

This document has been created to help students, teachers and parents understand the expectations of the International School of Almere, and it is written in line with International Baccalaureate guidelines.

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Academic Honesty Policy

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Why do we have this policy?

In your development at the International School Almere we will help you grow both in terms of your academic education and as a person. One way we aim to help you grow as a person is to create an understanding and appreciation of Academic Honesty.

A basic principle of the International Baccalaureate programmes is to reinforce the necessity to respect the work of others and to develop your own unique voice.

Therefore it is vital that you understand what it is to be academically honest, show academic integrity and what the consequences are if you fail to do so. It is therefore important that all ISAlmere students, parents and guardians read, and sign this document to confirm their understanding of the issues and consequences of infringement.

Have the confidence and take the time to let everyone know what you are capable of.

What is Academic Honesty?

What is Academic Dishonesty?

What is working in Collaboration?

What happens if you are academically dishonest?

What we expect of you

1. What is Academic Honesty?

Academic honesty is clearly defined by the International Baccalaureate –

An authentic piece of work is one that is based on the candidate's individual and original ideas with the ideas and work of others fully acknowledged. Therefore all assignments, written or oral, completed by a candidate for assessment must wholly and authentically use that candidate's own language and expression. Where sources are used or referred to, whether in the form of direct quotation or paraphrase, such sources must be fully and appropriately acknowledged.

(1.4 p2 IBO Academic Honesty)

Being academically honest means using your **own** ideas and thoughts, AND giving credit to the people whose ideas and thoughts you use.

For example, when you write an essay it is important to separate your ideas from those of others. After you think of your idea, question, or topic you should then search for relevant material in places such as books, magazines, the Internet, visual art, films etc. that can help you support your answer. But remember, when you use any of the ideas or images from your research, you must make sure to clearly document where you found them in your works cited list and as in-text references when applicable.

A clear separation of *your* ideas/work and those of others need to be documented with all papers you hand in.

2. What is Academic Dishonesty (Malpractice)

Academic dishonesty can take many different forms and if students are not careful they may unintentionally plagiarise.

Candidates must understand that passing off the work of another person as their own is not acceptable and constitutes malpractice. (2.3 p3 IBO Academic Honesty)

Plagiarism

Intentional – Knowingly using other people’s work and claiming it as your own and by not referencing where it came from. Students who leave their essays to the last minute often resort to plagiarism due to time pressure. Make sure you start your assignment as soon as possible so this does not happen to you.

Unintentional – This can happen if you reference incorrectly. Please make sure you understand referencing correctly. If you are not sure, ask your teacher or the librarian and they will be able to help.

Collusion – Giving someone your work or letting them copy your work to hand in as their own.

Duplicity - Handing in the same work for two different projects

Other Misconduct including but not limited to –

Cheating e.g. - Concealing notes or using unauthorized equipment during a test or exam, looking at other students’ papers, asking for answers during a test...

Falsifying information e.g. - changing data to suit your needs

3. What is working in collaboration?

Working in collaboration manifests itself in a group of students working on an assignment together and every team member is named in the list of authors. This is very different to when a group of students work on an assignment and only one author is named. This is **malpractice**.

4. What happens if you are academically dishonest?

Academic dishonesty is not tolerated at the International School of Almere we take this offence very seriously.

For MYP students

MYP1-MYP2 and new students:

During the first years of the programme students need more guidance and we use the ATL skills to prevent plagiarism.

1st time a student is caught plagiarizing:

- conversation with the teacher to understand the reason for the malpractice and explanation of it
- work needs to be repeated by the student
- incident will be filed through ManageBac

2nd time:

- conversation with teacher as well as MYP coordinator
- student research about plagiarism and its implication
- work needs to be redone using pen and paper only without access to research tool
- parents will be informed
- incident will be filed through ManageBac

3rd time:

- conversation with teacher as well as MYP coordinator
- parents will be invited
- work will receive a 0
- incident will be filed on ManageBac

Cheating during a test/exam in class in any of the MYP years:

- the students' needs hand in the work and will receive a 0 for it
- parents will be informed
- incident will be filed on ManageBac

MYP3-5:

Students in MYP3-5 have been guided throughout the programme with the use of ATL and understanding Academic misconduct. *For new students entering the MYP in these years, especially who have not been educated on the concept of Academic integrity, the same consequences applies as for MYP1-3 students.*

1st time a student is caught plagiarizing:

- conversation with teacher to understand the reason for the malpractice and the student understands its implications
- work needs to be redone using pen and paper only, without access to research tool
- parents will be informed
- incident will be filed on ManageBac

2nd time:

- conversation with teacher as well as MYP coordinator
- student research about plagiarism and its implication
- work will receive a 0
- parents will be informed
- incident will be filed on ManageBac

3rd time:

- conversation with teacher as well as MYP coordinator
- work will receive a 0
- parents will be invited
- incident will be filed on ManageBac
- there will be a discussion if the student is eligible for the IB programme

Cheating during a test/exam in class in any of the MYP years:

- the students' needs hand in the work and will receive a 0 for it
- parents will be informed
- incident will be filed on ManageBac

MYP5 e-assessment

e-portfolio:

If a student is caught plagiarizing before the work is submitted, depending on the context the student will need to redo the assignment without the use of a research tool. In some cases with the discussion of the MYP coordinator there is a possibility that the student will receive an F for the work on IBIS. If possible academic misconduct (for example, plagiarism, collusion) is identified after a candidate's work has been submitted to the IB Organization for moderation, the school's MYP coordinator must inform IB Answers as soon as possible.

Onscreen exams:

If a student is caught of academic misconduct (cheating) during the exams, the student will be withdrawn from the session and the IB will be informed.

The International Baccalaureat states -

If plagiarism is found by a moderator, the piece of work is not moderated. The school is contacted by the IB Organization and asked to deal with the issue. (20.2 p5 General regulations: MYP)

For Diploma Students

In Diploma Programme, each subject teacher has the responsibility to discuss with his/her students about all possible forms of academic dishonesty applicable for the particular subject.

Clear examples of academic dishonesty and solution for fixing the problems in each case will be given to students. Subject teachers will make sure that there is evidence of taking these steps with the students. They inform students about the use of tools for checking students work authenticity (Turnitin, viva voce, individual talks, etc).

The school community will pay special attention to the students new to the programme, who might have very little or no instruction about the Academic honesty principles.

All candidates are expected to correctly cite any borrowed information whether this be directly quoted, paraphrased, adapted or summarized AND all work used by the candidate must be listed in the bibliography.

The reader of the work must be able to clearly distinguish between the words of the candidate and the words of others. A reference in the bibliography is not sufficient. (IB, Academic misconduct investigation)

The mentor and the DP Coordinator keep the overview of academic dishonesty incidents per student. Depending on their frequency, the school takes steps progressively, from reinforcing the academic honesty guidelines, recommendation for another type of education which suits better the student learning profile or to deregistration from the examination session.

During DP1 and 2, students produce:

- formative and summative works, assessed by the class teacher
- summative assessments (written tests, school exams, presentations, school essays, school oral exams, etc), graded by the subject teacher, which contribute to the final grade
- internal assessments (part of the IB examinations) assessed by the subject teacher and moderated by the IB
- works which are externally assessed by IB (languages written tasks, written assignments)

If a student is found by the subject teacher/Extended essay supervisor/Extended Essay Coordinator/CAS supervisor/CAS Coordinator/mentor/other as being academically dishonest, the following steps are taken:

For any work produced as formative assessment:

- the student presents a written explanation of the reasons of academic dishonesty
- a talk between the student, subject teacher and DP Coordinator will take place
- the student will produce the work again during 45-90 minutes lesson (at the teacher's decision), with no access to research tools
- the new work will be graded as regular work
- the incident is noted in ManageBac on the student file
- the parents, and mentor are informed

For any work produced as summative assessment:

- evidence of student academic dishonesty will be submitted by the subject teacher
- the student will present a written explanation of the circumstances and reason of academic

dishonesty

- a talk between the student, the subject teacher and DP Coordinator will take place

-a grade zero is awarded for that summative assessment

-the incident is reported on ManageBac and in the student file

-the parents and mentor are informed

If a student is not present at the submission/completion date of a summative assessment (written test, school exam, oral exam, presentation, etc):

The subject teachers, pay special attention to the summative assessments (written tests, presentations, etc) as part of the teaching and learning process. These tasks are carefully planned by teachers and designed with utmost care. We want our students to take the summative assessment as moments of celebrating their achievements.

In case a student is absent when a summative assessment is due, according to the school rules, the parent/guardian has the obligation to announce the school when the student is absent.

If the student is absent with a reason, the due date will be rescheduled.

In case there is no information received from the parent till before the start of the written test or submission due time, a zero will be awarded as grade for that test/task. The grade will count when the final grade is decided.

For any work which must be submitted to IB as part of the final IB examinations (Internal assessments, Written tasks, Written assignments, Extended essays, Visual arts comparative study, Process portfolio and Exhibition):

When teacher introduces the mentioned exam component, the student is made aware of the tools needed in order to avoid the academic dishonesty.

The students receive time in class to develop these works. During this time, it is **crucial** that teacher observes the level of work, the ideas developed by each student, the data collected, the experiments stages, etc.

Authentication of student works by the subject teacher

When components are submitted to the IB for assessment, the subject teacher/supervisor must authenticate the student works. This can be done **ONLY** if the teacher sees development of the works during the two school years of Diploma Programme. Therefore, it is crucial that student shows stages of his/her works during the school years and does not show only the final product. Otherwise the teacher cannot authenticate the student work. As consequence, the work will be not submitted to IB and a grade will be not awarded for that component and therefore, the Diploma will be not awarded.

If the student submits a final draft proved as plagiarism or other form of malpractice by the subject teacher/EE supervisor (proofs: Turnitin originality report, talks with the student about the content of the work, viva voce etc):

- The student will present a written explanation of the reasons of plagiarism
- A talk between the student, subject teacher, DP Coordinator and parent will take place
- By the end of the due day, the student must produce a final draft which meets the school and IB requirements in terms of academic honesty. A maximum 90 minutes time will be given at the end of the school day for the completion of this task.
- The incident is mentioned on ManageBac in the student file

If the student submits a final version proved as plagiarism or other form of malpractice by the subject teacher/EE supervisor:

- The student will present a written explanation of the reasons of plagiarism
- A talk between the student, subject teacher, DP Coordinator and parent will take place
- The head of school is informed by the DP Coordinator
- By the end of the due day, the student must produce a final version which meets the school and IB requirements in terms of academic honesty. A maximum 90 minutes time will be given at the end of the school day for the completion of this task.
- The incident is mentioned on ManageBac in the student file

If all steps are followed and the student still submits a final version which shows unsatisfactory percentage of originality, the teacher will not authenticate the student work on the IB forms to be submitted to IB. As consequence, the work cannot be submitted to IB.

Further steps will be taken, for each individual case, in agreement with the head of school.

Malpractice during the completion of an IB examination component

If a student is proved to breach the IB regulations during the completion of IB examination components, then the IB regulations apply. Investigations will be made. The school will decide if the student receives an “F” for the component or/and the incident will be reported to IB. If malpractice has been found before a student has signed the cover sheet confirming that the final version is theirs, then the school will resolve internally. However if the coversheet has already been signed, then the school must hold an investigation and forward all information to the IB Organization. (para 30.1 p 8 General regulations : DP)

If infringement has been found and confirmed (unintentional plagiarism) by the IB, then no marks will be awarded for the part in question. (para 27/28 p 7 General regulations : DP)

Malpractice can lead to the withdrawal of the IB diploma. The International Baccalaureate states –

*The **candidate** is ultimately responsible for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged.* (3.5 p IBO Academic Honesty)

Once the IB organization is involved then the following steps are taken

- 30.2 *Candidates suspected of malpractice will be invited, through the coordinator, to present a written explanation or defence.*
- 30.3 *Cases of suspected malpractice will be presented to the final award committee. After reviewing all evidence collected during the investigation, the committee will decide whether to dismiss the allegation, uphold it, or ask for further investigations to be made.*
- 30.4 *If the final award committee deems evidence of malpractice insufficient, the allegation will be dismissed and a grade will be awarded in the normal way.*
- 30.5 *If the final award committee decides that a case of malpractice has been established, no grade will be awarded in the subject(s) concerned. No IB diploma will be awarded to the candidate, but a certificate will be awarded for other subject(s) in which no malpractice has occurred. The candidate will be permitted to register for future examinations at least one year after the session in which malpractice was established.*
- 30.6 *If a case of malpractice is very serious, the final award committee is entitled to decide that the candidate will not be permitted to register for any future examination session.*
- 30.7 *If the candidate has already been found guilty of malpractice in a previous session this will normally lead to disqualification from participation in any future examination session.*
- 30.8 *An IB diploma, or a certificate, may be withdrawn from a candidate at any time if malpractice is subsequently established.* (p 8 General regulations : DP)

5. What we expect of you?

The reputation we are building at ISAlmere is one of academically honest students who show integrity. We expect all students to exercise high levels of truthfulness if they are to fit with our philosophy.

Sometimes it can be unclear how to reference correctly. If you are in any doubt please ask your teachers or the librarian and they will be able to help you. If you do not you may be unknowingly plagiarising someone else work.

We expect that you take this policy seriously and to start your academic career with confidence.

Please sign the below to confirm you have read and understood this document.

Student name

Signature Student
Date

Signature Parent/Guardian

Please note that the academic honesty policy should be read in conjunction with the ISAlmere Referencing convention.

Works cited

IBO, General regulations: Middle Years Programme, 2007 IBO, 01 May 2011,
<http://www.ibo.org/become/guidance/documents/myngenregs.PDF>
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http://www.ibo.org/become/guidance/documents/DP_regs_en.pdf