

ST ANDREW'S COLLEGE



INTERNATIONAL BACCALAUREATE ACADEMIC INTEGRITY POLICY

May 2019

PLEASE NOTE THAT STUDENTS CAN FAIL THEIR DIPLOMA FOR BREACHES OF THIS POLICY

Introduction

Assessment is a central component of the IB Diploma Programme. The Assessment Policy details the rationale for and the types of assessment that can be used over the two years of the programme. In order to have an equal and fair system of assessment it is vital that a culture of Academic Integrity pervades all modes of instruction and assessment throughout the programme. The principles of Academic Integrity will be taught to students throughout the programme. One of the qualities espoused by the IB Learner Profile is *principled*. Staff, students and parents must adopt a principled approach when any piece of work is submitted for assessment. They must be honest in claiming what is their work and what is not. Violation of this Academic Integrity policy is a serious offence which can ultimately lead to students not being awarded grades in one or all of their IB subjects.

The purpose of this policy is to

- Educate the members of the College community on Academic Integrity.
- Promote a culture of Academic Integrity.
- Give examples of academic dishonesty and how to prevent and detect it.
- Detail the individual responsibilities of students, parents, teachers and the school in promoting Academic Integrity.
- Detail the sanctions for breaches of the policy.

Malpractice and Academic Dishonesty

For the sake of clarity this policy will break academic dishonesty or malpractice down under three different main headings.

1. Cheating:

Examinations are designed for many reasons including the awarding of term grades and the final IB grade. Rules for these examinations are published by both St. Andrew's College and the IBO. Breach of these rules either intentionally or unintentionally can be defined as cheating. Common examples of cheating include (but are not limited to):

- i) Copying work from another student in an examination or a non-collaborative piece of work
- ii) Bringing notes or forbidden material into an examination regardless of whether this is intentional or not and regardless of whether this material was used or not.
- iii) Having a mobile phone, smart watch or other methods of communication in your possession during an exam.
- iv) Gaining access to the examination material prior to the examination.
- v) Unauthorised communication with others during an examination whether for your advantage or others.
- vi) Submitting another's work under your name or allowing your work to be used by another student in a non-collaborative piece of work.
- vii) Creating a false bibliography.
- viii) Creating false data in investigations.
- ix) Submitting false CAS records.
- x) In the case of the IB exams, communicating the contents of the paper within 24 hours of the exam.

2. Plagiarism: Plagiarism is defined by the IB as *the representation of the ideas or work of another person as the candidate's own*¹.

The IB Diploma Programme is a second level programme designed to help students prepare for university. It is fully acceptable for students to use the work or ideas of others as long as the source of the material is explicitly acknowledged in writing by the student in the piece of work. Students must be aware that the overuse of material created by others, even when correctly acknowledged, would reflect poorly on the grade for that piece of work.

To assist students, below are some of the common errors students make with regard to plagiarism:

- i) Copying work or ideas from other publications, including paraphrasing, without correctly referencing the source or author. This includes work from books, journals, websites, emails and other students and the use of charts, maps, diagrams, photographs, experimental data, interviews, and digital media without explicit acknowledgement of the source.
- ii) Mistakenly thinking that by adding the title and author of a source to the endnotes or footnotes that they can then quote directly from this source. Students must be clear when they are using a direct quotation (regardless of length). This must be done by the use of quotation marks. It is not sufficient to just quote the piece of work used when quoting directly, students must also reference the exact location of the quotation in the work.
- iii) When using the internet students must copy and paste the URL of the website used and the date accessed.
- iv) For Group 6 subjects such as music or visual arts, students should cite any works used as an inspiration for the creation of their work.

Turnitin

Turnitin is online software which is used by schools and universities to detect plagiarism. It does this by comparing submitted written text against the world's largest scholarly database. *Turnitin* does not just recognise exact passages of text but can also detect forms of paraphrasing and works in many languages. *Turnitin* will give teachers a report (which does not necessarily have to be given to students) which details matches between the submitted work and the work of others. There is no specific allowed or recommended percentage match for pieces of work, this depends on the nature of work being submitted and whether the work of others has been correctly referenced or cited.

The College uses *Turnitin* to detect plagiarism. Coursework is submitted electronically to the IBO and the IBO also uses anti-plagiarism software. If plagiarism is not detected on *Turnitin*, it does not imply that it will not be detected on other anti-plagiarism software.

3. Copying or collusion: Throughout the IB there are many occasions that students will work as groups either in class or during research projects. In the extended essay the students will have the guidance of a supervisor. Aside from using cited shared data gathered as part of an investigation or exploration, all work submitted by students must be written independently by each student. Unless explicitly directed by the teacher, students are not permitted to collaborate on the writing of a piece of work or sections of a piece of work.

Collusion also applies to assistance received outside of the student body. While students are permitted to receive help with the understanding of material from others outside of the school including friends, family or private tutors, it is not permitted that any such people provide assistance in the writing or production of any work to be submitted to either St. Andrew's College or the IBO. In the cases of homework it may be permissible for a student to receive assistance with the homework as long as they acknowledge this on the homework.

¹ *Academic Integrity* 2011, International Baccalaureate Organisation, page 3.

Communicating this policy

- This policy will be published on the IB section of the College website.
- Academic Integrity will have a dedicated section in the induction sessions for both IB students and staff.
- There will be a presentation on Academic Integrity at both the 5IB and 6IB information evenings for students and parents where each family will receive a hard copy of this policy to be signed and returned to the IB coordinator.
- Academic Integrity will be an agenda item on the opening IB staff meeting.
- Teachers will emphasise Academic Integrity throughout the year.
- The Librarian has a weekly class with IB students where they are taught about citing and referencing and the preparation of a bibliography. She will also provide guidance on an individual basis to students.

Responsibility for Academic Integrity

Students in the IB Diploma Programme are preparing to enter university and to embark on the next stage of their life. One of the requirements to enter the IB programme is that the students are independent learners who are willing to work hard. Below are sections which outline the advice and responsibilities of the different partners involved in the IB education of students in the College. Students and parents must realise that, while we will all work together to promote Academic Integrity, we consider the students to be at the age and maturity to accept responsibility for their actions and that the ultimate responsibility for academic dishonesty is with the student. Students are responsible for knowing about academic dishonesty and how to avoid it.

Advice and responsibilities for St. Andrew's College.

The IB coordinator is responsible to the Headmistress for implementing this policy.

St. Andrew's College should:

- i) read and understand this policy and the IBO Academic Integrity policy.
- ii) publish this policy on the school website.
- iii) provide instruction on the correct citing and referencing of work to all IB students and staff.
- iv) publish academic deadlines to give students sufficient notice of any work to be submitted to the IB and require that all staff adhere to these deadlines.
- v) communicate to both the student and their parents/guardian any instances of suspected breach of this policy.
- vi) store the IB examination papers in a secure location in accordance with the IB policy.
- vii) conduct the IB examinations in a fair way as detailed by the IB policies.
- viii) report to the IBO any instances of possible malpractice which occur during the IB examinations.

Advice and responsibilities for the student.

Students enter the IB programme in the understanding that work will be required of them throughout the programme and that parts of this work will form part of their final school and IB grades.

Students should:

- i) read, understand and abide by this policy and not engage in any forms of academic dishonesty.
- ii) consult with their subject teacher, Librarian or IB Coordinator where they are unsure of any aspect of this policy. Ignorance of the policy is not a defence against malpractice or academic dishonesty.
- iii) be aware of the requirements and criteria for work to be submitted.
- iv) record all sources so that they can cite them properly.
- v) review all work to be submitted before the dates of submission to ensure it complies with the stated policies and only sign the coversheet when you are sure that all work to be submitted is in order.
- vi) adhere to both the published deadlines and individual deadlines set by your class teachers and the IB Coordinator. Malpractice often occurs in times of pressure. A well-prepared student who adheres to their deadlines and informs their teachers or IB Coordinator of any difficulties can help avoid instances of malpractice or academic dishonesty.
- vii) consult the Librarian for guidance if unsure about plagiarism, citations or bibliographies.

Advice and responsibilities for the teacher:

As the day to day link between the school and the student teachers are well placed to both prevent and identify any instances of malpractice or academic dishonesty.

Teachers should:

- i) read, understand this policy and the IB Academic Integrity policy.
- ii) explain to their class this policy in context of their own subject.
- iii) provide opportunities for students to practice how to submit work correctly.
- iv) regularly assess your students so you are familiar with their standard and style of work.
- v) ensure that tasks set for the students are manageable both in their breadth and timescale and that students understand if it is a group or individual exercise.
- vi) be aware of the regulations regarding work to be submitted to the IBO for their own subject.
- vii) ensure to their best ability that any work submitted by students complies with this policy.
- viii) conduct timely reflections for the Extended Essay and TOK essay.
- ix) adhere to the published academic calendar for IB students. In a case where a teacher does not feel the class can meet a deadline they should consult with the IB Coordinator well in advance of the deadline.
- x) communicate any internal deadlines for their class to the students and also be mindful of other deadlines on the published calendar when setting these internal deadlines.
- xi) not provide undue assistance to students with any piece of work which will go towards the students' final IBO grade.
- xii) where the nature of the work being submitted allows, ask their students to submit any pieces of work which will be submitted to the IB via *Managebac* with *Turnitin* activated
- xiii) not sign an IB coversheet for a student in any instance where they are aware of, or suspect malpractice or academic dishonesty.
- xiv) report, in writing, any suspected instances of malpractice or academic dishonesty to the IB coordinator.

Advice and responsibilities for the parent/guardian:

While IB students approach the age of adulthood we are all too aware that they need assistance and support in how to approach their studies and also when making decisions. While the school has a central role in this, the advice and support of parents is essential in helping students navigate what is a challenging programme.

Parents/guardians should:

- i) read and understand this policy. If a parent/guardian is unsure of any section of this policy, they should contact the IB coordinator.
- ii) reinforce the importance of being principled and honest and why Academic Integrity is central to the IB programme.
- iii) reinforce the seriousness of any violation of this policy.
- iv) be aware of the internal deadlines document and discuss the different pieces of work their child has to submit.
- v) while supporting their children in the organisation of their work, not provide or collude in the provision of undue assistance to their children or other students when it comes to submission of work.
- vi) communicate any concerns they have about their child's progress to their child's subject teacher or form teacher as soon as possible, particularly if their child is struggling to complete a piece of work on time.

Deadlines

The College will publish annually a set of academic deadlines for submission of work to the IBO. Following submissions from IB teachers, these deadlines will be drawn up by the IB coordinator. The IBO has administrative deadlines for submitting all coursework to them. The IBO does not intend that these administrative deadlines are the target deadlines for the students and the internal deadlines will always be earlier than the IBO deadlines. Large pieces of work will be broken down into manageable sections, each with their own deadline.

Detecting academic dishonesty

The purpose of the policy is to educate all members of the IB community in the College on the importance of Academic Integrity. While we expect everyone will act in a principled fashion and abide by the policy, the College has in place certain practices to detect breaches of this policy. Among these are

- replicating the supervision conditions of the IB exams in the main end of term exams in both 5IB and 6IB.
- having examinations supervised by College staff as they know the students.
- regularly monitoring and checking on work done by students.
- using *Turnitin* to check for plagiarism in work.
- having students explain their work such as the *Viva Voce* in the Extended Essay.
- providing up-to-date professional development to teachers.

Breaches of this policy or the IB Academic Integrity Policy.

Violation of this policy or the IBO Academic Integrity Policy is very serious and can ultimately lead to the failure of the IB Diploma.

Trust and respect are very important between students and their teachers and also between students and their peers. A consequence of breaching the Academic Integrity policy is a loss of this trust and respect. While a sense of guilt or lack of personal integrity may not be sufficient at the exact moment a student breaches this policy, a consequence is that this guilt can build and fester. Not succeeding by fair and honourable ways can lead to future personal esteem issues. Students who breach this policy are also denying themselves the deep inner sense of personal satisfaction that comes from succeeding.

We would like to believe that all of our students and parents would act in an academically honest fashion, we know from experience that this is not always the case. For that reason, we have to specify consequences for academic dishonesty. Some of the consequences are stated in the Ladder of Referral in the Code of Behaviour.

Breaches of these policies can be considered under two headings:

- i) Work submitted to St. Andrew's College as part of our assessment regime, i.e. internal breaches of the policy.
- ii) Work submitted to the IBO for award or part award of either the IB Diploma or IB Certificates.

Internal Breaches of this Policy.

Cheating in examinations

Where a student is either caught or else suspected of cheating in a formal internal examination (Christmas, summer and trial examinations):

- i) A report of the cheating will be submitted in writing to the IB Coordinator.
- ii) The student should be informed that such a report has been submitted.
- iii) The student will be allowed to complete the exam unless their presence in the exam centre hinders others.
- iv) Following an investigation into the cheating the IB Coordinator can decide on various courses of action from a formal warning to any of the actions listed below.
 - a) Cancel part or all of the student's examination.
 - b) Inform other IB teachers of the cheating so they are vigilant in their own subject.
 - c) Inform the parents of the student involved of the cheating.
 - d) Record the cheating on formal school reports and transcripts.
 - e) In the case of repeated offences, follow the Ladder of Referral on the College Code of Behaviour.

Students caught cheating may not be allowed resit the exam in question. It should be noted that students can fail the year due to poor grades or a lack of grades. In such cases a student will not automatically progress from 5IB to 6IB.

Where a student is caught cheating in class examinations, the individual teachers are free to decide an appropriate sanction in their remit. It is, however, important that they inform the Form Teacher and IB Coordinator of any breaches of the Academic Integrity policy so this information can be stored centrally.

Plagiarism:

Students who submit plagiarised work in class will on the first occasion be warned of this by the teacher and depending on the deadline will be allowed another opportunity to submit the work. Subsequent instances of plagiarism will be dealt with by the IB Coordinator. A note will be kept on the student's file of repeated instances of plagiarism. A range of sanctions, including those in the section on *cheating in examinations* and also in the College Ladder of Referral, are available to the IB Coordinator.

Deadlines

Students should submit work by the deadline set by their teacher. Teachers may impose their own sanctions for missing a deadline including: class detention, recording on the student report/transcript or not accepting the piece of work. Regular missed deadlines should be reported to the IB Coordinator.

Collusion:

While this can be more difficult to prove, in the case of a doubt by a teacher, the student is responsible for convincing the teacher or IB Coordinator that the work submitted is their own. Teachers can refer to past grades or pieces of work when considering collusion and are not required to accept work that they believe in their professional opinion is not the work of the student. Normally an interview with the student by the teacher or another member of staff can ascertain how much of the work is from the student. On the first occasion of collusion, the student can receive a warning and depending on the deadline can be allowed to resubmit the piece of work. Subsequent instances of collusion will be dealt with by the IB Coordinator. A note will be kept on the student's file of repeated instances of collusion. A range of sanctions are available to the IB Coordinator including those above and in the College Ladder of Referral.

Appeals

Students/parents have the right to appeal any sanction or judgement made against them by St. Andrew's College or its staff firstly to the Headmistress and ultimately the Board of Management. Details of appeals are included in the College Complaints Procedure Policy.

External Breaches of this Policy.

This refers to work to be submitted to the IBO or cheating in IBO examinations. Procedures for breaches of the IBO Academic Integrity policy or examination regulations are detailed by the IBO in their publications. While the school has a responsibility to individual students it also has a responsibility to the IBO and to all other students to not only uphold these regulations but to also support the IBO in any investigation they wish to carry out regarding breaches of their policies.

The following are important:

- i) Teachers and students should read carefully any declaration they sign on official IBO coversheets before signing them.
- ii) Teachers and students should not sign the declaration where malpractice or academic dishonesty is suspected and should instead consult with the IB Coordinator.
- iii) Teachers cannot be compelled to sign a coversheet where they have sufficient evidence that malpractice or academic dishonesty has taken place.
- iv) Teachers should not sign a coversheet and then write on the coversheet or work submitted any doubts they have as to the authenticity of a student's work to the IBO.
- v) In a case of cheating in an IB examination or a second instance of plagiarism or collusion of a piece of work to be submitted to the IBO then the IBO may be informed by the school. In such cases they will refer that report to the final grade award committee. The IBO can request that students, teachers and the IB Coordinator provide statements on any allegations to them. **The ultimate sanction the IBO has is that it will award an N in that section of the examination which will lead to no mark being given for that subject and thus the IB Diploma cannot be awarded.**
- vi) The IB publishes details of how to appeal their decisions.

Review of policy

This policy should be reviewed annually. Any changes by the IB in regard to their Academic Integrity policy will be communicated by the IB Coordinator to teachers, students and parents and reflected in an updated policy.

Please sign below to confirm you have read and understood the St. Andrew's College Academic Integrity Policy.

Name: of student (please print): _____ **Form:** _____

Signature of student: _____ **Date:** _____

Name of parent/guardian (please print) _____

Signature of parent/guardian: _____ **Date:** _____