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| POLICY FOR | ACADEMIC HONESTY |
| PERSON RESPONSIBLE | DEPUTY HEADTEACHER |
| REVIEW DATE | DECEMBER 2022 |
| NEXT REVIEW DATE | DECEMBER 2023 |
| APPROVED BY | GOVERNING BODY / HEADTEACHER |

RATIONALE

Academic honesty is a set of values and skills that are embedded within the IB Learning Profile. The Malling School recognises the importance of these attributes in all courses and believes in building integrity and positive character in every student. This policy includes a variety of offences that are considered misconduct when dealing with academic honesty. The responsibility of the staff and students, with respect to honouring these values and ensuring that IB standards are being met, will be addressed. It is a goal of The Malling School to promote good academic practice and consistent to avoid incidences of misconduct.

DEFINITIONS OF MISCONDUCT

Plagiarism

Occurs when the candidate submits work as his/her own that includes the ideas or work of another person without giving credit. This includes information from books, journals, emails, DVD's and the Internet. Credit must also be given for any images, charts, data or graphs that are used.

Collusion

Occurs when one candidate allows his/her work to be copied or submitted for assessment by another student. In the case where the subject teacher requires students to collaborate, each student must submit final work that has been produced independently. Students may work together to gather data or research a topic but each piece of work being assessed must be written in the candidate's own words.

Duplication of work

Occurs when the same work is presented for different assessment components and/or diploma requirements. For example, if the student submits the same or a very similar piece of work as an internal assessment in a subject area for an extended essay, this would be viewed as misconduct.

Fabrication of data

Occurs when a candidate does not use authentic data but instead produces false data to be used in an assignment.

Cheating

Occurs when a candidate takes unauthorised material into an exam, exchanges information in any way with another student or uses an unauthorised calculator.

RESPONSIBILITIES

The IB coordinator will:

Inform candidate and parent/carer about The Malling School Academic Honesty Policy. Both the candidate and parent/carer will be expected to sign a waiver of acknowledgement with respect to the policy.

Organise and deliver information sessions, in collaboration with the Reflective Project teachers and/or librarian, during both years of the diploma to reinforce the importance of academic honesty and consequences. Sessions will be of a preventative nature educating students about locating reliable sources, paraphrasing and acceptable citation styles.

Report suspected misconduct to SLT and the IB information desk once exams have been written or an internal or external assessment submitted with a signed cover sheet.

Inform the candidate and parents (if student is not legal age) if the candidate is under investigation by IB for possible misconduct.

The subject teacher will:

To the best of their knowledge confirm that all work submitted by the student is authentic and original. Where possible, students will submit work using detection software.

Model academic honesty and support the Learning Profile during their daily lessons.

Inform students with respect to the policies that they will be expected to follow when preparing all assignments to avoid misconduct.

Warn candidates about the consequences of violating the academic policy.

Provide clear guidelines for learning tasks.

Promote the benefits of properly conducted research and respect for the creative efforts of others.

Design learning tasks that require thinking skills, and are not able to be completed by simply copying or falsifying information.

The candidate will:

Ensure that all work submitted for assessment is authentic and where necessary, correctly acknowledge. This includes but is not limited to the following; books, Internet, DVD's, emails, journals, online databases, charts, graphs, images and data.

Ensure that on collaborative assignments, the final work submitted is produced independently and written in his/her own words.

Take responsibility for his/her actions and seek help from the subject teacher, teacher librarian or IB coordinator when needed.

Sign a coversheet for each externally assessed component and all internally assessed components to confirm that his or her work is authentic.

INVESTIGATING MISCONDUCT

The staff of The Malling School believe in preventing misconduct through education and teacher modelling. In the unfortunate event that academic dishonesty does occur, staff and administrators will refer to the schools 'Assessment Misconduct Policy'.

If a student is suspected of cheating or plagiarizing, the teacher will inform the Examinations Officer and meet with the student to determine the nature and the extent of the incident and the student's understanding of the situation and intent.

Consequences

Will be progressive in nature and may include redoing part or all of the assignment or assessment.

Student may be requested to complete an alternative assignment or assessment.

May limit student access to recognitions, such as school awards and scholarships.

Administrators and/or teachers will communicate information to parent/guardian about the infraction and the consequences.

In the case that the misconduct occurs on an assessment piece specific to the IB Programme after the candidate has signed the cover sheet, the coordinator will report to the IB information desk for investigation.

At this point IB will initiate an investigation following the steps stated in article 21 – Investigating cases of suspected academic misconduct). IBO's final award committee will review each case regarding suspected misconduct and then decide to either uphold or dismiss the allegation.

Further Information

For complete documentation including investigation procedures, offences and their penalties please refer to Academic Honesty in the IB Educational Context (2016).

For advice and guidance please refer to General regulations Diploma Programme September 2016.

Article 20 – Candidates suspected of academic misconduct

Article 21 – Investigating cases of suspected academic misconduct