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## Academic Honesty Policy

### Philosophy

As principled learners, CISB expects all students to demonstrate academic integrity. This expectation of academic honesty extends to all members of the CISB community. Further details can be found in the IBO publication *Academic Honesty in the IB Educational Context* (IBO, 2016).

Primary Years Programme teachers aim to develop an understanding and respect of academic honesty. In the Middle Years Programme, teachers aim to develop independent practice of paraphrasing, referencing, citing and all other areas of academic honesty. In the Diploma Programme, students are expected to demonstrate academic honesty and avoid any form of malpractice.

### Defining Malpractice

The IBO defines 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 component. Malpractice includes:

- plagiarism: this is defined as the representation of the ideas or work of another person as the candidate's own
- 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). (Diploma Programme: Academic Honesty, 2011)

Students are responsible to:

- ensure all work submitted is an authentic piece of work. An "authentic piece of work is one that is based on the candidate's individual and original ideas with the ideas and work of others fully acknowledged." (Diploma Programme: Academic Honesty, 2011)
- use correct forms of citation and request help when necessary. In all languages we use Modern Language Association (MLA) formatting
- comply with all aspects of this academic policy

Teachers are responsible to:

- be familiar with *Diploma Programme: Academic Honesty, 2011*; *Academic Honesty in the IB Educational Context, 2016*
- teach students what constitutes academic honesty, malpractice and ensure that student work is authentic (Diploma Programme: Academic Honesty, 2011) ▪ adhere to this academic policy in instances of malpractice

### Academic Honesty Scope and Sequence

Kindergarten – Grade 3: With teacher support, students acknowledge the ideas of others. Grade 4: Students will begin to independently acknowledge the work and ideas of others. Grade 5: Students will independently acknowledge the work and ideas of others.

Grade 6: Students are expected to list the sources they used. Students should appreciate that knowledge is built and comes from sources (books, websites, personal interviews, etc.).

Grade 7: Students are expected to complete the list of sources in the form of a Works Cited in MLA format. These sources do not need to be cited in the work or referenced in-text.

Grade 8: Students are expected to complete a Works Cited in MLA format and refer to sources in the body of the project. The in-text referencing may not be in MLA, but students appreciate where in-text references go and why.

Grade 9: Students are expected to complete in-text and the Works Cited in MLA.

Grade 10 – 12: Students use MLA format.

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## Process of malpractice investigation for internal evaluation

In the instances of malpractice:

First offence – student will receive a grade of zero for the piece of work. In addition, the concerned teacher will write a letter to the student’s parents outlining the incident and how it has been dealt with. A copy of this letter must be forwarded to the appropriate IB coordinator. The concerned teacher will provide extra support to the student.

Second offence – student will receive a grade of zero for the piece of work. A panel consisting of, but not limited to: the student, subject teacher, appropriate IB coordinator, and/or principal, and parents/guardians will convene. Based on the panel’s findings, consequences may vary from academic probation to suspension. The coordinator and/or librarian will provide extra support to the student.

Third offence – student will receive a grade of zero for the piece of work. A panel consisting of the student, subject teachers, IB coordinator, principal, and parents/guardians will convene. Based on the panel’s findings, consequences may vary from in-school suspension to withdrawal from the school or programme.

## Process of malpractice investigation for external evaluation

In the case that external assessments (such as exams, Personal Project, Theory of Knowledge and Extended Essays) are proven to be works of malpractice, they will not be sent to the IBO and the IBO may deny the student their IB certificate or diploma pending the result of an external investigation.

If misconduct is suspected on an external evaluation, the IB coordinator will report the incident to the IBO which will then be investigated by the IBO final award committee. The IB reserves the right to withhold the results of a candidate or group of candidates until an investigation is completed. “An IB diploma, or a certificate, may be withdrawn from a candidate at any time if malpractice is subsequently established.” (Diploma Programme: Academic Honesty, 2011)

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Student Signature

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Date

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Parent Signature

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Date

