



ACADEMIC INTEGRITY POLICY

Contents

| | |
|---|---|
| Basic protocols: | 2 |
| What is considered academic dishonesty at SJI International? | 2 |
| Clarifications: | 3 |
| Responsibilities of the school: | 4 |
| Responsibilities of students: | 4 |
| Responsibilities of parents: | 4 |
| Responsibilities of teachers: | 4 |
| Citation requirements: | 4 |
| Grades 7 to 10: | 4 |
| Grades 11 and 12: | 4 |
| Process for dealing with academic misconduct: | 5 |
| Rights of the student: | 6 |
| List of References: | 6 |

The purpose of this policy is to ensure that all members of the SJII community understand the principles of academic integrity and know how to act in accordance.

Basic protocols:

1. The SJII Academic Integrity Policy is posted on the SJII Library (Learning Resource Centre) website and on the parent and student portals.
2. It is expected that all teachers are agents of academic integrity, and that all IB Internal Assessments (IAs) and externally assessed pieces of coursework are submitted to www.turnitin.com
3. It is expected that all students and teachers act with academic integrity in accordance with our school mission. It is also expected that students are principled in acting “*with integrity and honesty*” as outlined in the IB Learner Profile. This involves acknowledging the work, words and ideas of other people and artificial intelligence software.
4. All students will sign an academic integrity declaration.
5. All students will receive guidance on how to cite and reference using Modern Language Association (MLA) style. MLA guidance can be found on the SJII Library website and accessed via the student portal.

What is considered academic dishonesty at SJI International?

- It is important to note that we do not distinguish between intentional and unintentional academic malpractice.
- **Plagiarism:** “the representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgment” (General regulations: Diploma Programme).
- **Collusion** (as opposed to legitimate collaboration): unacceptable collusion involves supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another.
- **Duplication of work:** it is academically dishonest to offer up a piece of work in one subject or topic that is duplicated or very similar to that in another subject or topic e.g. the same book studied in two separate language courses; a Maths IA that is similar to a Maths EE.
- **Artificial intelligence (IA) software:** our approach is to support students on how to

use these tools (such as, ChatGPT) ethically in line with our principles of academic integrity, as outlined [here for teachers](#) and [here for students](#).

- **Other behaviour** that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, taking unauthorised material into an examination, misconduct during an examination, 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, unauthorised help from an outside agent, for example an outside tutor; ghost writing by an outside agent, for example an outside tutor).
- If a student is unwell on the day of an written examination or oral examination then a Medical Certificate (MC) is required. Our administration team will complete a check with home to ensure that the information we receive is accurate.

Clarifications:

- **Paraphrasing:** paraphrasing is restating someone's words or ideas in another form, sometimes to aid clarity; it is not simply changing a few words. Paraphrased text must still be cited and referenced.
- **Using quotation marks:** these must be used whenever words from another source are directly quoted.
- **Citing and referencing:** students must cite all external sources of information including images, quotations, or ideas. Each source of information must be included in a list of references (list of works cited/bibliography); a reference to a source of information is not complete unless it is listed.
- **Research skills:** students will be taught research skills throughout the school from Grade 7 to 12; not only will this help avoid plagiarism but will also encourage good approaches to learning.
- **External tutors:** external tutors should not be editing work for students in any way; the same applies to websites where "guidance" services can be obtained. Any form of editing of a students' work by another person is not permitted and can be monitored by teachers using Google Doc history.
- **Collaboration versus collusion:** students need to be aware of the distinction between legitimate collaboration and unacceptable collusion. Students will be taught the general premise that collaboration, though this may mean working in groups, means each student taking their own notes, results, data etc. then retiring to their own workspace to write up and complete their own work. Superimposed on this general premise may be requirements set by individual departments depending on the type of group work which takes place in their subject areas e.g. group work in science practical lessons.

Responsibilities of the school:

SJII will educate both students and staff as to what constitutes academic integrity and why it is important. It is the responsibility of all stakeholders to behave with academic integrity in accordance with this policy.

Responsibilities of students:

Students must at all times work in a principled manner and follow advice on how to act with academic integrity in referencing the words and ideas of other people (and chatbots). Students must take responsibility for developing their Approaches to Learning, such as time management skills and research skills, which support good academic practice. Students must also be prepared to accept any penalties that they might incur for not acting with integrity, whether intentionally or unintentionally, and learn from their mistakes.

Responsibilities of parents:

Parents can support their children academically by being familiar with the SJII Academic Integrity Policy. Further, parents should encourage their children to work with integrity, and be prepared to accept any penalties that their children might incur in an effort to support important, long-term learning.

Responsibilities of teachers:

Teachers must work with academic integrity themselves and teach their students to do so. Teachers must adhere to the Academic Integrity Policy.

Citation requirements:

The school recommends the MLA (Modern Language Association) style. Please see the document *MLA Referencing Guide* for examples of conventions for citing and acknowledging original authorship. This document can also be found on our [SJII Library \(Learning Resource Centre\) website](#) under MLA Referencing.

Grades 7 to 10:

Students should be able to signal wherever they use the work or ideas of another person, at a grade-appropriate level, in all written, visual and presentation work. Learning how to recognise the words, work, thoughts and ideas of others will be part of the taught and written curriculum.

Grades 11 and 12:

The IB Diploma Coordinator gives two presentations on academic integrity to all Grade 11 students as early as possible in Grade 11. Reminders will be given throughout the two years of the Diploma Programme. The School Librarian leads a presentation to Grade 11 on referencing and research skills, and the National Library Board of Singapore runs a workshop on research skills with Grade 11.

Process for dealing with academic misconduct:

Subject teachers should make clear what constitutes misconduct in that subject and what will happen to them if they commit misconduct. This should be written into the curriculum with positive instruction rather than emphasising the penalties.

All teachers need to be on the alert for misconduct, and this is best achieved through a high level of interaction between teachers and students. All internally and externally assessed work submitted to the IB, including the draft and final version, must be submitted to Turnitin.

The process for dealing with academic misconduct **during assignments and coursework** is:

- **First offence is dealt with in the department by the teacher and Head of Department (HoD).**
 - Teacher informs HoD of the incident.
 - Teacher and HoD ask the student to explain their actions and write another piece of work within a specified time-frame.
 - HoD sends an email to parents explaining the above, cc'ing the Head of Grade (HoG), Form Tutor, and IBDP Coordinator (for Grades 11 and 12) or Learning Coordinator (for Grades 7 to 10).
 - HoD records the issue on SEQTA.

- **Second offence and for all draft or final coursework (including internal assessments and externally assessed work) submitted to the IB the issue is dealt with by the HoD and IBDP Coordinator (for Grades 11 and 12) or Learning Coordinator (for Grades 7 to 10).**
 - HoD informs IBDP Coordinator or Learning Coordinator of the incident.
 - HoD and IBDP Coordinator or Learning Coordinator ask the student to explain their actions and write another piece of work within a specified time-frame.
 - HoD sends an email to parents explaining the above, cc'ing the Head of Grade (HoG), Tutor, IBDP Coordinator or Learning Coordinator, and Vice Principal Senior School (for Grades 11 and 12) or Vice Principal Curriculum (for Grades 7 to 10).
 - HoD records the issue on SEQTA.

- **Further offences will involve the Vice Principal Senior School (for Grades 11 and 12) or Vice Principal Curriculum (for Grades 7 to 10) and/or the Principal.** Further interventions and support plans will be put in place for the student, and parents will be fully engaged in the process.

The process for dealing with academic misconduct **during examinations and tests** is:

- **For internal examinations** (including mock examinations and end of unit tests), an investigation will be conducted by the teacher and HoD.
 - The student will score zero marks for the test or exam.
 - The student will still receive feedback on the test or exam.
 - The student completes an ART (additional reflection time),
 - The HoD will send an email to parents explaining the above and will record the incident on SEQTA.

- **For external examinations** (IGCSE or IB examinations), an investigation will be conducted by the IB Coordinator or Examinations Officer.
 - The issue is reported to the Vice Principal (Senior School) and/or Vice Principal (Curriculum).
 - A full report is sent to Cambridge or IB according to their protocols.
 - Students will be suspended.
 - This may result in no grade for the subject and no IB Diploma being awarded.
 - The Vice Principal (Senior School) for IB exams or the Vice Principal (Curriculum) for IGCSE exams will send an email to parents explaining the above and will record the incident on SEQTA.

Rights of the student:

Each student has the right to state their own point of view and if necessary appeal against accusations of misconduct. The student should be able to provide evidence that no misconduct has taken place just as a teacher needs to provide evidence that misconduct has taken place.

If a formal report is being made to IB or CAIE the student has the right to supply a written statement that will be provided to the examining body as part of the formal report.

List of References:

- [Academic Integrity](#) (International Baccalaureate Organization, October 2019)
- *Artificial intelligence in IB assessment and education: a crisis or an opportunity?* (International Baccalaureate Organization, February 2023)
- [Effective Citing and Referencing](#) (International Baccalaureate Organization, August 2014)

Last revised: April 2025