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Section 8 Students:

8.4 Academic Honesty

Date: October 2012; revised June 2013; revised , November 2017; revised March 2019

Cross reference:

Behaviour Policy

Cambridge Administrative Guide

IB Academic Honesty

7.3 Assessment Policy

7.0 Teaching and Learning Policy

Purpose

CCS strives to promote a learning/teaching culture that embraces the highest level of integrity. In accordance with our School Wide Learning Expectations and IB Learner Profile, we expect our students to be honest and act with integrity. It is expected that students will develop respect for academic research that is judiciously and rigorously conducted.

Policy Statement

Cangu Community School is committed to academic honesty, and shall ensure that the whole school community understands what these mean, and is aware of the consequences of academic dishonesty. The school shall promote academic honesty through good practice in teaching, learning and assessment.

Definitions regarding Academic Honesty:

Authenticity: An authentic piece of work is one written in the student's own words, and one that is based on individual and original ideas with the work of others fully acknowledged. All paraphrased sections or quotations will be correctly referenced.

Intellectual Property: forms of intellectual and creative expression (e.g. works of literature, art, drama or music) must be respected and are normally protected by law and intellectual property rights (patents, registered designs, trademarks and copyright).

In particular, copyright protects works of art, music and literature. Some forms of fair use copying are provided in laws, but these do NOT extend to wholesale copying, nor are there numerical amounts that can be legally copied. For the purposes of this policy, proper attribution, short quotes and limited paraphrasing only are acceptable.

Exam Conduct: Students maintain proper conduct in all examinations.

Examples of Academic Dishonesty:

The International Baccalaureate defines academic misconduct as behaviour (whether deliberate or inadvertent) that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more components of assessment. (Academic Honesty in the IB Educational Context)

Plagiarism: this is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. (Garza)

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Collusion: helping another student to be academically dishonest, for example allowing one's work to be copied. This is not to be confused with legitimate collaboration when students have been asked to work together on a project.

Duplication: Presenting the same piece of work for assessment in different courses.

Exam Malpractice includes:

1. taking unauthorised material into an examination room
2. having inappropriately annotated texts in an examination
3. misconduct during an examination, including any attempt to disrupt the examination or distract another candidate
4. exchanging or in any way supporting, or attempting to support, the passing on of information that is related to the examination
5. copying the work of another candidate
6. failing to comply with the instructions of the invigilator
7. impersonating another candidate
8. stealing examination papers
9. disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours of the end of the examination

Guidelines and Responsibilities

1. Teachers, students and parents recognise the importance of academic honesty and the consequences of academic dishonesty.
2. Teachers are responsible for explaining this policy and ensuring their students understand the terms. With regard to examination work, they should also confirm that, to the best of their knowledge, all candidates' work accepted or submitted for assessment is the authentic work of each candidate. Teachers are expected to detect any plagiarism, collusion or duplication of work.
3. Teachers are responsible for teaching students techniques to produce authentic work, such as effective research skills, legitimate paraphrasing, citing and referencing.
 - a. When using the words or intellectual property of another person, that work must be properly referenced. All words from other sources must be placed in quotation marks and cited. (Effective Citing and Referencing)
 - b. Students are taught how to record the addresses of all websites from which they obtain information, including the date when each website was accessed. This is also the case with maps, images, illustrations, graphs, data etc.
 - c. At CCS, we use the MLA referencing system.
4. Teachers act as role models for students in all aspects of academic honesty. Where appropriate, marks for assessed work will take into account the quality of the student's referencing skills.
5. Where students are encouraged to collaborate, each student's final piece of work must be produced independently, with the abstract, introduction, content, conclusion and summary written in the candidate's own words.

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6. Students are responsible for their own work and conduct. They are also expected to comply with all school internal deadlines, as this allows time to remedy any cases of dubious authorship.
7. IGCSE and IBDP students will be asked to sign a form to say that they understand the general regulations of the relevant examination board with regard to academic honesty. This will also be signed by parents/guardians.
8. The school Director, and respective IBDP / IGCSE Coordinator are responsible for investigating any cases of alleged malpractice in Years 10-13.

Procedures

Behaviours positive or negative result in consequences. It is imperative that students learn from their behaviours. Consequences will be developmentally appropriate. Where relevant, consequences will follow the external organisation's regulations.

Suspected cases/investigation

1. Specific to Coursework

- a. Any possible examples of malpractice in the final version of coursework/Internal Assessments to be submitted, must promptly be brought to the notice of the Examinations Officer.
 - i. The work will not be submitted and an official form will be completed for the examination board.
 - ii. The student could be disqualified from taking his/her final examinations in that subject.

2. Specific to Exam malpractice (see list above)

- a. If any student takes part in dishonest practice within the examination room, the examinations officer will complete a form detailing the malpractice. Depending on the case, CIE or IB decides on what action will follow. Actions include:
 - i. A deduction of marks or no marks awarded.
 - ii. A disqualification from the subject in question and, in some cases, disqualification from all subjects.
 - iii. Preventing a candidate from entering Cambridge examinations for up to five years (Cambridge Administrative Guide 57).
 - iv. If a candidate is found guilty of malpractice in the IB diploma course, they may not register for future examinations until at least one year has passed.

3. General academic work in Secondary Classes:

- a. Any instance of academic dishonesty will be reported to parents and the relevant programme coordinator.
- b. In middle years, instances of academic dishonesty are approached as an opportunity for learning and development. Recurring issues will be handled according to the CCS Behaviour Management Policy.
- c. Students are expected to re-do assessments on which academic dishonesty occurred.

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Plagiarism Detection Methods

Teacher's professional judgement: Teacher's may question the academic integrity of a piece of submitted work based on their own professional judgement and intuitive feelings.

Comparing and contrasting to past assignments: A teacher may call submitted work into question if the quality, caliber, tone or style of a submitted piece of work does not match previous assessments submitted by the student.

Lack of in-text citations and referencing: A teacher may question any piece of work that does not include proper referencing of secondary sources. This includes in-text citations, footnotes and/or any other bibliographic annotations.

Turnitin: All official internal and external assessments at IGCSE and IB level must be submitted through turnitin. A teacher has the right to call into question any work whose similarity index falls above a threshold of determined by staff in each subject area.

One on one interview: A teacher may question the academic integrity of any piece of student work whose content cannot be clearly explained, justified or restated in a one-on-one interview.

Discrepancies between draft and final submitted work: A teacher may call into question any work in which there are clear and significant discrepancies in content, style, tone or language between the draft and final submitted assessment.

References:

Academic Honesty in the IB Educational Context. International Baccalaureate, November 2016. Print.

Cambridge Administrative Guide 2016 (International). Cambridge International Examinations, University of Cambridge, 2016. Print.

Effective Citing and Referencing. International Baccalaureate, August 2014. Print.

Garza, Celina. *Academic Honesty Principles into Practice.* International Baccalaureate, October 2014. PPT.

<http://www.ibo.org/contentassets/71f2f66b529f48a8a61223070887373a/academic-honesty-principles-into-practice---celina-garza.pdf> Accessed 25 April 2017.

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