



## **Academic Integrity Policy**

### **Ross Sheppard School Philosophy**

Ross Sheppard High School is a proud community of **inquiring learners** that **embraces challenges and celebrates successes in academics, athletics, fine arts, and service**. WE ARE SHEP represents the pride, tradition, and excellence that is exhibited in our halls on a daily basis. We provide a **caring, safe and inclusive environment** that focuses on **engaged teaching and lifelong learning**. Ross Sheppard High School believes that all students can thrive and be successful in an environment that is **kind, respectful, and safe**. Our key strategies to achieve our success are held within the terms of **RelationShep, ScholarShep, MentorShep, LeaderShep and PartnerShep**. A long-standing tradition that represents our **reflective** practice is **"If better is possible; then good is not enough"** as a means to foster growth and success for all.

### **IB Mission**

The International Baccalaureate aims to **develop inquiring, knowledgeable and caring young people** who help to create a better and more peaceful world through **intercultural understanding and respect**. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and **rigorous** assessment. These programmes **encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right**.

## **1. Purpose**

- To ensure that students and parents are aware of the expectations with regards to academic honesty and the consequences of academic malpractice.
- To create a positive culture of academic integrity in the school community.
- To maintain trust and credibility within the school community.
- To ensure fairness in opportunity for students.
- To develop respect for others by acknowledging when work is not a student's own.

## **2. Philosophy**

Academic integrity is a critical part of meeting IB's educational goals through the delivery of fair, reliable, and valid assessments. Towards this end, Ross Sheppard High School aims to create an "ethical culture" that embraces academic integrity and respect for the work of others.

## **3. Roles and Responsibilities**

### **A) Head of School will**

- ensure that the academic integrity policy is available to all members of the school community.
- ensure a shared understanding of the school's academic integrity policy among all stakeholders (teachers, students, parents).
- ensure implementation of the academic integrity policy by administrators and teachers.

### **B) IB Diploma Coordinator will**

- oversee activities related to instruction and assessment in IB classes.
- ensure that all IB regulations and policies are easily located on a shared electronic site.
- ensure that all school and IB policies are applied fairly and consistently.
- ensure a shared understanding of the school's academic integrity policy among all stakeholders (teachers, students, parents).
- ensure that the academic integrity policy is reviewed and revised regularly by IB teachers.
- report suspected instances of student academic misconduct and school maladministration to the school administration and/or the IB.
- supervise all activities related to the investigation of student academic misconduct and school maladministration cases.
- create a schedule of internal due dates for all IB assessments with sufficient time for plagiarism checks which is available to teachers and students.
- display the "Conduct of Exams" poster in central locations at least 1 month prior to the IB exams.

- inform students about appropriate conduct during the exam sessions at least three weeks prior to examinations.
- ensure that students sign a statement that indicates that they have read, understand, and will comply with all Examination Rules.
- ensure that storage of confidential IB material is secure and in accordance with rules laid out in the *“Diploma Programme: Secure storage of confidential IB examinations material booklet.”*

### **C) Teachers will**

- ensure that they understand the school’s academic integrity policy.
- provide instruction on academic honesty and acknowledgement of sources including, but not limited to
  - explicit instruction on methods to acknowledge the work of others.
  - providing advice on what constitutes intellectual property and authentic authorship.
  - emphasis on the learning benefits of integrity and academic honesty in all forms of assessment.
  - positive reinforcement of good academic practice.
- ensure that students are aware of the consequences of academic dishonesty.
- plan a manageable workload so students can allocate time effectively to produce work according to IB’s expectations.
- provide guidance to students throughout the process of creating work for assessment.
- provide written feedback on only one draft of the work as per IB’s instruction for specified IB assessments (such as written IAs, papers, extended essays, etc.), without editing.
- set meaningful tasks that can be completed with the appropriate amount of scaffolding.
- provide guidance on the distinction between valid collaboration and unacceptable collusion.
- ensure that all work submitted by students is the genuine work of the candidate using plagiarism software and/or familiarity with each student’s individual work.
- inform students that plagiarism software will be used by the IBO and that the consequences of plagiarism are loss of an IB course and failure of the IB Diploma.
- respond to student academic misconduct and support investigations.

### **D) Students will**

- ensure that they understand the school’s academic integrity policy.
- ensure that all work submitted is authentic, representing the student’s individual and original ideas, with the work or ideas of others fully and correctly acknowledged.
- report known instances of malpractice to a teacher, the IB coordinator, or an administrator.

- abstain from accepting non-permitted assistance from others including peers, relatives, tutors, or websites.
- abstain from giving undue assistance to peers.
- responsibly use information technology and social media.
- adhere to ethical and honest practice during examinations.
- 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."
- refrain from discussing the content of any examination paper with any person outside their immediate cohort within 24 hours after an examination ends.

#### **E) Parents will**

- ensure that they understand the school's academic honesty policy and the consequences of academic misconduct.
- support their children's understanding of IB policies and procedures.
- support their children in planning a manageable workload so they can allocate time effectively.
- abstain from giving or obtaining non-permitted assistance in the completion of IB assessments to their children.

### **4. Policy Overview**

#### **A) Definitions**

- **Academic integrity** refers to the personal choice to act in a way that allows others to develop trust in us. It includes making ethical decisions to produce legitimate, authentic and honest work.
- **Academic misconduct** is defined as the "deliberate or inadvertent behaviour that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment."
  - **Plagiarism** occurs when a student submits the work of others as their own without acknowledgement of the source.
  - **Collusion** occurs when a student allows their work to be copied or submitted for assessment by another.
  - **Duplication of work** occurs when a student presents the same work for different assessment components and/or Diploma Programme requirements.

#### **B) Academic Honesty Violations**

- submitting the work of others (obtained from peers of the internet) for homework or assessment.
- copying the work of others on tests and exams.
- bringing and/or using contraband in exam and test writing rooms (cell phones, notes, etc).

- using the work of others in assessments without proper acknowledgement.
- allowing your work to be copied or submitted by others.
- collusion with other students regarding information contained on secured assessments.
- using any site on the internet that changes your writing.
- using technology to circumvent exam protocols soliciting undue assistance from outside sources (including peers, parents, or online sources).

### **C) Consequences of Academic Misconduct**

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

- documentation of academic malpractice in log notes on PowerSchool.
- referral to an administrator.
- 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).
- withdrawal from the course and loss of credits.
- withdrawal from all IB courses.
- school suspension.
- possible loss of Honours or Honours with Distinction Standing at the School.
- dependent upon the severity of the misconduct, possible suspension from the Edmonton Public School Board or expulsion.

### **An incident of misconduct on a first draft of an IB assessment (internal, external, CAS, ToK, EE) will be addressed in the following ways:**

- under NO circumstances will a 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 documentation that states otherwise. Staff will show the student how they have exposed themselves to misconduct and will use this as a teachable moment.
- a meeting is conducted between the student, parent, IB teacher, IB coordinator, and school administrator.
- the event will be documented on PowerSchool.
- student who has submitted suspect IB IA, EA, or other materials must redo the assignment in a supervised location if time permits.
- if time does not permit, the student will forfeit the IB subject and will pay the school for the exam registration fee that the school has submitted on their behalf.
- registration in IB coursework is a privilege not a right, and students may be removed from IB courses due to academic malpractice.

**If academic misconduct on an IB assessment is discovered after the declaration on IBIS has been completed it will be addressed in the following way:**

- IB teacher and IB coordinator inform the school administration that a student is suspected of misconduct.
- IB coordinator reports the incident to the IBO for investigation.
- IB coordinator and school administrator conduct an investigation including an interview with the student and parent.
- IB coordinator completes a report which includes: a statement from the teacher, CAS coordinator, or Extended Essay supervisor for the subject area concerned; 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:**

- no grade will be awarded in the subject concerned and all IB fees are forfeited.
- in the case of a diploma candidate, no IB diploma will be awarded to the candidate.

## **5. Communicating the Academic Honesty Policy**

The IB Academic Integrity Policy is available to parents and students on the School's website. It is also posted on the Google Classroom for IB students and parents.

## **6. Policy Review**

This policy was initially developed by a committee of IB teachers at Ross Sheppard High School. It is reviewed by IB teachers and school administration as needed, or at least once every five years. Amendments are made as needed.

**Acceptable actions by students outside of an examination setting or if otherwise stated:**

- gathering feedback from peers.
- brainstorming ideas together.
- helping each other to peer edit.
- using spell check and grammar check to help make suggestions for improvement in writing.
- using a writing reference book.
- asking questions and seeking information from those with specific area knowledge.

## References

- Edmonton Public Schools (2021). *Student Rights and Responsibilities: Ross Sheppard High School*.
- Edmonton Public Schools (2021). *School Assessment Plan: Ross Sheppard High School*.
- International Baccalaureate Organisation (2015). *DP From Principles to Practice*.
- International Baccalaureate Organisation (2019). *Academic Integrity*.
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- International Baccalaureate Organisation (2020). *IB Programme Standards and Practices*.
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