

Academic Honesty Policy 2020/2021

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Academic Honesty

The policies and procedures in this document are informed by IB Guidelines and the attributes of the International Baccalaureate (IB) learner profile as well as our own mission statement: 'Our Endeavours.' In teaching, learning and assessment, academic honesty serves to promote personal integrity and respect for others and the integrity of their work.

As stated in the IB learner profile, all members of the IB community strive to be "principled", acting with "integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities." In all their studies at BSL, learners must demonstrate academic honesty and avoid any form of academic misconduct.

Academic Misconduct

The IB General Regulations: Diploma Programme defines misconduct as "behavior that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components."

Examples of academic misconduct include:

- **Plagiarism** - the representation of the ideas or work of another person as your own. This is usually done by copying and pasting the work of others from the internet.
- **Collusion** - supporting malpractice by another learner by allowing your work to be copied or used by another learner.
- **Duplication of work** - the presentation of the same work for different assessment components and/or IB diploma requirements.
- **Misconduct during an assessment** (examination or test, etc), such as cheating or being in possession of unauthorised material or items such as mobile phones.
- **Disclosing information** to another learner, or receiving information from another learner, about the content of an examination paper.

Learner Responsibilities

The learner is ultimately responsible for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged. It is extremely important that every learner at BSL be familiar with the accepted procedures in acknowledging the work of others.

- Reference in the text all material reproduced directly from any source. This includes all phrases,

- sentences, paragraphs, graphs, charts, images or any other information.
- Sources include printed and electronic media, such as books, textbooks, magazines, interviews,
- websites and images.
- If any idea or argument of someone else's work is used, give that individual credit, either in footnotes or in the text in parentheses.
- Procrastination and sloppy research techniques can lead to plagiarism. When taking notes, be sure to put information copied directly from a source in quotations. It is always better to read the material, think about it and then write the information in your own words. This will make inadvertent copying less likely to occur. Thoughtful research takes time, so plan ahead and don't procrastinate.
- Be on the safe side. Having too many footnotes, while poor scholarship, is not academically dishonest; on the other hand, if someone else's work is not acknowledged that is plagiarism.
- Intentions are not relevant in judging whether or not something has been plagiarised. If credit is not given where credit is due, plagiarism has occurred.

Teacher Responsibilities

ALL teachers at BSL share the responsibility of reinforcing best practices and teaching proper research skills.

Teachers are expected to:

- Provide instruction and support in research and study skills, and be available to offer advice and guidance to learners.
- Give specific requirements as well as written examples of proper citation of a variety of sources in their subjects.
- Mark regular class and homework assignments that are not being submitted to the IBO for assessment, taking into account each candidate's use of and acknowledgement of sources. A portion of the marks awarded could be available for assessing the degree to which a candidate has correctly acknowledged all sources.
- Guard against what might be described as "academic negligence". In other words, teachers must warn candidates about the consequences of being careless when recording sources, or displaying a cavalier disregard for the origin of material within their work.

DP Coordinator and/or School Leadership Responsibilities

The school's leadership has the responsibility for establishing processes and procedures that supports and a school culture that actively encourages academic honesty.

BSL Coordinators and School Leadership are expected to:

- Know the regulations and instructions as provided by the IBO that govern the conduct of each examination session.
- Inform staff and learners through various media what constitutes malpractice and how it can be prevented.
- Fully support the IBO in the prevention, detection and investigation of malpractice.

Principles for dealing with and consequences for academic misconduct

Any case of academic misconduct will be dealt with in a manner that ensures consistency, fairness, resolution and further learning. Incidences of academic misconduct at BSL are treated on a case-by-case basis however teachers should follow the procedures as outlined in the discipline policy.

As a general guideline, learners are subject to the following sanctions for academic misconduct on major assessments:

1. FIRST INFRACTION

- Work corrected or completed again/Information brought to form tutor/detention

2. SECOND INFRACTION

- Failing grade for the assessment/detention/disciplinary letter to parents

3. THIRD INFRACTION

- Failing grade for the assessment/In-school suspension/Parents to be informed with an interview to be held at school regarding the offence

4. FORTH INFRACTION

- Disciplinary committee/External suspension

References:

UNIS Academic Honesty Policy, 2014,

https://www.unis.org/uploaded/02_ACADEMICS/2014-15/IB/IB_Academic_Honesty_Policy.pdf

Appendix 1: Section from the BSL IB Learner Planner

Academic Honesty

Are you completing your assignments honestly?

BSL expects all learners to exercise academic honesty in all of their work. Academic malpractice is behaviour that results in, or may result in learners gaining an unfair advantage during, tests, formal assessments and class assignments. The learner is ultimately responsible for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged. It is extremely important that every learner at BSL be familiar with the accepted procedures in acknowledging the work of another writer.

Examples of academic misconduct include:

- **Plagiarism** - the representation of the ideas or work of another person as your own. This is usually done by copying and pasting the work of others from the internet.
- **Collusion** - supporting malpractice by another learner by allowing your work to be copied or used by another learner.
- **Duplication of work** - the presentation of the same work for different assessment components and/or IB diploma requirements.
- **Misconduct during an assessment** (examination or test, etc), such as cheating or being in possession of unauthorised material or items such as mobile phones.
- **Disclosing information** to another learner, or receiving information from another learner, about the content of an examination paper.

How to avoid plagiarism

- Credit all the sources you use, even if you have paraphrased or summarised with citations. Reference in the text all material reproduced directly (i.e., copied) from any source. This includes all phrases, sentences, paragraphs, graphs, charts, images or any other information.
- Clearly distinguish between your work and the source being used using quotation marks. Sources include printed and electronic media, such as books, textbooks, magazines, interviews, websites and images.
- Use a style of referencing/citation that is appropriate for the subject. BSL recommends using APA/Harvard.

Things to remember

- DP learners are principled and act with integrity and honesty.
- DP learners should be content creators not content imitators.
- If you engage in any form of malpractice you may not be eligible for a grade in the subject concerned.
- Intentions are not relevant in judging whether or not something has been plagiarised. If credit is not given where credit is due, plagiarism has occurred.
- Do it right, remember to cite! Credit where credit is due!

Referencing and Citations

A significant amount of your work will be made up of not just your own thoughts and opinions but facts, information, quotations, data and viewpoints of other people taken from the resources you have used. You must accurately acknowledge these sources in all your work. This is done in two ways:

1. You must provide in-text references/citations to show where in the essay each source has been used.
2. You must provide a Bibliography of all the works you have used.

You do not have to reference every piece of information. It is reasonable to expect that at this stage in your education you will already have substantial knowledge of your own however all new facts, information, quotations, data and viewpoints should be referenced. All statements, opinions, conclusions etc taken from another writer's work should be cited, whether the work is directly quoted, paraphrased or summarised.

How do I use Harvard Referencing?

There are several different methods for presenting your bibliography and in-text references. All BSL learners should use Harvard referencing also known as the 'Author, Date, Page Number' method. In text citations 'Author, Date, Page Number'

Quotations: As a general rule, if the quote is less than a line it may be included in the body of the text in double quotation marks. Longer quotations should be indented, single-spaced and appear in double quotation marks. After any quotations you must write in () the 'Author, Date, Page Number.'

e.g. (Smith, 1994, p232)

Summaries or paraphrasing: Give the citation where it occurs naturally or at the end of the relevant sentence or paragraph. Page numbers are not required. e.g. (Smith, 1994)

Using the author's name: When using the ideas of a particular author you may use the author's name in text when paraphrasing. Simply add the date of the book after the name to acknowledge the source. e.g. The American view of the Russian threat was greatly exaggerated. Smith (1994) claimed that the USSR presented no immediate danger to anyone...

Diagrams, illustrations, photographs: Should be referenced as though they were quotations taken from a published work. Diagrams etc. are usually accompanied by a brief description and are listed throughout a piece of work by figure number. e.g. Figure 1. Mona Lisa by Leonardo Da Vinci. (Smith, 1990, p.10)

Text or script from videos, films or broadcasts: Should be referenced as though it were a quotation taken from a published work, but without page numbering.

Webpages: Should be referenced using the same 'author, date' method. If you do not have an author you should use the name of the website. If you cannot find a date you should use the date you accessed the site.

Other points to Note:

- If there are two authors the surnames of both should be given
- If there are more than two authors the surname of the first author only should be given, followed by et al.
- Where there is clearly no identifiable person/body responsible, use 'Anon.'

The Bibliography

A bibliography is a list of all works used in the research, including books, articles, internet sites, interviews, magazines...in fact, anything that has aided the research. This is where you give the detailed information about your sources. All works should be listed alphabetically, by author using the following formulas:

- **Books:** Author, initials, date, title, edition, place of publication, publisher, page number.
- **Articles and Journals** Author, initials, year of publication, title of article, title of journal, volume number, page number.

- **Webpages:** Author/date of publication/title of article/place of publication/publisher if applicable/Available from: UHR/ Date of access.
- **Photographs and images taken from Web Pages:** Author or artists/date of publication/title of article/place of publication/publisher if applicable/available from: UHR/ date of access.

Appendix 2: Section from the BSL Parents Handbook

Academic Honesty

All BSL learners are expected to be principled and act with integrity and honesty regarding their academic assignments. The internet is a hugely valuable educational research tool however it has become considerably easier for learners to gain an unfair advantage in their assignments by using the work of others as their own. This is not only damaging to the progress of the learner but is also considered academic malpractice.

Examples of academic misconduct include:

- **Plagiarism** - the representation of the ideas or work of another person as your own. This is usually done by copying and pasting the work of others from the internet.
- **Collusion** - supporting malpractice by another learner by allowing your work to be copied or used by another learner.
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- **Disclosing information** to another learner, or receiving information from another learner, about the content of an examination paper.

How should learners avoid plagiarism?

1. All learners must submit work that is their own.
2. Learners should not cut and paste from the internet and attempt to pass it off as their own work.
3. Learners should credit all the sources they use by using "quotation marks," citations and references. These skills will be taught in school at the appropriate levels.