

LWIS – Keserwan
Adma International School

Academic Honesty Policy

Updated 29-10-19



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"we measure success one happy learner at a time"

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Development of Policies

LWIS-Adma International School IB DP policies have been developed by the IB DP coordinator in collaboration with the IB DP committee. The committee includes the school principal, IB DP coordinator, IB DP teachers, TOK teacher, EE coordinator and supervisors, CAS coordinator, Head of Teaching and Learning, librarian, and members of the parent committee and student council.

The IB DP policies will be reviewed periodically at the end of each academic year in June and whenever updates are made available by the IB organization. They will be communicated to the school community through the school website, portal system, notifications, parent teacher meetings at the end of each term, and orientation sessions at the beginning of each academic year. They will also be available as hard copies in the library.

Introduction

The academic honesty policy aims to promote social, emotional, and moral academic growth in order to build ethical youths. The latter need to form their own ideas and opinions and will be expected to reflect these values in their work. They will be researching the work of others and will need to ensure they do not give the impression that these ideas are wholly their own. In fact, dishonesty and its consequences can be life changing.

There are several ways in which academic misconduct occurs and can be grouped under plagiarism and collusion. According to the American School of Cyprus “Academic Honesty Policy”, plagiarism corresponds to “the representation of the ideas or work of another person as the student's own” while collusion is defined as “supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another”.

According to the “Diploma Programme Assessment procedures,” the other forms of academic misconduct include:

- duplicating work to meet the requirements of more than one assessment component
- falsification or inventing fictitious data for an assignment
- taking unauthorized material into an examination room (this poster gives details)
- disruption of an examination by an act of misconduct, such as distracting another candidate or creating a disturbance
- exchanging, supporting, or attempting to support, the passing on of information that is or could be 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 the examination
- impersonating another candidate
- theft of examination papers
- disclosure or discussion of the content of an examination paper with a person outside the immediate school community within 24 hours after the examination
- use of essay-writing services (ghost-written or purchased essays) offering assistance in writing essays or other assessment materials. (52)

The school promotes good academic practice through encouraging and urging the students to:

- “ensure that all sources consulted have been acknowledged in the work using the MLA referencing style.
- make sure that information used is acknowledged in the body of the text and is fully listed in the bibliography.
- use quotation marks or indentation to show all text that is someone else’s exact words and should not forget to show whose words they are.
- cite their sources so that readers can find them; if they cannot state the origin of the source it is probably better not to use it” (“Sangam School of Excellence Academic Honesty Policy”).

Roles and Responsibilities

Teachers should:

- determine whether students’ work meets the IB’s and LWIS-AIS standards concerning academic honesty and use appropriate means to ensure its authenticity.
- apply teaching and learning methodologies that are defined in the school guiding statements and that reflect the IB requirements.
- apply LWIS-AIS Assessment Policy Handbook.
- be on time to class and duty since being punctual demonstrates a form of honesty.
- maintain an ethical approach when dealing with plagiarism, collusion, and academic misconduct of students.
- serve as exemplary role models.
- train their students in appropriate research methodology.

The librarian should guide and help students in:

- finding and providing resources.
- using citation managers.
- creating and maintaining a bibliography list.
- remaining honest and citing all sources using MLA referencing style. (“MLA Citation Guide”)

The administration should:

- make sure that the students and teachers comply with the academic honesty policy.
- apply the internal and external examination regulations as stated in relevant policies.
- be transparent in cooperating with external examination agencies.

Students must:

- use a standard MLA referencing style while using the ideas/work of others. (“MLA Citation Guide”)
- present all work submitted in their own words and acknowledge the ideas of others where collaboration has occurred.
- follow LWIS-AIS Academic Honesty Policy.

Consequences

Failure of a student to respect LWIS-AIS Academic Honesty Policy will lead to the stated consequences below:

First Time Offense

- Parents will be called in for a conference with the teacher and/or IB Coordinator or Principal, as deemed necessary.
- A documentation outlining the offense will go into the student's file.
- The student will receive an automatic zero on the assignment, exam, test, or assessment. No make-up work will be offered to compensate for the zero.

Second Time Offense

- The student may face an in-school suspension or out of school suspension and letter in student file.
- The student may be suspended from the IB Diploma Programme.
- The student will receive an automatic zero on the assignment, exam, test, or assessment. No make-up work will be offered to compensate for the zero.

Third Time Offense - A pattern has been established; the third offense is considered as repeated intentional plagiarism.

- An out-of-school suspension and a letter will be added to the student file.
- An automatic exclusion from the IB Diploma Programme will be applied.
- The student will not be invited back to LWIS-AIS the following academic year.
- Student may face automatic expulsion during the current school year.

Investigating cases of suspected academic misconduct

The IB coordinator will inform the Assessment Division, IB Global Centre, Cardiff, should academic misconduct have taken place during examination, and consequences will be imposed by the IB Diploma Programme final award committee after an investigation process (See Appendix A - Article 21 of "General regulations: Diploma Programme").

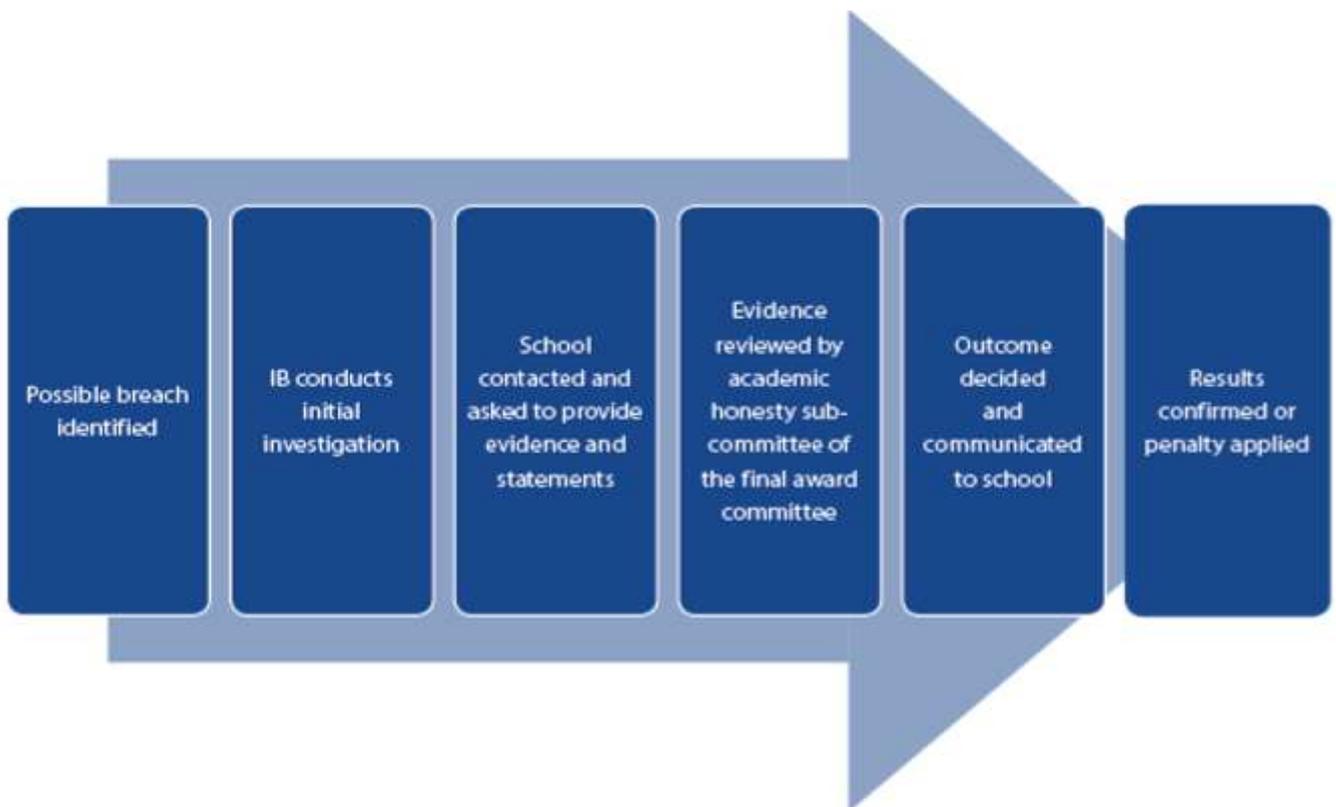
According to the "Diploma Programme Assessment procedures," these are some of the most common circumstances that will trigger an investigation.

- The IB DP coordinator informs the Assessment Division, IB Global Centre, Cardiff, that academic misconduct may have taken place during an examination.
- An examiner reports possible plagiarism or collusion.
- A sample of assessment material randomly submitted to plagiarism detection software(s) (by the Assessment Division, IB Global Centre, Cardiff) reveals that the work of a candidate may not be entirely authentic.

Before the IB will investigate a case of suspected academic misconduct, there must be clear evidence to justify a suspicion of wrongdoing.

- In the case of plagiarism, the evidence must be in the form of a source that appears to have been copied by a candidate.
- In cases of collusion, an investigation will only be pursued if the candidates' work shows clear similarities. (53)

The investigation process is illustrated in the figure below. (“General regulations: Diploma Programme” 54)



Appendix A

Article 21 of “General regulations: Diploma Programme”: Investigating cases of suspected academic misconduct

21.1 If questions arise about the authenticity of a candidate’s work before submission for assessment, the situation must be resolved within the school. If possible academic misconduct (for example, plagiarism, collusion) is identified after a candidate’s work has been submitted to the IB for assessment, the school’s DP coordinator must inform the IB as soon as possible.

21.2 When a school, an examiner or the IB establishes evidence to suspect academic misconduct by a candidate, the school will be required to conduct an investigation and provide the IB with statements and other relevant documentation concerning the case. If a school fails to support the investigation into possible academic misconduct, no grade will be awarded to the candidate in the subject(s) concerned.

21.3 If the IB notifies a school that a candidate is suspected of academic misconduct and that the IB has the intention of initiating an investigation, at the discretion of the head of school it is permissible for the candidate to be withdrawn from the session or from the subject(s) in which academic misconduct may have occurred. However, at the discretion of the IB the investigation into the suspected academic misconduct by the candidate may still proceed and a decision be reached on whether to uphold or dismiss academic misconduct. If a candidate is withdrawn from a subject no mark for that subject may contribute to the award of a grade in a future examination session.

21.4 Candidates suspected of academic misconduct must be invited, through the school’s DP coordinator, to present a written statement that addresses the suspicion of academic misconduct. If a candidate declines to present a statement, the investigation and decision on whether the candidate is in breach of regulations will still proceed.

21.5 The majority of cases of suspected academic misconduct will be presented to a sub-committee of the Final Award Committee. The sub-committee will normally comprise IB staff, school representatives, and chief/deputy chief examiners, but any group or combination of these persons may make decisions on cases subject to the approval of the Final Award Committee. The sub-committee will be chaired by the chair or vice-chair of the Final Award Committee, or a chief examiner nominated by the vice-chair.

21.6 Decisions of the sub-committee are made on behalf of and under the supervision of the Final Award Committee. After reviewing all statements and evidence collected during the investigation, the subcommittee will decide whether to dismiss the suspicion of academic misconduct, uphold it, or ask for further investigations to be made. If the sub-committee is unable to reach a decision, then the case will be referred to the Final Award Committee.

21.7 If the sub-committee decides that a case of academic misconduct has been established, a penalty will be applied in the subject(s) concerned. The penalty will, in the judgment of the sub-committee, be proportionate with the severity of the misconduct.

21.8 If no grade is issued for a subject that contributes to a candidate's IB Diploma, no IB Diploma will be awarded to the candidate. DP Course Results will be awarded for other subjects in which no academic misconduct has occurred. Except in cases of serious or repeated misconduct, the candidate will be permitted to register for future examination sessions, which may include the session that follows six months later, if the relevant registration deadlines are met. In the case of an IB Diploma Candidate, if the session in which the academic misconduct has been established is the candidate's third examination session towards achieving the award of the IB Diploma, no further IB examination sessions will be permitted.

21.9 If the candidate has already been found in breach of regulations in any previous session, this will normally lead to disqualification from participation in any future examination session.

21.10 If there is substantive evidence, the IB is entitled to conduct an investigation into academic misconduct after a candidate's results have been issued. If academic misconduct is subsequently established by the Final Award Committee, or its sub-committee, the candidate's grade for the subject(s) concerned may be withdrawn from the candidate which will also result in the withdrawal of his or her IB Diploma where applicable. (13-14)

References

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