



IB ACADEMIC HONESTY POLICY

Kingston Collegiate and Vocational Institute

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).

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

- Understand what constitutes academic misconduct.
- Know how to conduct research.
- Know how to acknowledge sources.
- Know the consequences of being in breach of IB regulations.
- Act in a responsible and ethical manner throughout their participation in the Diploma Programme.

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

- Make academic honesty a positive value to strive for, and not just a punishment or consequence when guidelines are not met.
- Provide opportunities for students to practice and to learn how to use other people's work in support of their own.
- Teach awareness of misconduct and procedures, including appropriate citation styles and referencing.
- Use the Board platform for assignment submissions thus enabling the originality check by *Turnitin.com*.

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

- Will communicate the academic honesty policy and consequences for misconduct as many ways as possible.
- Will emphasise that academic honesty is a part of the school culture and climate.
- Will remind teachers that a positive message regarding academic honesty is more important than only emphasizing consequences of misconduct.
- Will post the IB examination posters concerning unauthorized material at appropriate times and in visible places in the school, outside and inside the examination room.
- Will administer appropriate consequences using a progressive discipline philosophy (see Appendix A).

5. Parent responsibilities: It is expected that parents of IB students:

- Understand what constitutes academic misconduct.
- Know the consequences of their son/daughter being in breach of IB regulations.
- Model responsible and ethical behaviour in their support of their son/daughter throughout participation in the Diploma Programme.
- Promote and value learning over grades.

6. Measures to be taken to provide education and support

- a beginning of year assembly for all IB diploma students
- policy documents published on ManageBac & school website
- 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.

10. Consequences of academic misconduct for IB assessments may include:

1st offence - resubmit work (depending on submission deadlines) and have a restorative conversation with teacher and coordinator. If insufficient time available to resubmit, work will be submitted as is and IB Malpractice office will be notified.

2nd offence - resubmit work (depending on submission deadlines) and have a restorative conversation with teacher and coordinator and administrator. Suspension from school and student under contract with vice principal. If insufficient time available to resubmit, work will be submitted as is and IB malpractice office will be notified.

3rd offence - work will not be accepted. Suspension from school and possible removal from the IB program.

11. Procedures for Reporting, Recording and Monitoring

- Note in Student Information System (SIS) to monitor offences.
- Notice to be given to coordinator via email
- Teacher notifies administrator if second or third offence
- The DP Coordinator reports to IB Malpractice department for all occurrences relating directly to examinations.

The teacher is responsible for using a variety of tools, including submission to *Turnitin.com*, in investigating potential malpractice.

12. Review of 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) and *Academic Honesty* (2011), published by the International Baccalaureate Organization

Appendix A: School Process for Breach of Academic Honesty

Breach of Academic Honesty

Breaches of academic honesty are intentional attempts to gain credit for work that is not your own. For intentional cases where you have submitted work that is clearly not your own, your teacher will speak to you and the following steps will apply:

