

Academic Honesty

A. Introduction

The Diocesans Boys' School (DBS) seeks to develop, promote and ensure academic honesty and personal integrity among students, teachers and other members of the community. The School's mission declaration states DBS students are expected to have a sense of trustworthiness, responsibility, fairness and considerateness.

The Academic Honesty System developed for the DBS IB Section is intended to enable students to be honest in all practices. It is not established as a tool to detect malpractice but rather seeks to prevent and discourage it.

DBS places high emphasis in promoting and supporting good learning practices, and as an IB school, seeks to promote all the qualities in the IB learner profile. In agreement with this and following guidance from the IB publication *Academic Honesty: guidance for schools, September 2003*, an Academic Honesty Policy has been developed.

For the purpose of developing DBS IB's own Academic Honesty Policy, the IB's definition for Academic Honesty *as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment* has been adopted.

In developing the DBS IB Academic Honesty Policy, members of the community are encouraged to be:

1. Thinkers, who make reasoned, ethical decisions.
2. Principled, who act with integrity and honesty and take responsibility for their own actions and the consequences that accompany them.
3. Open-minded, who are accustomed to seeking and evaluating a range of points of view.
4. Reflective, who give thoughtful consideration to their own learning and experience.

Following the IB's guidelines for *Maintaining academic honesty*, all future IB Diploma candidates and their legal guardians should be aware of the *General Regulations: Diploma Programme* established by the IB. These general regulations may be freely accessed at http://www.ibo.org/documentlibrary/regs_ibworldschools/documents/DP_regs_en.pdf

DBS IB considers it appropriate for possible IB candidates and their legal guardians to have access and knowledge to his document.

B. Terminology

In developing an Academic Honest System, DBS IB seeks to promote a culture of honesty within the student community. All members of the school community are responsible for promoting and maintaining academic honesty in the School as well as knowing and understanding the policy for academic honesty. A list of definitions is included for the purpose of this Policy. Wherever possible, definitions have been adopted from the IB's *Academic Honesty: guidance for schools, September 2003*. Some may present small modifications for the purpose of clarity and applicability of this document.

Academic honesty: A set of values and skills that promote personal integrity and good practice in teaching, learning and assessment.

Academic dishonesty: Performing, attempting to perform or assisting any other person in performing any activity that discourages the values and skills promoting personal integrity and good practice in teaching, learning and assessment.

Intellectual property: Forms of intellectual and creative expression, usually the result of human ingenuity that must be respected and are protected by law.

Authenticity: The quality of producing a piece of work that is based on a student's individual and original ideas and work of others fully acknowledged.

Malpractice: A behavior that results in, or may result in, a student or any other student gaining an unfair advantage in any academic activity, or that affects the results of any other student. Malpractice includes, but is not limited to, plagiarism, collusion and duplication of work.

Plagiarism: The representation of the ideas or work of another person as the student's own.

Collusion: Supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment for another.

Duplication of work: The presentation of the same work for different assessment components /subjects.

Paraphrasing: The rendition of another person's words represented in a new style and integrated grammatically into the writing.

Collaboration: Working together on a common aim with shared information, which is an open and cooperative behavior that does not result in "allowing one's work to be copied or submitted for assessment by another".

C. Development, Maintenance and Promotion of Academic Honesty at DBS IB.

1. General Overview

It is the student's responsibility to understand the Academic Honesty Policy established by the DBS IB and lack of knowledge of the conditions of this policy cannot constitute an allegation for academic dishonesty. However, it is in the School's best interest to provide the tools and promote the skills that will encourage academic honesty at all times. DBS IB actively promotes an academic honesty system within each subject area as well as offering a time frame for specifically developing the qualities, values and skills that will allow good practice amongst students.

At Bridging Programme level, this is highlighted through the *IB Skills Course* although academic honesty is promoted in all subjects.

i. IB Skills

"Academic Honesty" is not just a value, it is also a skill—one that can be developed, practiced, and mastered. The IB Skills course is taken by all Grade 10 Bridging Programme students and is especially designed to help student learn how to produce, identify and promote authentic pieces of work. Students learn academic writing and research skills, conventions for citing and referencing a range of text types, and methods for evaluating the validity and suitability of primary and secondary sources. A specific module of the course has been developed to allow students to understand and observe examples of malpractice—including collusion, plagiarism and misrepresentation of others' works, as well as the consequences of these infringements. Underpinning the course is the inquiry-based approach and framework of the IB Diploma's "Theory of Knowledge" (TOK) course, which encourages students to reflect on their own development as knowers and their ways of knowing. By the end of the course, students will be able to demonstrate academically honest practices that will be applicable not only in their IB Diploma programme, but also in their future studies at university and as lifelong learners.

2. Others

In addition to this skills-based preparation course, all subject areas have developed subject-related projects that allow students to develop subject-specific skills that promote good academic practice. For more information on all of these courses, please refer to Individual Subjects' Course outlines.

3. Advisors

Each student will be assigned an advisor – a teacher that will promote the student's development of desirable qualities as a life-long learner. The advisor *is not* a tutor, but may offer advice to students in an attempt to promote academic honesty and good practice. The advisor has frequent communication with the student's parents, and thus serves as a link to promote and report on good practice from the student, both in the school environment as well as at home.

The DBS IB team believes that if empowered with the appropriate tools and given the suitable spaces for the development of adequate skills, students will inherently develop the qualities embedded in the IB learner profile.

D. Rules and Regulations to Ensure Academic Honesty and Good Practice at all Times

1. General Overview

It is the responsibility of students to maintain academic honesty at all times. Students may, where the circumstances allow it, request assistance from their teachers, parents and advisors to ensure good practice is being carried out. Under no circumstances does ignorance of the conditions established constitute an allegation for malpractice.

The following are general guidelines for the promotion of academic honesty and good practice at both Bridging Programme and IB levels.

Further guidance for the promotion of academic honesty can be found in subject specific guidelines from the IBO website.

2. Submission of individual piece of work.

An individual piece of work submitted for assessment will always be an authentic piece of work; i.e it is based on the student's individual and original ideas with the ideas and work of others fully acknowledged. Under such premises a student submitting an individual piece of work will:

- a. Use the student's own language, expressions and ideas.
- b. Document ALL source material in a formal and appropriate manner.
- c. Use direct quotations adequately.
- d. Make appropriate use of and acknowledge paraphrasing.
- e. Acknowledge explicitly and appropriately any help provided by another person. The student should understand that any form of legitimate collaboration for an individual piece of work must be limited and justified.
- f. Provide a complete and comprehensive list of all references used, including books, CDs, web pages, images, statistics, etc.
- g. Make sure collaborative work does not result in collusion. Work that may have been produced by the sharing of information in an open and cooperative behavior to result in a common aim, does not result in work that can be partially or entirely copied by another.
- h. Never provide soft or hard copies of his individual work to another student.
- i. Never purchase or submit work produced by someone else.
- j. Never copy another student's work, either partially or totally.
- k. Never fabricate data.
- l. Never duplicate work, i.e submit the same/similar piece of work for two subjects.

1. Exam sessions

The regulations for exam sessions at the DBS will follow similar guidelines as those proposed by the IBO. For any exam session students must:

- a. Arrive on time. Good practice implies all students must present exams under the same conditions.
- b. Be present for the examination session. Allowing someone else to impersonate the examinee or impersonating someone else is a serious case of malpractice.
- c. Remain in silence. Any form of communication during examinations is deemed as malpractice. Exchanging information or in any way supporting the passing of information to another student about the content of an examination, is considered malpractice.
- d. Take only authorized material into examination rooms. This includes, but is not limited to, authorized calculators, dictionaries and notes.
- e. Comply with the instructions of the invigilator or person responsible for the conduct of the examination.
- f. Leave all examination material behind. Stealing examination material –before, during or after the exam is considered malpractice.
- g. Leave the examination room only when instructed to do so and following the exam supervisor’s instructions.
- h. The previous list is not exhaustive and students must use their common sense and reasoned ethical decisions to assess any situation which may lead into malpractice. When in doubt, a student is encouraged to seek advice so as to support good practice. Students are reminded that at the subject teacher’s discretion, work may be submitted in for on-line checking of plagiarism and collusion.

For examination sessions, students are provided with an examination calendar several weeks in advance. Students should clarify any doubts regarding rules and regulations for the examination session *prior* to the scheduled time of examination.

E. Provisions for suspected malpractice or academic dishonesty

Breaches of the *Rules and regulations to ensure academic honesty and good practice at all times* constitute a serious misdemeanor and are not treated lightly at the DBS IBO Candidate School. The following guidelines have been established to ensure equality in the treatment of any and all cases of suspected malpractice or academic dishonesty.

Breaches of academic honesty have been divided into three levels. These levels have been established according to the importance of the assignment and premeditation of the student.

1. LEVEL 1

In the first instance, work that is considered to be academically dishonest will receive a zero (0) as a grade. If the teacher considers it appropriate however, feedback may be offered to the student. The zero will constitute the percentage equivalent of the assignment, thus, if a piece of work worth 12% of the term grade is found to be academically dishonest, this 12% will be awarded a grade of 0. The student's advisor will be notified on the event. Parents will receive an informative letter. Additionally, a confidential record will be made to log in the incident.

Actions comprised in Level 1 include (but are not limited to):

- a. Collusion, e.g. copying homework, a report, an essay or any piece of non-collaborative work. Both the student copying and the student who allows for copying to occur are breaching academic honesty.
- b. Looking at another's test or quiz / allowing another student to look on a test or quiz
- c. Exchanging information or receiving information in any way during a test or quiz
- d. Copying material from a textbook, internet, video, etc. and presenting it as the student's own i.e. not paraphrasing properly and/or plagiarizing work.
- e. Taking unauthorized material into an examination room. This includes calculators, notes, and dictionaries.
- f. Disruption or misconduct during an examination session.

2. LEVEL 2

The second occurrence of a *Level 1* action, will be considered a *Level 2* action. Certain actions are immediately considered a *Level 2* (see list below). Work that is considered to be academically dishonest will receive an F as a grade. A confidential record will be made to log in the incident. The student's parents or legal guardians will attend a meeting to receive an explanation and to become involved. The Subject teacher, Advisor and IB Coordinator will be present at the meeting. The Discipline Committee Representative may be asked to attend (this is subject to the nature of the infringement). Both parents and student will be made aware that if third infringement of academic honesty occurs, the student will not be allowed to continue in the examinable course.

Actions immediately comprised in Level 2 (without having to occur twice) include (but are not limited to):

- a. Knowingly presenting another student's work as the student's own. This is considered plagiarism.
- b. Duplicating work. Knowingly presenting the same piece of work for two assignments or two different subjects.
- c. Buying, or by any means obtaining work and presenting it as the student's own. If a student sells, or by any means produces work for another student to present, this student too is seriously breaching academic honesty.
- d. Taking or stealing any part of a test to use or give to others.
- e. Impersonating another student for any piece of assessed or non-assessed work.

3. LEVEL 3

A third breach in academic honesty is considered a serious misdemeanor. A student found responsible of three infringements on academic honesty will not be allowed to continue on the examinable course and is liable to expulsion. The case will be taken to the Headmaster.

4. ACADEMIC HONESTY AND THE IB

Parents and students should at all times be aware that for any cases of reported malpractice, the IBO undertakes serious investigation. A teacher supervising examinable work for the IB, (for example, the extended essay, a lab report, a world literature assignment, etc.) may refuse to sign on its authenticity if the teacher suspects malpractice from the student. An examiner or coordinator may report on malpractice during an examination session.

These are merely examples of the breaches in academic honesty that will be directly reported to the IBO. In any circumstance, the IBO will take undertake serious investigation. Cases of suspected malpractice are presented to the final award committee and dealt with on a case by case manner. If an IB candidate is found guilty of malpractice, penalties will be imposed in order to

- Ensure that the candidate does not gain an unfair advantage
- Maintain the integrity of the examination session by excluding those candidates who have abused the system
- Deter other candidates from taking the same action
(as stated in the IBO's publication *Academic Honesty. Investigating Malpractice*).

Penalties imposed by the IBO are in accordance to the offence. The IBO randomly selects work submitted to assess the possibility of malpractice.

The IBO defines "an authentic piece of work *as+ one that is based on the candidate's individual and original ideas with the ideas and work of others fully acknowledged. Therefore, all assignments for assessment, regardless of their format, must wholly and authentically use that candidate's own language, expression and ideas. Where the ideas or work of another person are represented within a candidate's work, whether in the form of direct quotation or paraphrase, the source(s) of those ideas or the work must be fully and appropriately acknowledged" (*IBO Publication: Academic Honesty, July2009*).

In agreement with this statement, for any cases of suspected malpractice, the IBO in liaison with the school, will conduct the relevant investigation. Students are entitled to be informed of this process and the result of it. For any piece of external assessed components, (other than exams), the student signs a coversheet indicating the work produced is his original version and the supervising teacher signs acknowledging this to be true to the best of his/her understanding. A teacher may refuse to sign a coversheet if malpractice is suspected, and this is brought to the IBO for further referral.

For instances of academic malpractice referred to the IBO, the following are required:

- A statement from the teacher of the candidate for the subject concerned (or supervisor in the case of an extended essay).

This statement will inform on the guidelines given to students on how to acknowledge sources, avoid collusion within the particular subject, as well as background on the nature and extent of supervision given to the student and the procedure followed for verification of the originality of a candidate's work.

- A statement from the DP coordinator

This statement informs on the general guidance given to all DP students on how to acknowledge sources and avoid collusion. Any special circumstances must also be noted by the DP coordinator. The DP coordinator is asked to produce an opinion regarding the allegation, and in circumstances where malpractice is suspected during an exam session, DP coordinators are required to submit a seating plan. Rough notes or other pieces of work from the candidate suspected of malpractice may be asked for.

- A statement from the candidate

The content of the statement is left at the discretion of the candidate. The candidate should have enough time to prepare his statement.

A summary of an interview with the candidate regarding the allegation is not a mandatory step but may be included for reference at the IB coordinator's discretion. A relative or friend may be present at the Coordinator's discretion, but any written statement should solely be produced by the candidate in question. The candidate has the right to see all evidence, reports and statements corresponding to his case.

At all times and to preserve confidentiality, a student will be referred to by his candidate number, rather than by name. The IBO may reserve the right to publish or submit results for any and all DP candidates if a suspected case of malpractice is being investigated. Investigations may also occur after results have been awarded.

A case of suspected malpractice is presented to the final award committee. The committee decides with full discretion and with regards to the evidence presented, whether to dismiss the allegation, uphold it, or ask for further investigations to be made. 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.

If no consensus is reached about a case, the decision will be that of the majority. Each case of suspected malpractice will be judged on its own merit, taking into account all the evidence and information that is available about the case. Each case of malpractice is treated individually and regardless of other allegations of malpractice in the same examination session.

In an examination session, a candidate holding unauthorized material is deemed of malpractice, regardless of allegations of intentions of using or not the unauthorized material.

If a candidate is found guilty of malpractice during an examination session, no grade is awarded for the subject for which the offence took place.

If a candidate is found guilty of malpractice for an assessed component for a subject, marks will not be based on the remaining components for the subject and no grade is awarded for the subject for which the offence took place. For the case of Diploma Candidate students, these result in the Diploma not being awarded. The student may re-register as a Diploma candidate no less than one year after the session in which malpractice was established.

If a candidate is found guilty of malpractice for the third time, the candidate will not be allowed to re-register again. The IBO reserves the right to assess¹⁶the authenticity of the work submitted for assessment even after a certificate or diploma has been issued. If malpractice is established after the diploma or certificate has been issued, it may be withdrawn from the candidate causing the offence.