



IBDP Academic Integrity Policy

Control of this document

Approved by: Senior Management Team Members – Principal and Vice Principal

Revised by: Principal, Vice Principal, Executive Assistant to the Principal, IB Coordinator, High School Coordinator, Middle Years Programme Coordinator, Primary Years Programme Coordinator, Heads of Departments Group, Learning Resources Head of Department, and Head Librarian.

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Introduction

International Baccalaureate (IB) programmes at KIS encourage students to inquire and to think critically and creatively; students are then asked to give shape to their thinking through oral discussion or presentations, visual representations and displays, and in multiple forms of writing. However, we live in an age in which we are all flooded by information and opinions. How can we help students navigate these waters so that they are able to confidently talk or write about what they are learning, making visible and explicit how they have constructed their ideas and what views they have followed or rejected? This is essentially what academic integrity is: making knowledge, understanding and thinking transparent.

Such transparency needs to be taught and supported throughout a child's education. In order to fully master the technical aspects of academic integrity, such as accurately citing and referencing, students need to understand how knowledge is constructed and, consequently, their own role in furthering knowledge construction and building understanding. Technical skills are essential but the understanding of the concepts and values behind them comes first.

A safe and encouraging learning environment in which students can explore ideas and make visible the development of their own thinking will support academically honest behaviours and help to instill the values and principles that lie behind such behaviours. The KIS values and the attributes of the learner profile are important in nurturing such an environment. This guide will support schools, teachers, and parents in providing such a learning environment and in helping students of all ages be academically honest in all their studies.

Note: This document should be read in conjunction with the IB document cited in the bibliography.

Academic Integrity in the IB

Academic integrity is an essential aspect of teaching and learning in IB programmes where action is based on inquiry and reflection.

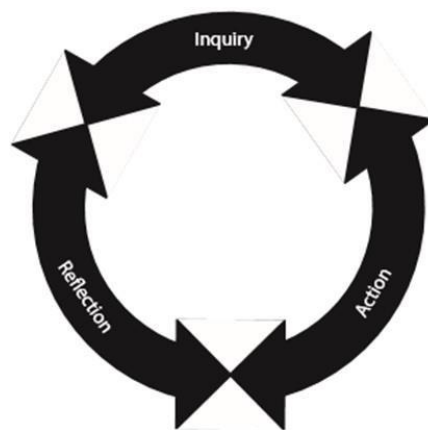


Figure 1

Inquiry, action and reflection in teaching and learning



Academic Integrity in Diploma Programme

In their academic work, DP students develop research skills and study habits that are needed to demonstrate academic integrity in more formal ways than would be appropriate to expect of younger learners. DP students investigate and evaluate the usefulness of a greater variety of resources, and incorporate and reference them within oral and written presentations of increasingly complex formats. This level of rigour can present a challenge to students who certainly know right from wrong, but who may not possess the organizational and self-management skills to demonstrate clearly that their work meets a formal standard of academic integrity. All IB students understand the importance of acknowledging others because it is a central feature of the constructivist, inquiry-based approach promoted in all IB programmes; yet, in the DP, this requires the explicit teaching and learning of specific conventions accepted in a community of learners for being transparent about the use of ideas and work of others—note-making, in-text citation and the preparation of a bibliography, to name but a few examples (Carroll 2012: 5–6).

Policy on Academic Integrity

Academic integrity is fundamental to all schools and KIS expects that all students will act honestly in every part of their academic lives.

The Regulations define malpractice as behaviour that results in or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components.

Malpractice includes:

- **Plagiarism:** this is defined as the representation of the ideas or work of another person as the candidate's own. This includes works of art whether music, film, dance, theatre arts, or visual arts.

- Collusion: this is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another
- Duplication of work: this is defined as the presentation of the same work for different assessment components and/or diploma requirements
- Any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record).

The following is a list of such behaviour, but is by no means exhaustive:

- Copying from another student or making information available to another student during a test or examination
- Fabricating or falsifying research data
- Submitting the same piece of work for more than one course (strictly forbidden by the IBO)
- Communicating with another student during examinations
- Interfering in the scholastic work of another student, for example by stealing laboratory reports, computer files, and library materials
- Altering grades awarded by a teacher
- Stealing examination paper
- Using an unauthorized calculator during a test or an examination
- Impersonating another student
- Taking unauthorized material into an examination room (such as cell/mobile phone, written notes).
- Leaving and/or accessing unauthorized material in a bathroom/restroom that may be visited during an examination
- Misconduct during an examination, including any attempt to disrupt the examination or distract another candidate
- Exchanging information or in any way supporting the passing on of information to another candidate about the content of an 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
- Stealing examination papers
- Using an unauthorized calculator during an examination, or using a calculator when one is not permitted for the examination paper



- Disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours after the examination.

Ultimately it is the student's responsibility to ensure the integrity of all work and to understand what constitutes an offense against academic integrity. Students are strongly advised to abide by the following guidelines:

- Acknowledge all sources (e.g. books, journals, internet sites, CD-ROM, magazines, photographs etc) using any standard citation style when writing assignments
- Use footnotes and endnotes to acknowledge the source of an idea that emerged from a discussion with another person.
- Paraphrased ideas of another person should also be acknowledged
- Review all work before submission to check that all sources have been acknowledged
- As far as possible work independently with the support of the subject teacher
- When collaboration with other students is required or encouraged by teachers ensure that the final work is produced independently
- Do not attempt to submit a similar piece of work for different assessment components of your IB program (e.g. your internal assessment and the extended essay or internal assessment and senior thesis)
- Listen to and follow all instructions given before an examination



Serious instances of academic dishonesty may lead to the convening of the Discipline Committee and may lead to suspension or expulsion.

The consequences are (but not limited by):

- 1st offense at KIS: A grade of F or a 0 will be given for the assignment or test and an incident report will be filled, Coordinators/teachers will meet and discuss with the student to ensure they know the seriousness of the offense, and what is required to successfully submit appropriate work.
- 2nd offense: A grade of F or 0 will be given for the assignment or test, a second incident report will be dealt with by the Academic Disciplinary Committee. A warning letter will be sent, copied to the parents.
- 3rd offense: A grade of F or 0 and the case will be referred to the KIS Disciplinary Committee. (Suspension or expulsion from school will be considered).
- If a teacher or the IB Coordinator has reason to believe that a piece of work to be submitted to the IBO is not authentic, that work will not be accepted and the certificate for the course in question will be forfeit. No grade will be awarded for the subject.
- Proven cases of theft of examination/test materials will result in expulsion from school

The set IB procedure will be followed in cases of any malpractice during IB examinations and submission of any IB papers or requirements.

Roles and Responsibilities

Teacher responsibility

Teachers at KIS are expected to encourage good practice among students. The following are some of the measures that should be adopted to avoid malpractice.

- Provide advice to students when necessary so that students have a clear idea of what constitutes plagiarism in the various subjects
- Ensure that the words, ideas, works from sources are acknowledged appropriately
- Be vigilant enough to spot inexplicable changes in the style and quality of student work
- Will follow sound assessment practices to receive an accurate picture of student learning and minimize the opportunities for academic dishonesty
- Question students on written work, especially the extended essay, in order to determine whether the work is really that of the student
- Use a search engine / turnitin.com whenever possible to detect plagiarized work
- Authenticate student work whenever required. The IBO expects “each teacher to confirm that, to the best of his or her knowledge, all candidates’ work accepted or submitted for assessment is the authentic work of each candidate”
- Distinguish between collaboration and collusion to prevent allegations of collusion against students
- Be familiar with the IBO publication “Academic Integrity”
- Cooperate in the investigation of suspected cases of malpractice
- Write a statement for any report on malpractice to be submitted to the IBO. The IBO provides guidelines on what should be included in this statement.
- Not leave candidates unsupervised during examinations
- Not disclose the contents of an examination paper within 24 hours after the examination has been conducted
- Not permit a candidate additional time in an examination unless formal authorization has been granted
- Not start an examination before the scheduled time



- Not provide undue assistance to a candidate in components that contribute to the assessment requirements of the IB program. Guidelines on this are often provided in the various subject guides and teacher support material published by the IBO.

Student responsibility

Ultimately it is the student's responsibility to ensure the integrity of all work and to understand what constitutes an offense against academic integrity. Students are strongly advised to abide by the following guidelines:

- Acknowledge all sources (eg books, journals, internet sites, CD-Rom, magazines, photographs) using any standard citation style when writing assignments
- Use footnotes and endnotes to acknowledge the source of an idea that emerged from a discussion with another person.
- Paraphrased ideas of another person should also be acknowledged
- Review all work before submission to check that all sources have been acknowledged
- As far as possible work independently with the support of the subject teacher
- When collaboration with other students is required or encouraged by teachers ensure that the final work is produced independently
- Do not attempt to submit a similar piece of work for different assessment components of your IB program (eg your internal assessment and the extended essay)
- Listen to and follow all instructions given before an examination



Academic Disciplinary Committee

The Academic Discipline committee (Academic Discom) is composed of the following members: Vice Principal, Section Coordinator(s), Advisor, and relevant teacher.

This committee meets when the following situations take place: a problematic behaviour/issue is repeated, a specific situation gets out of hand when there has been any offense related to Academic Dishonesty/Malpractice, or there has been a pattern of late submission of work. The members of this committee are: The Vice Principal, Curriculum Coordinator, Section Coordinator, Advisor and the Teacher who fills the Concern Report. During the meeting, the different members will interview the student, and will provide support, advice or will present the consequences depending on the situation. For the day scholar students, the school will be contacting the parents to join for the meeting when required.

*In case consequence requires suspension or expulsion, the final decision will be made in consultation with the principal.



(IBO)

Bibliography

Academic Integrity. IBO, October 2019.