

## IB ACADEMIC HONESTY POLICY

Kingston Secondary School

### 1. Rationale

Academic honesty is a core value in our school. If a student submits work or parts of work that is not their own, they have not demonstrated the curriculum expectations. A breach of academic honesty is the theft of intellectual property and is treated with the utmost seriousness. Academic dishonesty undermines the integrity of the perpetrator as well as that of the school, the course and the programme; in accordance with the IB Learner Profile, IB students are principled, acting with integrity and honesty.

### 2. Definitions (from IBO document, Academic Honesty, 2011)

- Academic misconduct: behaviour (whether deliberate or inadvertent) that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more components of assessment.
- Plagiarism: the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgement.
- Collusion: supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another. Duplication of work: the presentation of the same work for different assessment components and/or diploma requirements.
- Malpractice also includes any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate (e.g. taking unauthorised material into an examination room, misconduct during an examination, falsifying a CAS record).

Responsibilities (from IBO document, Academic Integrity Policy, 11/05/2022)

### 3. Student responsibilities: It is expected that IB students:

- have a full understanding of their school's and the IB's policies
- respond to acts of student academic misconduct and report them to their teachers and/or programme coordinators
- respond to acts of school maladministration and report them to their teachers and/or programme coordinators
- complete all assignments, tasks, examinations and quizzes in an honest manner and to the best of their abilities
- give credit to used sources in all work submitted to the IB for assessment in written and oral materials and/or artistic products
- abstain from receiving non-permitted assistance in the completion or editing of work, such as from friends, relatives, other students, private tutors, essay writing or copy-editing services, pre-written essay banks or file sharing websites
- abstain from giving undue assistance to peers in the completion of their work

○ show a responsible use of the internet and associated social media platforms.

3. Teacher responsibilities: It is expected that IB teachers:

- ensuring that students have a full understanding of the expectations and guidelines of all subjects
- ensuring that students understand what constitutes academic misconduct and its possible consequences
- planning a manageable workload so students can allocate time effectively to produce work according to IB's expectations
- giving feedback and ensuring students are not provided with multiple rounds of editing, which would be contrary to instructions described in the relevant subject guides
- ensuring that all student work is appropriately labelled and saved to avoid any error when submitting assessment to the IB
- developing a plan to cross-reference work across multiple groups of students when they are preparing to submit final pieces of work for assessment in order to prevent collusion
- responding to student academic misconduct and supporting the school's and IB's investigations
- responding to school maladministration and supporting the school's and IB's investigations.

4. School and coordinator responsibilities: It is expected that the school:

- having an academic integrity policy, with scheduled plans for reviews and updates
- ensuring that teachers, support staff, students and parents and legal guardians have a common understanding of the IB's expectations with regards to academic integrity
- ensuring that teachers, support staff, students and parents and legal guardians have a common understanding of what constitutes student academic misconduct and school maladministration
- ensuring that teachers, support staff, students and parents and legal guardians have a common understanding of possible consequences for those that engage in student academic misconduct and school maladministration
- ensuring that students are held accountable, according to the school's own policies, when involved in an academic misconduct incident
- ensuring that teachers and school administrators are held accountable, according to the school's own policies, when involved in a maladministration incident
- immediately notifying the IB of any breach in the procedure for the secure storage of IB examination materials or the conduct of the examinations, in accordance with the procedures described in programme-relevant documents
- supporting the IB in any investigation into possible student academic misconduct, following guidance provided by the IB
- supporting the IB in any investigation into possible school maladministration, following guidance provided by the IB.

- ensuring that all school and IB policies are applied fairly and consistently
  - ensuring compliance with secure storage of confidential IB material policy and the conduct of IB examinations
  - ensuring that teachers, students and parents and legal guardians have a copy, read and understand the school's academic integrity policy and the programme relevant IB regulations
  - reporting suspected instances of student academic misconduct and school maladministration to the school administration and/or the IB
  - supervising all activities related to the investigation of student academic misconduct and school maladministration cases according to the school and/or IB policy.
5. Parent responsibilities: It is expected that parents of IB students:
- understand IB policies, procedures and subject guidelines in the completion of coursework or examination papers by their children
  - support their children's understanding of IB policies, procedures and subject guidelines
  - understand school internal policies and procedures that safeguard the authenticity of their children's work
  - support their children in planning a manageable workload so they can allocate time effectively
  - understand what constitutes student academic misconduct and its consequences
  - understand what constitutes school maladministration and its consequences
  - report any potential cases of student misconduct or school maladministration to the school's directorate and/or the IB
  - submit only genuine and/or authentic evidence to support a request for inclusive access arrangements or adverse circumstances considerations for their children
  - abstain from giving or obtaining assistance in the completion of work to their children.
6. Measures to be taken to provide education and support
- a beginning of year assembly for all IB diploma students
  - policy document published on school website and simplified version included in course outlines
  - distribution of "Academic Honesty in the Diploma Programme" pamphlet to all DP students
  - regular in-class review of proper citation methods
7. Expectations & Examples of Academic Misconduct
- Creators are expected to acknowledge any source materials or ideas which are not their own and have been used in any way such as a quotation, paraphrase, or summary. Written or electronic source materials may include: • Visual • Audio • Graphic • Lectures • Interviews • Broadcasts • Maps

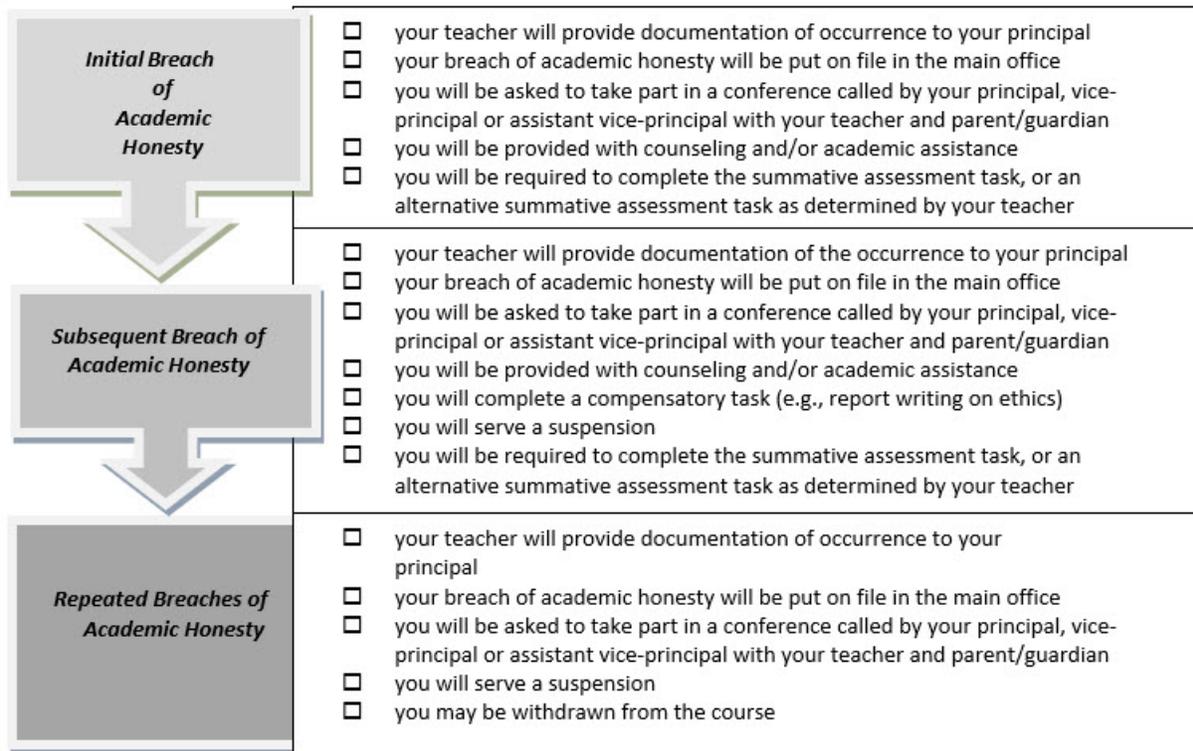
- Malpractice is most commonly a case of plagiarism or collusion (see definitions, #2 above) Other examples include:
  - i. taking unauthorised material into an examination room (such as cell phone, notes).
  - ii. leaving and/or accessing unauthorised material in a bathroom/restroom that may be visited during an examination
  - iii. misconduct during an examination, including any attempt to disrupt the examination or distract another candidate
  - iv. exchanging information or in any way supporting the passing on of information to another candidate about the content of an examination
  - vi. use of an online translation service or translation software (e.g. Google Translate) for written work submitted for a second language course (e.g. SL French)
  - vii. impersonating another candidate
  - viii. stealing examination papers
  - ix. using an unauthorised calculator during an examination, or using a calculator when one is not permitted for the examination paper
  - x. disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours after the examination.

8. Consequences of academic misconduct for IB assessments:

Are assessed on the Penalty Matrices, with levels of infringement ranging from Level 1 to Level 3b, with the higher levels reserved for more serious infringements.

The IB reserves the right to apply an investigative process for items unprecedented and thus not included on the Penalty Matrices.

9. Procedures for Reporting, Recording and Monitoring



- The DP Coordinator reports to IB Malpractice department for all occurrences relating directly to examinations.

10. Review of Academic Honesty policy

This policy will be reviewed every five years by a committee consisting of the Diploma Coordinator, a representative from Guidance, and an administrator.

Documents consulted during the preparation of this policy:

- Limestone District School Board (2010). Secondary Evaluation and Reporting Procedures, Kingston, Ontario.
- Ontario Ministry of Education (2010), Growing Success: Assessment, Evaluation and Reporting in Ontario Schools, Toronto, MOE.
- Academic honesty in the IB educational context (2014), Academic Honesty (2011) and Academic Integrity Policy (2022) published by the International Baccalaureate Organization

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