

Academic Honesty Policy ISRLO

I. UNDERSTANDING ACADEMIC HONESTY AND MALPRACTICE

In striving to create a community (students and staff) that respects others work and culture while, at the same time, actively maintaining an environment of creative excellence, ISRLO upholds academic honesty. This is in keeping with the learner profile, requirements and ideals of the International Baccalaureate.

a. *IB academic honesty: MYP and DP*

- 1.1 All students of ISRLO are expected to understand the various forms of malpractice in connection with academic honesty and intellectual property. This is not restricted only to works of original authorship and creative material but also to proper conduct during tests and examinations.
- 1.2 'An authentic piece of work is one that is based on the *student's* individual and original ideas with the ideas and work of others fully acknowledged'.
- 1.3 'In understanding the concept of intellectual property *students* must at least be aware that forms of intellectual and creative expression (for example, works of literature, art or music) must be respected and are normally protected by law'.

b. *IB Malpractice:*

"Malpractice includes:

- (i) plagiarism: this is defined as the representation of the ideas or work of another person as the *student's* own.
- (ii) collusion: this is defined as supporting malpractice by another *student*, as in allowing one's work to be copied or submitted for assessment by another.
- (iii) duplication of work: this is defined as the presentation of the same work for different assessment components and/or diploma requirements.
- (iv) any other behaviour that gains an unfair advantage for a candidate or that affects the results of another *student* (for example, taking unauthorized material into an examination room (cheating), copying during an examination with or without the knowledge of the other person, falsifying data is making it up).
- (v) Copying works of art, whether music, film, dance, theatre arts or visual arts, also constitutes plagiarism. CD-Rom, e-mail messages, web sites on the Internet and any other electronic media must be treated in the same way as books and journals"

II. THE MOST COMMON FORMS OF MALPRACTICE AT ISRLO: UNINTENDED PLAGIARISM OR COLLUSION

- Ignorance — students simply do not understand the need to acknowledge the work of others.
- Careless note taking is a major cause of unintended plagiarism.
- Stress and competition — aligned to time management issues, students today work part time and in short time frames; this leads to shorts cuts.
- Out of control tutoring — tutors may provide more assistance to the point that the work is not that of the student.
- Cheating in self-defense — 'others do it so I will do it'.

- Perceived cheating by authority figures — it is important that teaching staff model the appropriate behaviours — e.g. all handouts must be carefully referenced.
- Lack of perceived punishment is a cause for unintended plagiarism.
- Students are natural economisers — they look for short cuts and will only put in an effort to an assessment task that ‘counts’.
- Students are faced with too many choices, so they put off low priorities and referencing or acknowledging works of others is considered low priority.
- Many students have poor time management and planning skills.
- Some students fear that their writing ability is inadequate, hence, they take recourse to plagiarism.
- Some students feel that papers are not read by teaching staff, hence, they feel they will not be caught by the teacher. This raises the issue of feedback to students.

III. LEGITIMATE COLLABORATION: COLLABORATIVE LEARNING AT ISRLO

Collaborative learning, or group work as it is commonly known, can be defined as a structured process where students are required to work in groups to complete a common task or assignment for a particular course. It has been identified as one of the most effective ways for students to become actively engaged in classroom activities (Davis, 1993; McKeachie, 1999; Nilson, 1998).

- Students are authorized and required to work in groups to attain a common goal.
- Joint findings/report is the expected outcome of collaborative work
- Students can also produce bifurcated work — a joint outcome and an individual outcome
- Teachers are clear (upfront) about what tasks and activities are authorized and unauthorized when giving a collaborative assignment

IV. MAINTAINING ACADEMIC HONESTY: ROLES AND RESPONSIBILITIES OF THE STAKEHOLDERS OF ISRLO

- (a) The head of international school –
- Establishes a school policy to promote academic honesty
 - Understands what constitutes academic honesty
 - Understands what constitutes academic dishonesty, particularly plagiarism and collusion
 - Provides the tools for teachers and students to detect and prevent malpractice
- (b) The IBDP/MYP coordinators –
- a. Implement the school policy on academic honesty by providing training to teachers on academic writing and acknowledging sources using the format provided by the Modern Language Association (MLA)
 - b. Facilitate web-based tools such as Turnitin.com for staff and students by administering its usage
 - c. Support teachers in the detection and investigation of malpractice in accordance with the IBO regulations and the school policy
 - d. Support teachers in preventing malpractice amongst students in accordance with the IBO regulations and the school policy
 - e. Resolve situations where malpractice has been suspected in students’ work according to school policy and IBO regulations

- (c) The teachers –
- Understand the format provided by the Modern Language Association (MLA)
 - Understand the IBO and school policy on academic honesty and implement it in the classroom by teaching students the MLA format through in-class assignments
 - Helping students to understand other forms of malpractice
 - Set up the Turnitin.com for the students for each class
 - Provide students with advice and support in acknowledging sources in academic writing such as end notes or footnotes
 - Mark students' work against prescribed assessment criteria according to the subject guides
 - Authenticate all work turned in by the IBDP candidates for internal and external assessment to the best of their knowledge
 - Remain vigilant and report to the IBDP/MYP coordinators any cases of suspected malpractice with supporting written evidence.
- (d) The students –
- Take the ultimate responsibility for ensuring that all work submitted (for internal and external) assessment is authentic. IBDP candidates sign declarations on cover sheets of work meant for internal and external assessments to confirm final submission.
 - Understand what constitutes academic honesty and malpractice, particularly collusion and plagiarism
 - Understand collaborative learning which is legitimate collaboration or group work
 - Acknowledge all ideas of others using the format provided by the Modern Language Association (MLA)
 - Cooperate with the school in situations of suspected malpractice
- (e) The parents –
- Understand the school policy and IBO policy
 - Instill a culture of academic honesty at home
 - Support and cooperate with the school in situations of suspected malpractice

V. PROCEDURES AT ISRLO TO DEAL WITH MALPRACTICE

- a) i. MYP/DP – teachers detect malpractice and report to the coordinators immediately. The procedure for investigation into a case of suspected malpractice is as follows:
- Coordinator seeks evidence of suspected malpractice from teacher(s)
 - Coordinator and teacher(s) share the evidence with the student and parents/guardians
 - Coordinator and teacher(s) seek an explanation from the student, in his/her defense, in an interview the conduct of which is the discretion of the coordinator in consultation with the teacher
- ii. If malpractice is proven and student is found guilty, the penalties are as follows:
- First offence – warning the student with letter to parents; work resubmitted
 - Second offence – zero mark for the assessed task and noted in SOM and the student's school record
 - Third offence – suspension from lessons for a day at school and noted in SOM and the student's school record

- b) i. Procedure for an investigation into malpractice by IBDP candidates, following the final submission, for IB internal and external assessments
- DP coordinator informs IB Cardiff and the head of school of an incident of malpractice
 - DP coordinator provides evidence of malpractice to IB Cardiff with a *report* which follows a discreet investigation the planning and conduct of which is left to the coordinator
 - DP coordinator will inform the candidate's parents/guardians of suspected malpractice
 - DP coordinator seeks a statement from the candidate which is included in the report to IB Cardiff
 - DP coordinator seeks a statement from the teacher of the candidate or supervisor of an extended essay which is included in the report to IB Cardiff
 - DP Coordinator interviews the candidate in the presence of an observer as witness where the candidate is invited to present an explanation or defense. With the candidate's permission a transcript of the interview is sent to the IB Cardiff
- ii. Rights of the DP candidates during the investigation
- DP Coordinator must inform the candidate if he/she is under investigation for malpractice
 - The candidate, parents or guardians have the right to see the evidence, statements, reports and correspondence about the case. Any decision to withhold such information is entirely the prerogative of the coordinator and/or head of school
 - The candidate must be given sufficient time to respond to the allegation by submitting a written defense
 - Candidates must be given a copy of the *General Regulations: Diploma Programme*
- iii. Article 28.5 of the *General Regulations: Diploma Programme*: 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.