



THE BRITISH  
SCHOOL  
Warsaw, Poland

# **Academic Honesty Policy**

## **Guidance for IBDP Students**



Updated: August 2017 by Dr J. Latkowski

Contents based on *Academic Honesty: Guidance for Schools*, published by the International Baccalaureate, (2003, 2011), Switzerland

## **ACADEMIC HONESTY: OUR POLICY**

### **It is the policy of The British School, Warsaw, that:**

- All Diploma Programme students understand the basic meaning and significance of academic honesty
- All work produced by Diploma Programme students is their own, authentic work
- All such authentic work has the ideas and words of others fully acknowledged
- Students understand and obey the rules relating to proper conduct of examinations
- Students understand the difference between collaboration and collusion, and that it is unacceptable to present work arrived at through a process of collusion

### **The aim of this policy is to:**

- Promote good academic practice and a school culture that actively encourages academic honesty
- Enable students to understand what constitutes academic honesty and dishonesty
- Encourage students to look to their teachers, supervisors and co-ordinator for support when completing assessed work in order to prevent any possible form of malpractice
- Ensure that students understand the importance of acknowledging accurately and honestly all ideas and work of others
- Explain to students that they have an important role in ensuring that their work is 'academically honest'
- Impart to students that plagiarism is a serious academic offence for which The British School shows no tolerance
- Explain to students precisely what penalties will be imposed should they be found guilty of malpractice

## **What is 'Academic Honesty'?**

Academic honesty refers to:

- Proper conduct in relation to the conduct of examinations
- The full acknowledgement of the original authorship and ownership of creative material
- The production of 'authentic' pieces of work
- The protection of all forms of intellectual property – which include forms of intellectual and creative expression, as well as patents, registered designs, trademarks, moral rights and copyright

## **Academic Dishonesty, therefore, involves:**

- Plagiarism
- Collusion
- Duplication of work

- All forms of malpractice

### **What is ‘Malpractice’?**

Malpractice is behaviour that results in, or may result in the candidate or any other candidate gaining an unfair advantage in one or more assessment component.

Malpractice may include:

- Plagiarism: The representation of the ideas or work of another as the candidate’s own
- Collusion: Supporting malpractice by another candidate – allowing one’s work to be copied or submitted for assessment by another
- Duplication of work: The presentation of the same work for different parts of the diploma
- Any other behaviour which gains an unfair advantage for a candidate or that affects the results of another candidate. This could include taking unauthorised material into the exam room, misconduct during an exam, falsifying a CAS record

### **Malpractice also includes:**

- Making up data for an assignment
- Taking unauthorised material into the examination room, including a mobile phone, an electronic device, own rough paper, notes ...
- Misbehaving during an exam, including any attempt to disrupt the examination or distract another candidate
- Exchanging or in any way supporting or attempting to support the passing on of information that is related to the examination
- Copying the work of another candidate
- Referring to or attempting to refer to, unauthorised material that is related to the examination
- Failing to comply with the instructions of the invigilator or other member of the school’s staff responsible for the conduct of an examination
- Impersonating another candidate
- Including offensive material in a script
- Stealing examination papers
- Disclosing or discussing the content of an examination paper with a person outside the immediate community within 24 hours after the examination
- Using an unauthorised calculator during an examination

## **DEFINING FORMS OF MALPRACTICE**

- **Collusion/Collaboration**

Collaboration involves working together with other students. There are occasions where collaboration with other candidates is permitted or actively encouraged. Nevertheless, the final work must be produced independently, despite the fact that it may be based on similar data. This means that the abstract, introduction, content, conclusion or summary of a piece of work must be written in each candidate’s own words and cannot therefore be the same as another candidate’s.

Working together is collaboration.

Copying someone else’s work is collusion. Even if you have ‘collaborated’ with another student, the work you present must be your own. Collusion is malpractice and will be penalised.

- **Plagiarism**

Plagiarism is passing off someone else's work, writing, thoughts, visuals, graphics, music and ideas as your own.

Plagiarised work is work which fails to acknowledge the sources which it uses or upon which it is based.

Plagiarism is a clear breach of academic honesty. It is also a criminal offence.

### **How can I make sure that I am not plagiarising material?**

- The simplest method of avoiding plagiarism is to honestly, accurately and clearly to acknowledge, by references in the body of your work, and/or in a bibliography at the end, each and every piece of material you used in the production of your work.
- All ideas and work of other persons, regardless of their source, must be acknowledged
- CD Rom, email messages, web sites on the Internet and any other electronic media must be treated in the same way as books and journals
- The sources of all photographs, maps, illustrations, computer programmes, data, graphs, audio-visual and similar material must be acknowledged
- Passages that are quoted verbatim must be enclosed within quotation marks and references provided
- All works of art, film, dance, music, theatre arts or visual arts must have their source/origin acknowledged
- Material cannot be paraphrased without acknowledging the source
- **The use of turnitin website should help the students in avoiding any intended or unintended form of plagiarism**

## **THE RESPONSIBILITY OF EACH STUDENT:**

As students, your responsibilities in respect of academic honesty include the following:

- You are responsible for ensuring that all work submitted for assessment is authentically yours
- You are responsible for fully and correctly acknowledging the work and ideas of others
- You are expected to review your own work before submission for assessment to identify any passages, computer programmes, data, photographs and other material which require acknowledgement.
- **You must submit all your work using turnitin. Failing to do this could result in an accusation of plagiarism, or a refusal to accept and submit your work to the IB.**
- You are expected to comply with all internal school deadlines. This is for your own benefit and may allow time for revising work that is of doubtful authorship
- Once a student has 'signed off' the official IB coversheet, indicating that and internally assessed piece of work is authentically his/hers, there is no opportunity to re-submit different work, if the first submission is deemed to be plagiarised.
- **You should be aware that a teacher has the right to refuse to sign your cover sheet if they do not believe you completed the work, and if you cannot prove your ownership to their satisfaction, or the satisfaction of the IB Co-ordinator. The IB will accept the teacher's decision in this case.**
- It is the student's responsibility, if academic dishonesty is suspected, to prove that all pieces of work are his/her own, and have not been plagiarised.

## THE RESPONSIBILITY OF EACH TEACHER

Teachers are responsible as follows:

- To be vigilant for obvious changes in a candidate's style of writing, for work which is too mature, too error-free or more characteristic of an experienced academic than a secondary school student
- Subject teachers are in the best position to identify work which may not be the authentic work of the student
- Teachers must ensure that texts have not been copied or paraphrased without acknowledgement
- Teachers supervising extended essays are required to:
  - Encourage and support the candidate through the research and writing of the extended essay
  - Provide the candidate with advice and guidance on the skills of undertaking research
  - Ensure the extended essay is the candidate's own work
- Teachers are expected to read and check candidates' work for authenticity before submission. This refers to all internal assessments.
- Clearly, all work for assessment must have been prepared according to the requirements of the relevant subject guide
- Any issues of authenticity arising from plagiarism and/or collusion before the submission of work for assessment must be decided within the school
- If the **co-ordinator** or teacher has reason to suspect that part or the whole of a candidate's work may not be authentic, that work must not be accepted or submitted for assessment. In such cases, the IB suggest that one of two possible courses of action may be adopted:
  - The candidate can be allowed one opportunity to revise and resubmit the work, which must be completed on time for the co-ordinator to send the work to the examiner by the appropriate IB deadline
  - If there is insufficient time, an F must be entered against the candidate's name on the appropriate mark sheet. This will result in no grade being awarded for the subject concerned. This will mean that no Diploma is awarded.
  - An F will be entered for candidate's work, in line with the point above, if the candidate is unable to prove, to the teacher's satisfaction that the work is his/her own, or when the teacher refuses to sign off the relevant cover sheet. Candidates must be prepared to prove their authorship, possibly through questioning on knowledge of the material presented.

The school may make further decisions, in line with its own disciplinary policy, which may include expulsion, in addition to, or even prior to, the suggested course of action noted above. If plagiarism is detected after a candidate's work has been accepted or submitted for assessment the IB (IBCA) must be informed.

## WHAT SUPPORT CAN STUDENTS EXPECT FROM TEACHERS/THE CO-ORDINATOR?

- Through its 'Academic Honesty Policy', the school makes it clear what constitutes academic honesty and an authentic piece of work
- The school will also make it clear to students what constitutes malpractice, particularly plagiarism and collusion
- This guide, subject teachers, extended essay supervisors and the IB Co-ordinator will provide clear and consistent guidance on academic writing and acknowledging sources.

Teachers will also provide assistance on how to paraphrase sources honestly, through correct acknowledgement.

- Students will be clearly informed how malpractice will be investigated, and what the consequences are of having been found guilty of malpractice
- Teachers must also actively use correct citing conventions when providing candidates with reference material
- Candidates will be advised at all times to act as honestly and as accurately as possible to acknowledge the ideas and work of others.
- Candidates will be provided with the 'Conduct of Examinations' prior to the Diploma exams, and this will be discussed fully in an IBDP Assembly.

## INVESTIGATING MALPRACTICE

- Investigations take place when:
  - A coordinator informs IBCA that malpractice may have taken place during an examination
  - An examiner suspects malpractice and provides evidence to justify his or her suspicion
  - An IB member of staff identifies examination material that may or may not be the authentic work of a candidate and provides evidence to justify his or her suspicion

An investigation of malpractice detected by an examiner outside the school may take the following form:

- The head of examinations administration will inform the co-ordinator that a candidate is being investigated for suspected malpractice
- The co-ordinator immediately informs the head of the school that a candidate is being investigated
- The co-ordinator will provide IBCA with:
  - A statement from the candidate
  - A statement from the subject teacher or extended essay supervisor
  - A statement from the co-ordinator
  - A summary of the interview with the candidate about the allegation of plagiarism
- The investigation should take place immediately, although it can be delayed until after the last written examination taken by the candidate
- Candidate's parents should be informed, but this decision will be taken by the head/the co-ordinator and will depend on the age of the candidate
- The planning and conduct of the investigation are left to the discretion of the co-ordinator, but the candidate's personal rights must be protected
- It is normal practice to interview the candidate with a relative or friend in attendance.
- The candidate must be shown the evidence and be invited to present an explanation or defence
- With the candidate's permission, a transcript of the interview may be taken and submitted to IBCA. The candidate must also be given the opportunity to provide a written statement.
- The candidate and his/her parents have a right to see evidence, statements reports and correspondence about the case. Evidence may be withheld to protect the identity of an informant.
- The candidate must be given a copy of the Regulations and his/her attention drawn to the articles which concern malpractice
- The candidate must be given sufficient time to prepare a response to the allegation

An investigation of malpractice which happens during an IB Diploma exam may take the following form:

- The candidate will be allowed to complete the exam. As little disruption as possible should take place.
- The co-ordinator should be immediately informed by the invigilator of his/her suspicions
- The co-ordinator should begin an investigation immediately the exam has ended. This will include interviewing the candidate, and taking written statements from everyone involved, including the candidate, and the invigilator
- The Head of centre should be informed as soon as possible
- The candidate's parents/guardians should be contacted – if the candidate is under 18, and with the candidate's agreement if she/he is over 18
- Full written statements should be submitted to the relevant section of the IB and these should be shared with the candidate and his/her parents
- The candidate must be allowed to complete all other exams in that Diploma session
- The IB will make the final decision as to whether or not there should be consequences.

An investigation of suspected or proven malpractice relating to internal assessments may take the following form:

- The candidate is told that there are doubts about the authorship of his/her work
- If the candidate agrees that the work is not his/her own, if time allows, and if the cover sheet has not been signed off by the candidate, then the work can be re-done
- If the candidate continues to insist that the work is his/her own, the subject teacher should be asked to provide a statement explaining why he/she believes that this can not be the case.
- The candidate, his/her parents, the subject teacher and the IB Co-ordinator should hold a meeting to discuss the situation fully. A record of the meeting should be kept.
- The candidate will be asked to provide evidence that the work is his/her own – corrected drafts, work of a similar style or standard completed earlier in the subject, or a brief test on the candidate's knowledge of the work – and the subject.
- The subject teacher's decision will be final, and the candidate must be aware that the school can award an F for the work, which the IB is extremely unlikely to question or dispute.
- If time does not allow, or the cover sheet has been signed off, the candidate should be informed of the situation, and that an F has been entered. Although the candidate can dispute this, it may be too late, as IA marks have already been entered. While the school will remain open to discussion with the candidate, it should be made clear that any further investigation may not be worthwhile, or result in a positive outcome.

## **CONSEQUENCES OF MALPRACTICE**

- If a candidate is found to have plagiarized all or part of one assignment then no grade will be awarded for the subject
- No Diploma will be awarded, but a certificate will be awarded for other subjects
- If the case of malpractice is very serious, the candidate may not be allowed to re-register for examinations in any future session

- An IB Diploma may be withdrawn from a candidate at any time if malpractice is subsequently established

An appeal may be made to the final award committee in the light of new factual evidence, within three months of the original decision.

The above sanctions refer to malpractice in a formal examination context.

The school has the right to apply other sanctions when dealing with malpractice internally including internal exams, tests, coursework (internal assessments) and homework procedures. Such sanctions may include suspension, expulsion, refusal to allow the student to attend the Graduation Ceremony, or to receive the school's graduation certificate.

### **SOME FINAL POINTS:**

- You should be aware that the IB randomly checks candidates' work for plagiarism using a web-based plagiarism prevention service
- The British School views all types of malpractice as extremely serious. Plagiarism (and other forms of academic dishonesty) is considered a serious academic transgression. No tolerance of any form of academic dishonesty will be shown, and the school will impose its own sanctions, in addition to those imposed by the IB

Remember – as an IB Diploma student, you are expected to be 'Principled'. You will act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. You will take responsibility for your own actions and the consequences that accompany them.

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