

# IB Diploma Programme

## Academic Honesty Policy

---

Version: 1.2

- Date of implementation: June 2020
- Date of last review: June 2020
- Policy review date: June 2022

Related policies:

- Language policy
- Inclusion policy
- Assessment Policy

## Philosophy, Purpose & Scope of this policy

Inculcating the “IB learner profile” within our students is something that BCG is firmly dedicated to. One of the attributes the IB aims to foster in learners is the aspiration to be principled, which is expressed in the following words in the IB learner profile:

*We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences (IBO, 2013).*

Using this aspect of the learner profile as a touchstone, BCG commits to ensuring the highest standard of academic honesty and ethical scholarly practice amongst the student and staff body. As a school we think it is vital to imbue the students with the attitude that academic dishonesty is unfair and harmful to both the perpetrator and any party who has been misled or exploited as well as undermining the validity of the assessment process and the reputation of the IB Diploma Programme. The need for stringent application of academic honesty measures becomes particularly important during the core Extended Essay and coursework components. We also recognise that whilst becoming proficient in correct academic practice will enable our students to more easily make the jump to the rigorous expectations at university level, it is something we must take responsibility for teaching them.

The purpose of this policy is to:

- Promote a culture of good academic practice throughout the Diploma Programme
- Explicitly set out what types of behaviour must be avoided so as not to contravene this policy.
- Detail the responsibilities of BCG staff, students and parents/guardians to ensure compliance with the policy.
- Encourage students to look to their teachers, supervisors and DP Coordinator for support when completing assessed work in order to prevent any possible form of misconduct.
- Detail procedures for when an infringement has occurred.

As alluded to above, the scope of this policy is binding to BCG staff and students, parents and guardians during the Diploma Programme but for most students this will also have applied for the duration of their tenure at BCG. Whilst lower down the school the sanctions for infringement may not be the same, the general principle of honesty and integrity is endorsed.

## What is academic dishonesty? Types & Definitions

At BCG, we recognise that instances of academic dishonesty often come about as a result of confusion and lack of clarity regarding what dishonest behaviour actually is. Broadly speaking, the concept of academic dishonesty pertains to pre-prepared student work (such as essays, projects, presentations etc.) and examination misconduct.

The following list is a comprehensive range of the types of academic dishonesty that students must avoid:

- **Plagiarism:** *Representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgment*
- **Collusion:** *Supporting academic misconduct by another candidate, for example, 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 DP core requirements*
- **Taking unauthorised material into an examination room** *such as an unauthorised electronic device other than a permitted calculator, notes etc.*
- **Stealing examination materials**
- **Misconduct during examination** *such as an attempt to distract another candidate or failing to comply with the instructions of the invigilator.*
- **Copying from another candidate,** *either in an examination or coursework assignment*
- **The breach of ethical guidelines** *when conducting research or including inappropriate material in an assessment.*
- **Any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate,** *for example, falsifying a CAS record, disclosure of information to and receipt of information from candidates about the content of an examination paper within 24 hours after a written examination via any form of communication/media (IBO, 2014).*

Furthermore, students should be aware of what is meant by:

- **Intellectual property,** *including inventions, symbols, designs, artistic and literary works, names and images used in commerce*
- **Authentic ownership,** *ensuring work is original and genuine.*

## Principles

Here at BCG we recognise the important role assessment plays to ensure that our students are learning and developing the skills that they need to face life beyond the classroom. Through the completion of an assessed piece, students are able to develop their knowledge

and understanding of their subject and whether assessment comes in the form of coursework, examinations, or research project, we know that they are important reflections of a student's achievement.

However, we also understand that assessments are only able to be recognised by organisations that play vital components in our students' future, such as universities, if they can be trusted to be a genuine reflection of personal level of achievement. Doubt as to whether this is the case may arise if suspicion of dishonest acts is present in the assessment process, and it is our expectation that all members of the BCG community (students, staff, parents and legal guardians) are clear on what constitutes academic dishonesty and are aware of the consequences of academic misconduct and school maladministration.

The damage caused by these incidents, regardless of whether the act is intentional or accidental, directly impacts the learning process and the possibility of students achieving their desired outcome may be reduced if an act of academic misconduct has occurred. In addition, incidents can result in feelings of distrust developing among members of the school community as well as among colleges, universities, and other end-users of the qualifications. This distrust may lead to loss of confidence in the school's ability to promote academic integrity, which may have negative implications for the school's reputation and lead to the questioning of the validity of the obtained grades or qualifications that have previously been awarded to students.

As an organisation that is dedicated to the development of our student's learning and to the preparation of their future, we do our utmost to promote academic integrity and we work to ensure that all members of the BCG community support the principle of academic honesty. It is vital that they understand how and why assessments are carried out legitimately, under comparable conditions, meaning that all participants and qualification end-users are confident in the equity of the process. This way, not only do all students have the opportunity to learn through completing the work themselves, but all assessments produce true demonstrations of the student's achievement, and the validity of all grades and qualifications obtained by students at BCG can not be questioned.

Furthermore, as every member of the BCG community shares, demonstrates, and believes in the values and behaviours that underpin academic honesty we also develop our own personal integrity. Ultimately through following this policy, everyone involved in teaching and learning at BCG will become more principled individuals. We will consistently act in a respectful manner, treat others fairly, and take responsibility for our own actions - all of which are key attributes of the IB learner profile.

## Responsibilities

### The school:

- Through its 'Academic Honesty Policy', workshops, meetings, communications, displays and the sharing of the IB document 'Academic Integrity' (2019) BCG makes it clear to students, staff, parents and guardians what constitutes academic honesty and an authentic piece of work.
- The school organises workshops for students during Diploma Programme induction days to explain what constitutes malpractice, particularly plagiarism and collusion.
- All Diploma Programme teachers advise and remind students throughout their studies to act honestly and to accurately acknowledge the ideas and work of others.
- Students will be taught how to reference and cite correctly using the Harvard system through regular workshops led by the EE coordinator and librarian.
- The school librarian will be available to students during self-study periods to assist with correct researching, referencing and citing.
- The school clearly informs students, parents and guardians on how malpractice will be investigated, and the consequences of any infringement.
- The school will provide invigilators and candidates with the '*Conduct of Examinations Handbook*' prior to Diploma Examinations. Full training will be given to invigilators including information on relevant accommodations and access arrangements from SENCO. Examination conduct will be discussed fully with students in an IB Diploma Programme Assembly prior to each exam session, and regulations made available to parents and guardians.
- The school commits to upholding the integrity of official examinations by ensuring the safe storage of examination papers and adhering to rules and guidelines regulating the examination process.
- Recognising that plagiarism is the most common form of academic misconduct, BCG commits to provide ongoing training to staff and students on academic honesty, referencing and the use of anti plagiarism software.
- The DP Coordinator, the EE Coordinator, extended essay supervisors and subject teachers will provide clear and consistent guidance on academic writing and acknowledging sources.
- If plagiarism is detected by a teacher or Coordinator after a candidate's work has been accepted or submitted for assessment, BCG will inform the International Baccalaureate's Curriculum and Assessment office (IBCA).
- With considerations of good practice from IBO, BCG will run random checks on student's work in a suitable anti plagiarism software programme for evaluation purposes and all major assessments will be checked.

- All Handbooks relating to academic honesty and examination conduct will be freely available for the school community.

### **Diploma Programme Coordinator:**

- Understand what constitutes academic honesty and an authentic piece of work.
- Know the consequences of being found guilty of misconduct.
- Establish a school culture that actively encourages academic honesty.
- Support the IBO fully in the prevention, detection and investigation of misconduct.
- Understand additional responsibilities in the event of a candidate being investigated for misconduct.
- Make students aware of their responsibilities regarding Academic honesty.
- Explain the Academic Honesty policy to parents at workshops.
- Give students the `Academic Honesty in the Diploma Programme, Student Guide`. Refer to this document throughout the school.
- Show, and consistently remind the teachers to use the internal `DP Authenticity of Work Form` which students sign when submitting work.

### **Teachers:**

As BCG subject teachers are in the best position to identify work which may not be the authentic work of the student. Teachers are responsible as follows:

- To be vigilant for obvious changes in a candidate's style of writing, for work which is too mature, too error-free or more characteristic of an experienced academic than a secondary school student.
- Teachers are expected to read and check candidates' work for authenticity before submission. This refers to all internal and external DP assessments.
- Teachers are strongly encouraged to use the school's anti plagiarism software to check major assignments. This software must be used for final versions of the Extended Essay, the TOK essay, and where possible, all final IAs.
- Any issues of plagiarism and/or collusion before the submission of work for assessment must be resolved within the school, initially by the subject teacher, and then in discussion with the IB DP Coordinator. This process is explained in the "academic misconduct" section below.
- Teachers are expected to set an example of academic integrity to students.

### **Students:**

At BCG, students' responsibilities regarding academic honesty include the following:

- Students are responsible for attending all workshops and applying the recommendations and rules that are explained regarding referencing and academic honesty.
- Students are responsible for ensuring that all work submitted for assessment is authentically theirs.
- Students should not accept assistance in the completion or editing of work from friends, relatives, other students, private tutors, essay writing or copy-editing services, pre-written essay banks or file sharing websites.
- Students are responsible for fully and correctly acknowledging the work and ideas of others.
- Students are expected to review their own work before submission for assessment to identify any passages, computer programmes, data, photographs or other material which require acknowledgement.
- Students must submit all work using the school's anti plagiarism software. Failure to do this could result in an accusation of plagiarism, or a refusal to accept work for submission to IB.
- Students are expected to comply with all internal school deadlines. This is for their own benefit and may allow time for revising work, including acknowledgment of sources.
- Once a student has 'signed off' the official IB cover sheet, indicating that an internally assessed piece of work is authentically his/hers, there is no opportunity to re-submit.
- Students should be aware that a teacher cannot sign the cover sheet if they suspect academic misconduct, and if ownership of work has not been proven to their satisfaction or the satisfaction of the DP Coordinator. The IB will accept the teacher's decision in this case.
- Students are responsible, if academic dishonesty is suspected, to prove that all pieces of work are his/her own, and have not been plagiarised.
- As stated in the BCG Admissions Policy, students will sign the BCG DP and regulation and requirement form acknowledging the requirements and expectations of the Diploma Programme, including academic honesty.

### **Parents and legal guardians:**

Parents/legal guardians are responsible as follows:

- Parents are expected to attend DP meetings and workshops whenever possible and read all DP communications from the school.
- As stated in the BCG Admissions Policy, parents will sign the BCG DP and regulation and requirement form acknowledging the requirements and expectations of the Diploma Programme, including academic honesty.

- Parents will encourage their son or daughter to use the DP Assessment calendar to plan each assignment so that they can meet deadlines comfortably and help with scheduling of work at home.
- If doubts or concerns arise regarding academic integrity, parents will establish a good level of communication with the school and encourage their son or daughter to ask a teacher, EE or DP Coordinator for advice.
- Parents will let their child do his or her own work. Under no circumstances will parents help write assignments.

## Academic misconduct protocol

BCG will promote a culture of principled academic practice, teach students how to cite and reference correctly and provide ongoing support for both staff and students in order to prevent cases of academic misconduct. Consequences deriving from academic dishonesty or malpractice will be made clear. Before examination sessions, examination conduct and regulations will be discussed with students and their families and examination invigilators will be fully trained.

### **In-school Assessment Tasks**

Sanctions may be imposed by teachers for incidences of academic misconduct that relate to any piece of work done by students, regardless of whether in class, at home or project based including internal examinations or assessments which do not involve final pieces of official IB examination work.

If a teacher or another member of staff suspects malpractice in any such tasks the following protocol will apply:

- An internal investigation is carried out by the teacher and/or DP Coordinator. If it is decided that a student has committed academic misconduct, the following consequences will be applied:

1st offence - The student will be reminded of the principles of academic honesty and required to re-do the work. Parents will be notified by the tutor and the misconduct will be kept on the student's school records.

2nd offence - The student is given a score of zero for their work. Parents are notified in writing by the DP Coordinator and will be required to attend a meeting with the coordinator and their son/daughter.. The misconduct will be kept on the student's school records.

3rd offence/repeated offences - The student will be given a score of zero for their work. Parents are notified in writing by the DP Coordinator and will be required to attend a meeting with the Principal who will make a decision on final consequences.

## **Diploma Programme Internal Assessment Tasks**

BCG provides students with a clear internal assessment deadlines calendar, including dates for first draft submissions which are checked by teachers. It is hoped that adherence to this calendar will help prevent any unintentional breaches of academic honesty and/or give time for students to rectify any errors made.

If a teacher suspects malpractice in any IB Diploma Programme Internal Assessment tasks the following protocol will apply:

- The teacher will notify the Diploma Programme Coordinator with supporting documentation but an open allegation to the student will not be made and any suspicion of misconduct will be confidential
- The Programme Coordinator will determine whether misconduct has taken place based on information gathered through the investigation. The investigation will include interviewing the student and allowing the student to provide explanation and proof of authenticity
- If the investigation determines that academic misconduct did not take place, no record is kept
- If evidence of misconduct is confirmed, the student and their parents/guardians will be notified in writing by the Diploma Programme Coordinator and informed of the consequences.
- An appeal must be submitted within 7 school days of the date of the letter. The Principal will consider the appeal. The Principal's decision will be final and will be communicated to the student and parents in writing.
- The student will be required to revise and resubmit the work in time to meet BCG internal assessment deadline date. Failure to do so will result in NA being recorded on the appropriate mark sheet
- Copies of all records of investigation, correspondence and the assessment task will be kept on the student's school record

## **Diploma Programme External Assessment Tasks**

BCG provides students with a clear internal assessment deadlines calendar, including dates for first draft submissions which are checked by teachers. It is hoped that adherence to this calendar will help prevent any unintentional breaches of academic honesty and/or give time for students to rectify any errors made.

If a teacher suspects malpractice in any IB Diploma Programme External Assessment tasks the following protocol will apply:

- If any part or whole of the student's work is suspected of not being authentic, the work must not be submitted to the IB.
- The teacher will notify the Diploma Programme Coordinator with supporting documentation but an open allegation to the student will not be made and any suspicion of misconduct will be confidential
- The Programme Coordinator will determine whether misconduct has taken place based on information gathered through the investigation. The investigation will include interviewing the student and allowing the student to provide explanation and proof of authenticity
- If the investigation determines that academic misconduct did not take place, no record is kept
- If evidence of misconduct is confirmed, the student and their parents/guardians will be notified in writing by the Diploma Programme Coordinator and informed of the consequences.
- An appeal must be submitted within 7 school days of the date of the letter. The Principal will consider the appeal. The Principal's decision will be final and will be communicated to the student and parents in writing.

- If misconduct is identified prior to the BCG submission deadline, the student work will be required to revise and resubmit work in time to meet the due date. Failure to do so will result in NA being recorded
- If misconduct is detected once the assessment has been formally submitted by the deadline and confirmed following investigation, an NA will be recorded on the appropriate mark sheet and no grade will be awarded for the subject concerned. This may seriously impact on the student's eligibility for the Diploma under IB rules.
- If teachers detect misconduct after work has been formally submitted and accepted for assessment to the IB, the IB must be informed. The IB Diploma or a Certificate may be withdrawn from a candidate at any time if misconduct is subsequently established.

## Consequences of academic misconduct

At BCG we understand that penalties for academic misconduct are applied in order to ensure that no student has an unfair advantage over others, to maintain the integrity of the assessment process and to act as a deterrent against academic misconduct.

Examples of consequences imposed by the IB for academic misconduct can be seen in *Appendix A*. These consequences will be shared with students and parents/guardians.

## **Reference List**

International Baccalaureate Organization. (2013). *IB learner profile*. Retrieved November 25, 2020 from:

<https://www.ibo.org/contentassets/fd82f70643ef4086b7d3f292cc214962/learner-profile-en.pdf>

International Baccalaureate Organization. (2014). *General Regulations: Diploma Programme*. Retrieved November 25, 2020 from:

<https://www.ibo.org/globalassets/publications/become-an-ib-school/dp-general-regulations-en.pdf>

Appendix A

**Written and oral coursework and examinations**

Infringements	Level 1 penalty <b>Warning letter to the student</b>	Level 2 penalty <b>Zero marks for component</b>	Level 3a penalty <b>No grade for subject(s) concerned—see note 1</b>	Level 3b penalty <b>No grade for “parallel” subjects—see note 2</b>
<b>Plagiarism</b> <i>Copying external sources.</i>	Not applicable.	Between 40–50 consecutive words and incomplete acknowledgement of copied source(s).	More than 51 consecutive words copied and no acknowledgement of source(s) given—see note 3.	Not applicable.
<b>Peer plagiarism</b> <i>Copying work from another student.</i>	Not applicable.	Between 40–50 consecutive words with no acknowledgement and/or attempt to cite the copied source(s).	More than 51 consecutive words copied or submitting somebody else’s work as one’s own.	Not applicable.
<b>Peer plagiarism</b> <i>Student lending or facilitating their work.</i>	Student took reasonable steps to prevent their work being copied.	Student took no steps to prevent their work being copied or actively encouraged the copying of their work.	Student actively tried to sell their work to be submitted by others.	Student actively tried to sell the work of third parties to be submitted by others.
<b>Collusion</b> <i>Coursework only and when working collaboratively.</i>	Work of students show close similarity.	Work of students has similarities—less than 30%—and/or identical sections.	Work of students has extensive similarities—more than 31%—and/or identical sections.	Not applicable.
<b>Submitting work commissioned, edited by, or obtained from a third party—see note 4</b>	Not applicable.	Student submits work heavily edited by a third party to circumnavigate the rules on teacher support. <i>A penalty will be applied for any student in the same or different school providing the service or facilitating work.</i>	Student submits work that was entirely produced or edited by a third party. <i>A penalty will be applied for any student in the same or different school providing the service or facilitating work.</i>	For a student in the same or another IB World School providing the service.

Infringements	Level 1 penalty <b>Warning letter to the student</b>	Level 2 penalty <b>Zero marks for component</b>	Level 3a penalty <b>No grade for subject(s) concerned—see note 1</b>	Level 3b penalty <b>No grade for “parallel” subjects—see note 2</b>
<b>Inclusion of inappropriate, offensive, or obscene material</b>	Minor offence—see note 5.	Moderate offence—see note 6.	Major offence—see note 7.	Major offence.
<b>Duplication of work</b>	Not applicable.	Presentation of the same work for different assessment components or subjects. <i>Partial reuse of materials; penalties will be applied to both subjects with reused materials.</i>	Presentation of the same work for different assessment components or subjects. <i>Complete reuse of materials; penalties will be applied to both subjects with reused materials.</i>	Not applicable.
<b>Falsification of data</b>	Not applicable.	Presentation of work based on false or fabricated data.	Not applicable.	Not applicable.

## Conduct during an examination

Infringements	Level 1 penalty <b>Warning letter to the student</b>	Level 2 penalty <b>Zero marks for component</b>	Level 3a penalty <b>No grade for subject(s) concerned—see note 1</b>	Level 3b penalty <b>No grade for “parallel” subjects—see note 2</b>
<b>Possessing unauthorized material in the examination room—see note 8</b>	In candidate’s possession but surrendered or removed during the first 10 minutes of the examination.	In candidate’s possession but no evidence of it being used during the examination.	In candidate’s possession and evidence of it being used during the examination.	Not applicable.
<b>Exhibiting misconduct or disruptive behaviour during an examination—see note 9</b>	Not applicable.	Non-compliance with the invigilator’s instructions during one component.	Repeated non-compliance with the invigilator’s instructions during one examination or non-compliance during two or more examinations. <i>Penalties could be applied to multiple subjects if incidents happen during the completion of</i>	Not applicable.

Infringements	Level 1 penalty <b>Warning letter to the student</b>	Level 2 penalty <b>Zero marks for component</b>	Level 3a penalty <b>No grade for subject(s) concerned—see note 1</b>	Level 3b penalty <b>No grade for “parallel” subjects—see note 2</b>
			<i>different subject papers.</i>	
<b>Exchanging, passing, obtaining or receiving verbal or written information from other students during the examination completion time—or attempting to</b>	Not applicable.	Not applicable.	When candidates try, successfully or not, to share answers and/or examination content with others.  <i>Penalties will be applied to all candidates participating in the incident.</i>	For a candidate in the same or another IB World School aiding other candidates.
<b>Removal of secure materials such as examination papers, questions and answer booklets, from the examination room</b>	Not applicable.	Candidate attempting to remove secure materials, but identified by invigilators before leaving examination room.	Candidate successfully removing secure materials from the examination room.	Not applicable.
<b>Impersonating an IB candidate—both impersonator and person allowing impersonation</b>	Not applicable.	Not applicable.	For both candidates allowing or conducting an impersonation.	For the candidate conducting the impersonation.  <i>If the impersonator is not an IB student, the IB will try to establish their identity and inform the relevant awarding body that impersonator is or was registered for.</i>  <i>If the impersonator is an IB graduate, the IB will apply penalties retrospectively.</i>