation in the Diploma Programme and examinations. In particular candidates must avoid any form of malpractice.

- ***The definition of malpractice appears in article 24:***

The IB defines malpractice as behaviour that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components.

Malpractice includes:

(a) **Plagiarism:** this is defined as the representation of the ideas or work of another person as the candidate's own;

(b) **Collusion:** this is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another.

- ***The consequence of malpractice is presented in article 25, item 5:***

If the final award committee decides that a case of malpractice has been established, no grade will be awarded in the subject(s) concerned. *No diploma will be awarded to the candidate.*

Handbook, 2014

Consequences and Procedures

Consequences - General

- Work that is deemed to be academically dishonest will receive zero as a grade (though the teacher may give some feedback to the student allowing him or her to resubmit, at the discretion of the teacher). This zero is likely to have a seriously detrimental effect on a semester grade.
- In addition, the concerned teacher will inform the relevant Head of Year and DPC as well as write a letter to the student's parents outlining the incident.
- A copy of this letter will be forwarded to the appropriate Coordinator and will be



retained in the student's file.

- In the event that there is a second instance of academic dishonesty again the piece of work will receive no marks.
- In addition, parents will be asked to attend a meeting with a panel made up of the concerned teacher, the appropriate coordinator and the Deputy Principal to discuss respective consequences and the best way forward.
- Based on the panel's findings, a number of sanctions may be employed, ranging from having the student being put on an Academic Report to recommending that the student not be put forward as a DP candidate (as appropriate).
- Subsequent instances of academic dishonesty will put at risk the student's place in the school.
- In the case of malpractice during an internal school exam, the student will be removed from the examination room and will receive no grade for that paper. This will adversely impact the student's term report.

Consequences – Diploma

For normal class and home assignments the general consequences (above) will apply.

For internally assessed components:

- Work that is deemed academically dishonest will be returned to the student provided it has been handed in within the internal school deadline, and the candidate will be given time to resubmit at the discretion of the teacher, DPC and Deputy Principal.
- If the deemed work is not handed in within the deadline it will not be assessed and a student will automatically receive no internal assessment marks;
- This will automatically result in a loss of grade in the subject and consequently loss of the diploma;
- The student will be allowed to resubmit the piece in the following examination session.

For externally assessed components (Extended Essay, Written tasks, World Literature, TOK)

- Students must submit outlines and drafts as per the school's internal deadlines
- The topic must not be changed or new material introduced without the knowledge of the supervising teacher
- Work that is deemed academically dishonest will be returned to the student, provided it has been handed in within the internal school deadline, and the candidate



will be given time to resubmit at the discretion of the teacher.

- If the student refuses to comply, the teacher will refuse to sign the declaration of authenticity and the matter is reported to IB by the DP Coordinator;
- In such a case the student will not receive a grade and will automatically fail the diploma;
- The student will be allowed to re-submit the component only after one year;
- In case the instance of plagiarism is not detected by the teacher but is detected by the IB examiner, an inquiry is conducted by IB;
- Statements are required from the student, the teacher and the DP Coordinator;
- The final decision regarding the plagiarism allegation is made by the IB;
- In such a case the student will not receive a grade and will automatically fail the diploma;
- The student will be allowed to re-submit the component only after one year.

In the case of malpractice during an IB final exam

- The DP Coordinator is entitled to remove the student from the exam room and submit a report to IB;
- In such a case the student will not receive a grade for the concerned paper and will automatically fail the diploma;
- The student will be allowed to re-sit the component only after one year;
- The student may or may not be allowed to take the remaining papers depending on the feedback from IB.

The Academically Honest Student...

Does	Does Not
<ul style="list-style-type: none"> • Document source material in a formal and appropriate manner. • Use direct quotations appropriately. • Understand the concept of plagiarism. • Understand the consequences of cheating regarding both school-based work and external examinations and assessments. • Acknowledge explicitly and appropriately help provided by another person. • Follow all exam rules. 	<ul style="list-style-type: none"> • Copy the internal assessment work of other students. • Give another student his/her work to copy. • Use notes during a test unless allowed by the teacher or permitted by the examination rules. • Do homework for another student. • Present material written by another student as his/her own. • Purchase and submit pieces written by someone else. • Write essays for other students. • Present artistic or creative work in any



	medium that has literally been reproduced except in a manner allowed by the teacher or permitted by the examination rules.
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Works Cited

Academic Honesty in the IB Education Context, 2014. Published on behalf of the International Baccalaureate Organization, Peterson House, Malthouse Avenue, Cardiff Gate Cardiff, Wales CF23 8GL, United Kingdom

Diploma Program Guide, 2015. Accessed via IBO at www.ibo.org.

Diploma Program Academic Honesty Policy, 2014-2015. Written by Sheugnet Carter on behalf of Dubai International Academy.

*Note: This guide is used by both Dubai International Academy and Collegiate American School, both Innoventures Education establishments.



Acknowledgement of Collegiate American School's Academic Honesty Policy

1. By signing this document, I fully acknowledge and declare that I have read and understand the Collegiate American School policy on Academic Honesty.
2. I understand that it is my responsibility to ensure all work submitted is of my own and not the entire or partial work of another/others.
3. I agree to abide by the guidelines set above and will use proper citations, both in-text and as part of the Works Cited section.

Student Name (printed): _____

Student Signature: _____

Parent Signature: _____

Date: _____