

ACADEMIC INTEGRITY POLICY

Revised August 2022

PURPOSE

This Academic Integrity Policy assists in the evaluation of academic malpractice for the students attending the Canadian International School of Beijing.

APPLICATION

This policy applies to all students in the school.

DEFINITIONS

Collusion: Supporting academic misconduct by another student, as in 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.

Malpractice: Any practice that subverts the principles of academic honesty (for example, plagiarism or collusion).

Plagiarism: the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment.

Please note: Any other behaviour that gives an unfair advantage to a student or that affects the results of another student (falsifying data, misconduct during an examination, creating spurious reflections). (IBO Middle Years Programme MYP: From principles into practice)

Expectations:

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.). Students must paraphrase the source material.

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. Students must paraphrase the source material.

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Grade 8: Students are expected to complete a Works Cited in MLA format and give credit to the source 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. Students must paraphrase the source material.

Grade 9-10: Students are expected to complete in-text and the Works Cited in MLA.

Grade 11-12: Students are expected to complete in-text and the Works Cited in MLA. Students are expected to understand the implications and consequences of academic malpractice in IB examinations/coursework.

PYP

Students who struggle to meet the requirements of the expectations listed above will be supported by teachers. This will be looked upon as an opportunity to teach ATL skills and help the student develop their understanding of academic honesty.

The classroom teacher, PYP Coordinator and other appropriate members of staff will support the students' understanding and growth in this area.

MYP - Gr. 6 – 10

- **First offence** – If it is determined by the teacher, and in consultation with the MYP Coordinator and Department Head, that there is a case of malpractice, the teacher will assign mandatory office hours and will support the student in resubmitting the assessment.

Office hour sessions will include coaching on academic integrity and skill development in citing sources, etc.

At the teacher's discretion, the student will either resubmit the same assessment, or be given a different task that addresses the same standard.

The teacher will write a letter to the student's parent(s)/guardian(s), outlining the incident and how it has been dealt with. The teacher will inform the Department Head and MYP Coordinator.

- **Second offence** – If it is determined by the teacher that there is a case of malpractice for a second time in any subject area, in the same academic year, the teacher will assign mandatory office hours and will support the student in resubmitting the work for assessment.

Office hour sessions will include coaching on academic integrity and skill development in citing sources, etc.

The teacher will write a letter to the student's parents, scheduling a meeting with themselves, the MYP Coordinator, the student and the parents.

- **Third offence** – If it is determined by the teacher and the MYP Coordinator that there is a case of malpractice for a third time in any subject area, in the same academic year, the teacher will assign mandatory office hours and will support the student resubmit the work for assessment/re-sit the test. The teacher will provide formative feedback for the assessment. The student will receive a zero (0) for this assessment.
- Office hour sessions will include coaching on academic integrity and skill development in citing sources, etc.
- The teacher will write a letter to the student's parents, scheduling a meeting with themselves, the MYP Coordinator, the student and the parents.

Please Note: 1. Any suspected malpractice during a sit down test/examination the teacher can suspend the test and refer the case to administration.

2. The offences are considered to have occurred within the same academic year.

DP/NB - Gr. 11 – 12

School-based assessments.

- **First offence** – If it is determined by the teacher, in consultation with the DP Coordinator and the Department Head, that there is a case of malpractice, the teacher will assign mandatory office hours and will allow the student to resubmit the work for assessment and receive a grade for the assessment.

A meeting will be scheduled with the University Counselor to explain the potential consequences on university applications.

Mandatory office hour sessions will include coaching on academic integrity and skill development in citing sources, etc.

At the teacher's discretion, the student will either resubmit the same assessment, or be given a different task that addresses the same standard.

The teacher will write a letter to the student's parents, outlining the incident and how it has been dealt with. The teacher will inform the Department Head and the DP Coordinator.

- **Second offence** – If it is determined by the teacher, in consultation with the DP Coordinator and the Department Head, that there is a case of malpractice, the teacher will assign mandatory office hours and will allow the student to resubmit the work for assessment. The student will receive a grade of zero (0) for this assessment.

Office hour sessions will include coaching on academic integrity and skill development in citing sources, etc.

At the teacher's discretion, the student will either resubmit the same assessment, or be given a different task that addresses the same standard.

The teacher will write a letter to the student's parents, outlining the incident and how it has been dealt with. The teacher will inform the Dept. Head/ DP Coordinator and schedule a meeting with all listed above and the University Counselor.

1. **Any suspected malpractice during a sit down test/examination the teacher can suspend the test and refer the case to administration.**
2. **The offences are considered to have occurred within the same academic year.**

DP IAs, EE, ToK coursework

- **First offence** – If it is determined by the teacher that there is a case of malpractice, the teacher will assign mandatory office hours and will allow the student to resubmit the work for assessment the test and receive a grade for the assessment if possible/appropriate.

A meeting will be scheduled with the DP Coordinator and the University Counselor to explain the potential consequences on university applications.

Office hour sessions will include coaching on academic integrity and skill development in citing sources, etc.

At the teacher's discretion, the student will either resubmit the same assessment, or be given a different task that addresses the same standard.

The teacher will write a letter to the student's parents, outlining the incident and how it has been dealt with and who has been notified.

- **Second offence** – If it is determined by the teacher and the DP Coordinator that there is a case of malpractice, the student will receive a grade of zero (0).

A meeting will be scheduled with the subject teacher, DP Coordinator, a school



administrator, the student and their parents.

The DP Coordinator/subject teacher will report the grade of “F” to the IB.

Please note: For DP IAs, TOK, (external coursework) please refer to the DP Principles into Practice, Academic Honesty (P. 33) for additional guidance.

Student Name (print)

Student Signature

Date

Parent Signature

Date