

Ross Sheppard High School

International Baccalaureate Academic Honesty Policy

What is academic honesty?

“Academic honesty in the International Baccalaureate (IB) is a principle informed by the attributes of the IB learner profile. In teaching, learning and assessment, academic honesty serves to promote personal integrity and engender respect for others and the integrity of their work. Upholding academic honesty also helps to ensure that all students have an equal opportunity to demonstrate the knowledge and skills they acquire during their studies. Academic honesty is an essential principle of the IB’s academic programmes that enhances the organization’s credibility and position as a leader in international education. As stated in the IB learner profile, all members of the IB community strive to be “principled”, acting with “integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities”. In all their studies for the Diploma Programme, students must demonstrate academic honesty and avoid any form of academic misconduct.” (quoted paragraph 1 and 2 of the Academic Honesty in the DP Programme pamphlet)

Principles of Academic Honesty

“The principle of academic honesty should be viewed positively by students and become a natural part of their academic study. This is not a study skill that is confined to the completion of the IB Diploma Programme; it should remain with IB students throughout higher education and beyond.”

-from Academic Honesty in the IB (Video)

Roles and Responsibilities:

(adapted from Page 7 of the IB Academic Honesty Document)

The **student** is ultimately responsible for ensuring that all work submitted is authentic, with the work or ideas of others fully and correctly acknowledged.

The **Head of School (Principal)**, and by extension, the **school's teachers**, must ensure that all students:

- understand what constitutes academic honesty, an authentic piece of work and intellectual property
- receive guidance on study skills, academic writing, how to conduct research and how to acknowledge sources
- understand what constitutes malpractice (particularly plagiarism)
- know the consequences of being found guilty of malpractice.

It is the responsibility of each **teacher** to confirm that, to the best of his or her knowledge, all student work is the authentic work of each student. Teachers are also expected to support and act on the school's policy on good academic practice and provide students with advice whenever necessary. In this respect teachers must act as good role models for the students.

Therefore:

- Students enrolled in IB courses at Ross Sheppard High School are expected to submit authentic work that represents the student's individual and original ideas and clearly acknowledges any and all work of others.
- Ross Sheppard students are expected to demonstrate personal honesty and integrity in alignment with the **IB Learner Profile**. "All IB learners strive to be 'principled', acting with integrity and honesty, with a strong sense of fairness, justice and respect for the individual, groups and communities".
- This is to be reflected in the individual student's participation in all forms of assessment whether it be
 - Internal Assessments (IAs like Math explorations, English Oral exams, International Language Oral exams, Science lab design IAs, Historical investigations, etc.)

- External Assessments (EAs like Works in Translation papers, International Language EAs, Theatre arts or Visual Arts portfolios etc.)
 - any other test, lab, or assessment generated within any IB group 1-6 course
 - as part of the diploma core such as Theory of Knowledge (ToK), Extended Essay (EE), Creativity, Activity, Service (CAS)
 - as any additional aspect generated as part of the study of the Alberta curriculum.
- Examples of forms of assessments include, but are not limited to, the following:
 - In-class and take home assignments
 - All homework
 - Quizzes, tests and exams
 - All written and oral work
 - Lab work and write-ups
 - CAS experiences, reflection and documentation
 - EE and ToK essays
 - All IB Internal and External Assessments

Communicating the Academic Honesty Policy:

•Ross Sheppard High School's General Academic Honesty policy is communicated to the students in the following manner:

- personal agenda books is posted in classrooms
- the main office and it is also
- posted for students and parents on school zone.

Students must sign a form on an annual basis to indicate that they have reviewed all school rules and understand them. It is as follows:

Ross Sheppard High School General Academic Honesty Policy:

Ross Sheppard students are expected to conduct themselves with academic honesty as they pursue their studies and complete assessments.

At Ross Sheppard we believe that students, parents and teachers all play a role when it comes to the honest academic practices of our students. We understand that students feel a lot of pressure to meet high achievement goals, and together with parents we want to help students to achieve these goals in an honest manner.

Students who authentically engage in a process of learning put themselves in the best position to achieve results that are both reliable and valid. Students who engage in academic misconduct do themselves a disservice in terms of contributing to a quality learning experience.

Academic Misconduct is the use of the ideas, words, structures, and/or any other type of work of another individual without proper citation or acknowledgement. Students also participate in academic misconduct when they share work with another student or use their own work for more than one assignment. Students should always discuss how to avoid plagiarism and academic misconduct with their teacher if they are concerned. When in doubt, students should ask their teachers for clarification.

At Ross Sheppard, the following definitions will be used to clarify specific types of academic misconduct:

- **Plagiarism:** the representation of the ideas or work of another person as your own.:
 - Use of phrases, ideas, images, text, articles without properly citing the source.
 - Copying in whole or part any work of another student
 - Using false doctor's notes, false parent calls or notes to avoid or delay exams.
- **Cheating**
 - Using unauthorized materials in an examination/essay.
 - Copying another students' work or answers during an exam or allowing others to look or
 - copy your answers
- **Collusion:** supporting malpractice by another candidate, as in allowing your work to be copied or submitted for assessment by another candidate.
- **Duplication of work:** the presentation of the same work for different assessment components and/or diploma requirements.
- **Misconduct during an examination:** including, but not limited to, the possession of unauthorized materials.
- **Disclosing information or receiving information:** disclosing or receiving information from another student regarding the content of an exam. In IB contexts this is forbidden for 24 hours after an exam.

Teachers are directed by board policy and the School Act/Education Act (forthcoming) to establish assessment that is both reliable and valid (see: Board Policy GK. BP). Reliable results are repeatable over time and valid results are results that reflect the intended assessment outcomes of the measure.

Consequences of Academic Misconduct

If a student is caught committing one or any combination of the above listed examples of academic misconduct, and it is a first time offense, the following disciplinary action may be taken:

- Teacher will bring the incident forward to school administration.
- Student will receive a one day in-school suspension.
- Parent/Guardian will be contacted.
- In the morning, the student will complete an academic integrity assignment, where they will research definitions of plagiarism/cheating from different post-secondary institutions, and consequences for offenses. Student will also spend time reflecting on how they will move forward to ensure academic honesty in the future.
- In the afternoon, the student will redo a modified assignment or exam where appropriate, at the teacher's discretion. The remainder of the day will be spent completing school work.

The IB Coordinator also provides documentation to the IB teachers with regard to principles and practices of academic honesty as defined by the IBO. Documents distributed and posted in IB classrooms include The IB Academic Honesty Flyer, Pamphlet, and posters as well as the Conduct of Examinations notices near May Examination periods. New IB Case studies in each of the subject groupings has also be distributed so they can be passed on to students. In addition, this documents are posted on the Student password protected Q Drive.

This IB Specific document (which we call the IB Academic Honesty Policy) as well as the General Regulations: Diploma Programme are posted on the school website and on school zone for students and their parents. Students and parents are encouraged to familiarize themselves with the documents and to become aware of the consequences of academic dishonesty. They must also sign a form prior to IB Exam registration that indicates that they have read, understand, and will adhere to all rules and regulations as prescribed by this document and IB protocols.

All teachers hold discussions stressing academic honesty to students. They positively emphasize the learning benefits to students conducting themselves with integrity and academic honesty in all forms of assessment.

IB teachers reinforce good academic practices and provide examples of conventions for acknowledging sources, advice on what constitutes intellectual property and authentic authorship as often as possible.

IB teachers set meaningful tasks that can be completed with the appropriate amount of scaffolding and provide guidance on the distinction between valid collaboration and unacceptable collusion

Internal deadlines for IB assignments are scheduled so that students have time to submit drafts to **Turnitin.com** or any other web based plagiarism checking device to determine where more appropriate citing is required. (Our school does not subscribe to this service as there are many other free services available on the web)

The librarian has quick reference materials readily available to help students learn in-text citation using multiple conventions (MLA, APA etc...) and we also post summary tutorials on the Q drive to help students follow the proper citation protocols. Additionally our EE advisors make sure that the students that they supervise are using the agreed upon convention of foot-noting for that subject area.

The librarian, IB Coordinator, English Teacher, EE Coordinator, and / or ToK teacher demonstrate our Q drive and or on-line resource centre that provides a citation tools to help students (during year 1 of the DP)

The Extended Essay supervisor also supports the candidate with ways to acknowledge sources in the extended essay.

The IB Coordinator reaffirms the values inherent in students conducting themselves as principled individuals via CAS experiences and informs students about appropriate conduct during the exam sessions; doing so at least two weeks prior to May Exams using the Conduct during Exams Notice and posts them as well as the Academic Honesty posters are posted in the exam writing locations. All students must sign a statement that indicates that they have read, understand, and will comply with all Examination Rules.

IB students are informed that the plagiarism software "Turnitin.com" or other free online plagiarism checkers are frequently used by teachers in a positive manner to help inform students where they need to work on their citations but also to investigate possible misconduct. Students are also warned that such analysis will also be conducted by the IBO and that the consequences of plagiarism are loss of an IB course and failure of the IB Diploma.

Misconduct Definitions: (all quoted from Academic Honesty in the Diploma Programme Flyer)

- **"Academic misconduct** is a behavior that results in, or may result in, the student or any other student gaining an unfair advantage (or a behavior that disadvantages other students) in one or more assessment components."

- **Examples of misconduct during an IB examination include:** taking unauthorized material into an examination (whether the student uses it or not), behavior that disrupts the examination or may distract other students and communicating with another student during the examination.
- **“Plagiarism** is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism.”
- **“Collusion** is defined as supporting academic misconduct by another student, for example allowing one’s work to be copied or submitted for assessment by another.”
- **“Duplication of work** is defined as the presentation of the same work for different assessment components and/or Diploma Programme requirements.

Academic Honesty Violations:

Depending on the severity of the violation, consequences for breaching the General Ross Sheppard Academic Honesty Policy or IB Academic Honesty Policy may include one or more of the following:

- Suspension
- Possible removal from the course

Ross Sheppard High School staff and administration have the expectation that all students will write their final examinations during the specified examination schedule. Parents are urged to please ensure that all plans for vacations are after the predetermined examination schedule. If students are not present to write their final examinations the following will occur:

- No students will be given scheduled final examinations early
- Students will be awarded a mark for the final examination that is one half of the course mark. This mark will be used to determine the overall course mark.
- This policy will be in effect for those students who discuss the issue of missing a final examination with their Assistant Principal prior to the examination
- Students who do not discuss their situation with their Assistant Principal and miss the final examination may be assigned a “zero” mark for the exam.

- documentation of the failure to exhibit academic integrity on Power School
- replacement of the evaluation with an alternate at the teacher’s discretion
- a reduced grade or a grade of 0 for the work in question
- loss of opportunity for a particular assessment (no mark to be awarded)
- referral to an administrator
- withdrawal from the course and loss of credits
- school suspension
- possible loss of Honors or Honors with Distinction Standing at the School

- dependent upon the severity of the misconduct put forth for possible suspension from the Edmonton Public School Board or removal from the school.

1. Any incident of misconduct on any first draft of an IB assessment (internal, external, CAS, ToK, EE) submitted will be addressed in the following ways:

- A meeting is conducted between the student, parent, IB teacher, IB Coordinator, and school administrator and one or several of the aforementioned consequences may be chosen to be applied. Documentation of the event will be placed on Power School.
- Under NO circumstances will the student be allowed to submit an assignment to IB (a final draft) that a staff member has identified as showing any signs of misconduct, and IB teachers will NOT sign any documentation that states otherwise. Staff will help to show the student how they have exposed themselves to misconduct and will use this as a teachable moment.
- Any student who has submitted suspect IB IA, EA, or other materials must redo the assignment in a supervised location or if they choose not to repeat, or properly cite the suspect assignment they will return the exam registration fee that the school has submitted on their behalf and will therefore lose the IB course.
- Registration in IB Coursework is a privilege not a right, and students may be removed from IB courses if they are caught in this action more than once.

2. If an incident of misconduct is initially missed by the supervising teacher for an IB External Assessment or on any IB Internal Assessment once the declaration on the cover sheet has been signed it will be addressed in the following ways:

- The IB Teacher and IB Coordinator inform the school administration that a student is suspected of misconduct.
- The IB Coordinator reports the incident to the IB Information Desk for investigation.
- The IB Coordinator and school administrator conduct an investigation including an interview with the student and parent.
- The IB Coordinator completes a report which includes: a statement from the teacher for the subject area concerned, CAS Coordinator,
- Or the Extended Essay supervisor, a statement from the IB Coordinator, a statement from the candidate (student), a summary of an interview with the student regarding the alleged misconduct.
- The student is subject to a penalty that will be determined by IB upon receipt of all relevant materials.

If a student is found guilty of misconduct by IB:

1. No grade will be awarded in the subject concerned and all IB fees are forfeited.
2. In the case of a diploma candidate, no IB diploma will be awarded to the candidate.
3. The academic misconduct will permanently be listed on the IB transcript.

Academic Honesty Policy Review:

This policy will be updated annually and a thorough review will be taken during each 5 year IB Review Self Study process.

Resources:

Carroll, J. July 2012. *Academic honesty in the IB*. IB Position Paper.
<http://blogs.ibo.org/positionpapers/files/2013/02/Academic-honesty-in-the-IB.pdf>.
Academic Honesty in the Diploma Programme (Student pamphlet)
Academic Honesty Guide (published August 2009, updated July 2011)
Academic Honesty in the IB (Video Resource)
Academic Honesty in the IB Educational Context (August, 2014)
General Regulations: Diploma Programme (April, 2014)
The IB Programme Continuum of International Education Effective Citing and Referencing (August, 2014)
Ross Sheppard's Code of Behavior Regarding Academic Honesty (2016)