



Academic Honesty Policy

This document was reviewed by the MYP Coordinator, DP Coordinator and CP Coordinator

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Purpose

The purpose of this policy is to unify procedures with regards to academic honesty across the school, providing all stakeholders with a common ethos that is in line with the IBO's Academic Honesty Policy and the requirements of (I)GCSE examination boards.

Developing best practice

Academic honesty is part of IBO standards and practices for the MYP and DP. The Learner Profile encourages all Island School community members to be 'principled'. As part of the students' learning journey, they must learn to take responsibility for their own communication and research processes. The IB Approaches to Learning help to frame this:

- Self management: students understand their responsibilities and adhere to IS guidelines
- Social: we respect other people's work and ideas
- Communication: we develop reflective, effective and honest reading, writing, listening and speaking skills
- Thinking: we synthesize knowledge and apply it in the right context
- Research: we present research in the right context

Referencing:

- APA is the school preferred referencing system. Examples are here. <http://guides.libraries.psu.edu/apaquickguide/intext>
- Students are introduced to the APA system in Year 7 I&S
- Reference and citation systems are taught as part of the ATL framework
- Formal referencing and citations are required for specific summative assessments, research tasks and project based work from Year 7 to 13.

Malpractice

What constitutes malpractice by the IBO and other exam boards is considered malpractice at Island School. These examples are not exhaustive:

- Plagiarism:
 - Representation of another person's intellectual property (designs, patents, trademarks, copyright), ideas or work as the student's own.
 - It is acceptable to use someone else's words or ideas provided that the source is acknowledged.
- Collusion:
 - Allowing work to be copied or used by another student.
 - Working collaboratively on an individual task. Collaboration is often actively encouraged. However, unless explicitly stated, final work submitted by students must be in their own words and cannot be the same as another student's. For example, students may collaborate to generate data but each student's final report should be completed independently unless the task explicitly states that the group will submit work together.

- Obtaining outside assistance on an assessed tasks (e.g. from a parent, private tutor)
- Disclosing test material to a student taking an exam later
- Duplicating work for different assignments.
- Intellectual property can not be duplicated without referencing or permission as appropriate. Intellectual property is a creation of the mind such as a text or artistic work or invention or design.
- Any behaviour that gives one student advantage over another e.g. falsifying CAS experiences, taking material into an exam.

The school understands that there is a difference between an instance of misconduct and patterns of misconduct and both these will be dealt with in fair and transparent ways across the whole school according to the responsibilities below.

Responsibilities

Island School recognises that the responsibility for academic honesty lies with the students, parents and wider school community including the Intellectual Property Department, Hong Kong.

Students must

- Submit work that is academically honest
- Use turnitin when required by teachers
- Seek advice from teachers and library team if they are in doubt
- Sign an Academic Honesty contract for IBO programmes (MYP, DP)

Parents must

- Ensure that, to the best of their knowledge, students are academically honest when completing tasks outside school hours.
- Ensure that any private tutors they employ are fully aware of this policy

Teachers

Students may sometimes be tempted to plagiarize work because they are unable to cope with the task that has been set for them. They may recognize content that is relevant but may not be able to paraphrase or summarize, for example. To promote the

development of conceptual understanding in students, teachers must take responsibility to set meaningful tasks that can be completed either independently or with the appropriate amount of scaffolding. Making the process of inquiry visible should be integral to all teaching and learning in IB programmes. (IBO, 2014)

Teachers should:

- demonstrate and highlight academic honesty in their own work.
- support and guide students to develop excellent academic honesty practice by focusing on relevant AtLs in their teaching
- ensure clarity as to which tasks are to be completed individually and not collaboratively.
- ensure that students use turnitin wherever appropriate
- check for and challenge suspected academic dishonesty - positive intervention at an early stage
- communicate with the faculty leader when malpractice has occurred

Librarians:

- Collaborate with faculties to identify opportunities for teaching of Academic Honesty and related ATLs within the academic programme.
- Work with faculties to lead and support the delivery of the above.
- Deliver key sessions to IB Diploma students as part of the Extended Essay programme.
- Deliver training for teachers.

Curriculum Leaders

- Update this policy ensuring it is consistent with IBO expectations. (C3.5 5. The school develops and implements policies and procedures that support the programme(s). (IBO, 2011))
- Structure the school curriculum so that students build up their understanding of good practice over time.
- Ensure that teachers are trained to use Turnitin.com for external assessments.
- Ensure that students adhere to good practice at a level appropriate to their age or stage.
- Ensure that all stakeholders understand and uphold the value of academic honesty.
- Ensure that incidents of misconduct are dealt with in a timely, fair manner, in partnership with guidance staff, phase Vice Principals and parents when appropriate.

Senior Leadership Team

- Ensure that incidents of misconduct are dealt with in a timely, fair manner, in partnership with curriculum leaders, guidance staff and parents as appropriate. According to the situation, consequences may include:
 - A meeting between students, parents, guidance staff and subject teachers/Head of Faculty.
 - A record of an incident in the student's file.

- For external assessment:
 - Work with the school Examination Officer and HE Team to ensure that all regulations are adhered to
 - Inform the relevant examination board in the case of malpractice in relation to a candidate's work after the work has been formally submitted. Any suspected malpractice that has been submitted to the IBO or examination boards will be subject to their own malpractice policy and procedures.

Academic honesty specific to the IBCP Careers Related Core; BTEC L3 Nationals (QCF) (Pearson)

The delivery and assessment of BTEC work must strictly adhere to the guidelines laid out in the following Pearson/BTEC links.

What is Plagiarism; https://qualifications.pearson.com/content/dam/pdf/BTEC-Firsts/news/V727c2_BTEC_Plagiarism_factsheet.pdf

Internal Verification Guide

https://qualifications.pearson.com/content/dam/pdf/btec-brand/BTEC_Centre_Guide_to_Internal_Verification.pdf

Internal assessment Guide

https://qualifications.pearson.com/content/dam/pdf/BTEC-Firsts/news/Guide_to_Internal_Assessment_for_BTEC_Firsts_and_Nationals.pdf

Specific Island School approach is as laid out above but also includes these 4 steps to ensure academic dishonesty is detected and dealt with.

1. Theoretical based coursework and internal assessment is routinely submitted to 'turnitin.com' under the school license. This is done routinely and at the assessors discretion.
2. Where academic dishonesty is suspected students will have a discussion with the assessor based around sources used, and understanding of the content and its application.

3. Students who are deemed to have been academically dishonest that piece of work will be revoked and new one issued. The student will be limited to achieving at the Pass level for that newly issued unit. Parents, House staff, the Head of Faculty, Phase VP and IBCP coordinator to be notified.
4. Repeated academic dishonesty will be discussed in a committee including SHOH, SLT, and the IBCP coordinator or Head of Faculty. A decision to be made jointly as to the future enrollment of the student on the courses.

Consequences of infringement of policy

Consequences in the MYP and Middle Phase

If work submitted falls short of these expectations, in the first instance, the teacher will discuss it with the student and advise them further on our expectations and how to meet them. The teacher may ask for the work to be done again and they will notify the student's Tutor.

If it happens again, or there is malpractice in a test, the Tutor will involve the Head of House and the MYP Coordinator and parents will be invited to discuss an appropriate response.

Consequences in the DP and CP

If work submitted falls short of these expectations, in the first instance, the teacher will discuss it with the student and advise them further on our expectations and how to meet them. The teacher may ask for the work to be done again and they will notify the student's Tutor.

If it happens again, or there is malpractice on a test, the Head of House or Vice Principal will invite parents into discuss an appropriate response.

Repeated academic malpractice is a serious matter. The school is required to notify the exam board and it may result in exclusion.

Bibliography

Academic Honesty. 2011. Pdf. 2nd ed. Cardiff: International Baccalaureate Organization.

http://occ.ibo.org/ibis/occ/Utils/getFile2.cfm?source=/ibis/occ/spec/malpr.cfm&filename=general%2Fspecific_interest%2Fmalpractice%2Fg_0_malpr_sup_1107_1_e%2Epdf

Academic honesty in the IB educational context. 2014. Pdf. 1st ed. Cardiff: International Baccalaureate Organization.

http://occ.ibo.org/ibis/occ/Utils/getFile2.cfm?source=/ibis/occ/spec/malpr.cfm&filename=template%2Fmalpr%2Fg_0_malpr_sup_1408_1a_e%2Epdf

Intellectual Property Department Hong Kong

http://www.ipd.gov.hk/eng/intellectual_property.htm#01

International Baccalaureate Organization, "Introduction", Effective Citing and Referencing URL:

https://ibpublishing.ibo.org/server2/rest/app/tsm.xql?doc=g_0_malpr_sup_1408_1b_e&part=1&chapter=1

Middle Years Programme MYP: From Principles Into Practice. 2015. Pdf. 2nd ed. Cardiff: International Baccalaureate Organization.

http://occ.ibo.org/ibis/occ/Utils/getFile2.cfm?source=/ibis/occ/home/subjectHomeMYP.cfm&filename=dSpace%2Fen%2Fm_0_mypxx_guu-nc_1405_3_e%2Epdf.

Penn State APA referencing guideline <http://guides.libraries.psu.edu/apaquickguide/intext>

Appendix: Contracts

Island School: Academic Honesty in the IB DP & CP

Academic Honesty Expectations

Taking the School Code and the IB Learner Profile as their inspiration, Island School students inquire and then communicate their knowledge in a principled way. Island School students strive for excellence within a community founded on integrity and respect in which there is a strong emphasis on taking responsibility. As students move through the MYP, Futures and DP/ALP pathways they acquire and develop research skills, and build the integrity of their work, that they will need both in school and beyond as lifelong learners.

With these aims in mind, this document presents the school's expectations for DP and ALP students concerning academic honesty. Academic honesty must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment.¹ Failure to comply with the IBO's and the BTEC regulations may have serious consequences, not least the possible failure of the entire course.

Academic Honesty

Students must behave ethically in tests and comply with exam regulations.

All students are expected to demonstrate academic honesty in the completion and submission of all work. To achieve this, students need to know what is acceptable practice and they are educated on this by their House Team, Subject Teachers and the Library Team. This should enable them to learn to avoid collusion and plagiarism when using another person's work.

Collusion is the supply of work from one person to another, knowing that it will be submitted (in whole or in part) by that person as his / her own.

Plagiarism is the presentation of someone else's work as one's own, in whole or in part, without acknowledgement.

Paraphrasing It is perfectly acceptable to use someone else's words or ideas, providing the source of the information is acknowledged. Changing the order of words or phrases, or the order of the original sentence and failing to cite the source, is unacceptable and

regarded as plagiarism. Students must attribute ideas, information or quotations derived from a known source. Information that is common knowledge does not require an attribution. When there is doubt whether the information is common knowledge, the source should always be attributed.

If a student has any questions about academic honesty they are encouraged to seek advice from their House Team, Subject Teachers or the Library Team. Any work submitted for assessment must be properly referenced in accordance with exam board and/or school guidance.

Written work will often be put through 'turnitin' or similar checking tool to establish authenticity. All work which is to be submitted for external assessment will be authenticated by the school. The school will not submit work that cannot be authenticated as the student's own. Any questions over the authenticity of a piece of work will be resolved by interviewing the student to establish the work is their own.

Whilst it is acceptable to use templates and writing frames in preparatory work they are not permitted when submitting externally assessed course work. Whilst students are encouraged to seek feedback on their work it is not allowable to have a piece of work edited by another.

The consequences of general malpractice and plagiarism, intentional or not, in an exam or on piece of coursework are at the exam board's discretion. This can have severe consequences, one of which is disqualification from the IB Diploma or BTEC.

It is the responsibility of parents to ensure that any tutors employed are aware of the school's expectations with regard to academic honesty.

1 handbooks.ibo.org/xwiki/.../A8.1+The+meaning+of+academic+honesty?

Academic Honesty Contract

As an Island School student I recognise that:

- § I must behave in a honest and principled way when taking tests
- § Any work I submit will be my own
- § The text or ideas of another person, if incorporated in my work, must be acknowledged using a recognised convention of citation.
- § The acknowledgement of sources is a standard academic practice that must be observed.
- § The same piece of work cannot be submitted for different aspects of assessment.
- § I must not give my own work to another student knowing that it will be submitted for assessment as the work of that student.
- § It is a breach of regulations to give or receive confidential information about exams, or bring unauthorised material into an exam.
- § That apart from collaborative work specified by the exam board or a teacher, producing an assignment with another person is collusion and therefore a form of malpractice.
- § I must not attempt to gain, or offer to another candidate, an unfair advantage in any aspect of assessment.
- § All work that I submit for assessment must be authentic, and failing to sign a declaration to this effect may result in my work not being assessed.

If work submitted falls short of these expectations, in the first instance, the teacher will discuss it with the student and advise them further on our expectations and how to meet them. The teacher may ask for the work to be done again and they will notify the student's Tutor.

If it happens again, or there is malpractice on a test, the Head of House or Vice Principal will invite parents into discuss an appropriate response.

Repeated academic malpractice is a serious matter. The school is required to notify the exam board and it may result in exclusion.

Student name:	Tutor group:
Student signature:	Parent signature
Date:	Date:

Academic Honesty Policy and Contract - MYP

Taking the Learner Profile as their inspiration, Island School students inquire and then communicate their knowledge in a principled way. Students are taught to value academic honesty and guided in how to present their work in a recognised and acceptable format.

Academic honesty is a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment.¹ As students move

¹ handbooks.ibo.org/xwiki/.../A8.1+The+meaning+of+academic+honesty?

up through the MYP they are taught to present their work in an age appropriate manner so they develop the skills they will need for the Diploma and beyond as lifelong learners. Through the structured and stepped development of the AtLs, students acquire and develop research skills with a view to

Academic Honesty

All students are expected to demonstrate academic honesty in the completion and submission of all work. To achieve this, students need to know what is acceptable practice and they are educated on this by their Tutor, Subject Teachers and the Library Team. This should enable them to learn to avoid collusion and plagiarism when using another person's work.

Collusion is the supply of work from one person to another, knowing that it will be submitted (in whole or in part) by that person as his / her own.

Plagiarism is the presentation of someone else's work as one's own, in whole or in part, without acknowledgement.

Paraphrasing It is perfectly acceptable to use someone else's words or ideas, providing the source of the information is acknowledged. Changing the order of words or phrases, or the order of the original sentence and failing to cite the source, is unacceptable and regarded as plagiarism.

Students must attribute ideas, information or quotations derived from a known source.

Information that is common knowledge does not require an attribution.

When there is doubt whether the information is common knowledge, the source should always be attributed.

If a student has any questions about academic honesty they are encouraged to seek advice from their Tutor, Subject Teachers and the Library Team.

As an MYP student I recognise that:

- If I use the words or ideas of another person in my own work I must acknowledge it
- I must not give my own work to another student knowing they will submit it as their own
- Any work I submit will be my own
- Whilst I can work collaboratively with other students when allowed to do so by a teacher, I will also work independently when the task demands it.

If work submitted falls short of these expectations, in the first instance, the teacher will discuss it with the student and advise them further on our expectations and how to meet them. The teacher may ask for the work to be done again and they will notify the student's Tutor.

If it happens again, the Tutor will involve the Head of House and the MYP Coordinator and parents will be invited to discuss an appropriate response.

Student name		Tutor Group	
Student signature		Date	

Please sign and date. Then paste into your School Diary.