



DANE COURT GRAMMAR SCHOOL



ACADEMIC HONESTY POLICY

2017-18

Principled students act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them. –

IB Learner Profile

The International Baccalaureate Programme requires all work presented to be the students' original work. Malpractice is recognised across the world as a serious academic offence and is unacceptable at Dane Court. Ignorance of malpractice is not a valid excuse and any student suspected of malpractice will be investigated by the teacher, IB coordinator or the IBO itself.

*Document prepared by: Annie Hale. Updated: June 2018 Next review: April 2020
Contents based on: Academic Honesty (2009, 2011), IBO, Geneva Switzerland Academic
Honesty in the IB Educational Context, (2014), IBO, Geneva, Switzerland*

The aim of this policy is to:

- Promote good academic practice and a school culture that actively encourages academic honesty
- Enable students to understand what constitutes academic honesty and academic misconduct
- Encourage students to look to their teachers, supervisors and coordinator for support when completing assessed work in order to prevent any possible form of misconduct
- Ensure that students understand the importance of acknowledging accurately and honestly all ideas and work of others
- Explain to students that they have an important role in ensuring that their work is 'academically honest'
 - Impart to students that plagiarism (and all forms of academic misconduct) is a serious academic offence
 - Explain to students precisely what penalties will be imposed should they be found guilty of misconduct.

Definition

Academic Honesty is considered in the broadest sense as the production of academic material without cheating, lying, stealing or the inappropriate help of others (collusion) or using any source of information not appropriately attributed (plagiarism). Malpractice includes (but is not limited to):

- **Plagiarism:** representing ideas or work of another person as one's own.
- **Collusion:** allowing one's work to be copied or submitted by another and/or releasing information about an assessment to another person.
- **Duplication:** presenting the same work in different assessments.
- **Falsification:** purchasing and/or submitting pieces of written work by someone else, misrepresenting actions, parent signature.

Plagiarism and cheating are unacceptable behaviors in all institutions. All teachers shall make students aware what plagiarism and cheating are and how they undermine the learning process. They shall make all students aware of the consequences of plagiarism and/or cheating.

How can I make sure that I am not plagiarizing material?

- The simplest method of avoiding plagiarism is to honestly, accurately and clearly acknowledge, by references in the body of your work, and/or in a bibliography at the end, each and every piece of material you used in the production of your work.
 - All ideas and work of other persons, regardless of their source, must be acknowledged
 - Information located via email messages, web sites on the internet, social networks and any other electronic media must be treated in the same way as information found in books and journals
 - The sources of all photographs, maps, illustrations, computer programmes, data, graphs, audio-visual and similar material must be acknowledged
 - Passages that are quoted verbatim must be enclosed within quotation marks and references provided
 - All works of art, film, dance, music, theatre arts or visual arts must have their source/origin acknowledged
 - Material cannot be paraphrased without acknowledging the source

The IB does not require the use of any particular citation system – there is however a clear expectation that all information will be fully and correctly referenced in a consistent manner, be that using a conventional system, or a system devised by the student/teacher/school. For the sake of simplicity and to not engender confusion among the students, Dane Court generally prefers the use of the Harvard system, but teachers and supervisors are free to instruct the student in the use of a citation system appropriate to their particular subject discipline

Monitoring and sanctions

Teachers retain responsibility both for guiding students in the formation of academically honest practices, and for monitoring the work they hand in to ensure it complies with IB regulations. To assist students and teachers in understanding the importance of developing an academically honest approach to all aspects of the Diploma, internal and external sanctions are in place in order to respond consistently should issues related to academic misconduct arise.

Internal sanctions are those used by DC, and generally refer to assignments and classwork (general homework and ‘drafts’) which do not count towards the award of the final IB grades.

External sanctions are those applied by the IB, and relate specifically to all pieces of work, usually ‘final version’ (internal assessments, final exams, TOK assessment, CAS folders, the EE...) which count towards the final results. However, there is some overlap to be expected between the application of these sanctions, so they should not be seen as acting in isolation from each other.

Internal Sanctions

Internal sanctions may be imposed by the school for incidences of academic misconduct relating to homework, classwork, and internal exams which do not involve internally and externally assessed final pieces of official IB examination work, and will include:

- 1st Offense: The student is required to re-do the work and reminded of DC's academic honesty policy. Parents are notified by the teacher
- 2nd Offense: The student is given zero for the work, parents are notified by the Head, and the student receives disciplinary consequences. This second misconduct offense is noted in school records.
- 3rd Offense: If a student is found guilty of a 3rd breach of academic honesty, they will receive no credit for the relevant course, and may be recommended for withdrawal.

External Sanctions

External sanctions are those assigned by the IB, or by the school, in compliance with IB regulations, and relate specifically to the perception that academic misconduct has taken place in work which counts towards the award of the final Diploma. Should such academic dishonesty be suspected in the first draft of an IA, the EE or the TOK essay, it is likely that the internal sanctions above will apply. However, if the suspected malpractice occurs at a later stage, either once work has been submitted to the IB, or when final versions of IAs are handed in with little or no time before the final submission date, misconduct investigation and sanctions will take place as detailed in the section below

Cheating

Violations of academic honesty will be divided into two levels. These levels are determined by the importance of the assignment and premeditation of the student.

Level One: Violations will be dealt with by the teacher in the classroom. Students who are caught cheating or plagiarizing will receive a zero on the suspect assignment.

Level one violations include [but are not limited to]:

- copying homework
- looking on another's test
- letting another student look on a test
- using other secretive methods of receiving or giving answers on a test
- taking information from another source that is not properly attributed
- working with others on an assignment that was meant to be done by individuals

A second level one violation will be considered a level two violation and will be dealt with accordingly.

Level Two: Violations are severe and will be dealt with by the teacher, the Academic Integrity Committee, the Coordinator, and/or the Governing Committee.

Level two violations include, but are not limited to:

- taking papers from the Internet, other publications, or other students
- taking any part of a test to use or give to others
- submitting a computer program that has been developed by another

These violations can be considered theft; therefore, any student who is guilty of a level two violation will receive a zero on the suspect assignment and will be penalized an additional equivalent number of points from his/her quarter grade. (Example: a 100-point assignment will equate to a 200-point deduction from the quarter grade.)

If plagiarism occurs, the student must still meet the minimum requirements of the course by rewriting the assignment according to teacher specifications. The points on this assignment will be added to the student's score

Level Three: Level three violations are extreme and will be dealt with by the administration of the school.

Level three violations would include [but are not limited to]:

- Stealing examinations
- Altering grades on a computer database

Sanctions would include [but not be limited to] removal from the sixth form.

External Consequence of Malpractice

The IB coordinator must inform the IBO if she suspects any malpractice in relation to a candidate's work after the work or an internal assessment mark has been submitted to the IBO. In such cases, or when an examiner suspects malpractice, the school will be required to conduct an investigation and provide the IBO with relevant documentation concerning the case.

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1. Candidates suspected of malpractice will be invited, through the Coordinator, to present a written explanation or defense.
2. Cases of suspected malpractice will be presented to the final award committee. After reviewing all evidence collected during the investigation, the committee

- will decide whether to dismiss the allegation, uphold it, or ask for further investigation to be made.
3. 3. If the final award committee deems evidence of malpractice insufficient, the allegation will be dismissed and a grade will be awarded in the normal way.
 4. 4. 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 IB Diploma or IB Career related qualification will be awarded to the candidate, but certificates will be awarded for other subject(s) in which no malpractice has occurred. The candidate will be permitted to register for future examinations at least one year after the session in which malpractice was established.
 5. If a case of malpractice is very serious, either because of its nature or because the candidate has already been found guilty of malpractice in a previous session, the final award committee is entitled to decide that the candidate will not be permitted to register for examinations in any future sessions.
 6. An IB qualification, may be withdrawn from a candidate at any time if malpractice is suspected

Process:

When a teacher has reason to believe that plagiarism has occurred, the following steps will be taken:

A. Teacher/Coordinator Action

- The teacher will investigate the matter with the student(s) involved.
- The teacher will communicate the outcome of his/her investigation to the Coordinator. The teacher, in consultation with the Coordinator, may decide to issue a consequence, and will communicate this decision in writing to the student and his/her parents as well as to the guidance counselor. This letter will be placed in the student's file. If a parent/student wishes to appeal the teacher's consequence, the Academic Integrity Committee may be convened to review the matter.

OR

The teacher, in conjunction with the Coordinator, exercising their professional judgment, may refer the incident to the Academic Integrity Committee for the following reasons:

1. The student denies the charge of plagiarism.
2. Several students are involved in the infraction, and the teacher does not have the capacity to perform a comprehensive investigation.
3. Other criteria warrant a broader investigation of the charge.

The teacher will forward copies of all information and written work pertinent to the Academic Integrity Committee prior to a hearing. A written request for a hearing, specifying the scope of the investigation, will be submitted and forwarded to the head of the Academic Integrity Committee.

B. The Academic Integrity Committee

- Upon receiving a referral, the Academic Integrity Committee will hold a hearing and investigate the charges of plagiarism/cheating.
- In order to assure a student's due process rights, the counselor and parents of the student will be informed prior to the hearing.
- The student will have an opportunity to appear and may be accompanied by a parent and/or counselor before the panel to shed light on the charges.
- The panel will interview other staff or students related to the inquiry.
- The Chairman of the Academic Integrity Committee will delineate the disciplinary consequences and outcome of the hearing in writing to the student, teacher, and parents.
- In all cases where a student has been found to have plagiarized, a formal letter will be placed in the student's file, describing the action and confirming the consequence(s) meted out by the school.
- The due process rights of the student will always be ensured.

The Academic Integrity Committee may affirm the teacher/Coordinator's consequence or institute consequences with lesser or greater severity.

If a student or teacher is not satisfied with the outcome of the Academic Integrity Committee's findings, he/she may appeal the decision of the academy's Governing Committee. Their decision is final.

Sources:

Adapted from the school policies of

- *East Hartford High School (1230), USA, with kind permission from Mr Michael Abelson, Diploma Programme coordinator (10 June, 2003).*
- *Windemere School's academic honesty policy*

<https://www.windemereschool.co.uk/media/35095/ib-academic-honesty-policy-version-10.pdf>

- Viborg Katedralskole
http://viborgkatedralskole.dk/fileadmin/Arkiv/Dokumenter/IB/Academic_Honesty_in_the_Diploma_Programme_Viborg_Katedralskole_.pdf