

Johnston Heights IB Diploma Programme

Academic Integrity Policy

Johnston Heights sets high standards for its students and expects that all students maintain a high standard of integrity and honesty in their academic performance and overall behavior at school and beyond.

In the International Baccalaureate Diploma Programme, the Learner Profile is a key cornerstone of what IB learners strive to be. One of the 10 aspects of the Learner Profile is being “principled” which is defined as acting “with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.”

Purpose

Johnston Heights Secondary is committed to the highest standards of academic honesty and intellectual integrity. Our students are challenged to develop strong moral and ethical practices in their studies, research, writing, presentations, testing procedures and examinations.

The Academic Integrity Policy of the IB programme at Johnston Heights clearly outlines the expectations for proper academic conduct, the faculty and administration’s role in promoting academic honesty and the consequences of academic misconduct.

By maintaining academic integrity, IB’s goal is to award “reliable, fair and recognized outcomes to our students through valid assessments...Results cannot be fair if some students have had an unreasonable advantage over others.” (IB Academic Integrity, 2019)

This policy will be reviewed regularly as part of the school’s and the IB’s self-assessment process.

Procedures

When students are accepted into the programme, Diploma or Course, they are provided with copies of IB publications on Academic Integrity and Johnston Heights’ IB Academic Integrity Policy. The policy is explained to future candidates and their parents at the IB Orientation Night and reinforced again at the Grade 11 (Junior year of the programme) Orientation Day (TBA). Students must complete a 4-part tutorial on plagiarism offered by Simon Fraser University. The policy applies to all academic work completed by students during two years of the Diploma Programme (DP) and submitted for internal and external assessment. This includes homework and class assignments, individual and group projects and presentations, research/field studies/lab work conducted for internal assessment.

Students and parents are required to acquaint themselves with these materials and sign the Declaration that acknowledges their understanding of the policy. The signed declaration is kept on file until the student graduates from the programme.

What is Academic Integrity?

Johnston Heights, an IB World School, acknowledges, supports and endorses the IB Academic Integrity Policy. “Academic integrity is a guiding principle in education and a choice to act in a

responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behavior in the production of legitimate, authentic and honest scholarly work” (IB Academic Integrity, 2019). An ethical culture should be part of any educational institution, established and nurtured by the entire school community. “It is expected that students will understand:

- Their responsibility for producing authentic and genuine individual and group work
- How to correctly attribute sources, acknowledging the work and ideas of others
- The responsible use of information technology and social media
- How to observe and adhere to ethical and honest practice during examinations” (IB Academic Integrity, 2019)

Why Do We Need Academic Integrity?

- **To maintain fairness.** IB assessments can only be fair if all students are provided with an equal opportunity; and to be valid, they need to provide an accurate reflection of a student’s achievement.
- **To maintain trust and credibility.**
- **To develop respect for others.**

Expectations of Students

- Have a full understanding of their school’s policies and the IB’s policies
- Respond to acts of student academic misconduct and report them to their teachers and/or programme coordinators
- Respond to acts of school maladministration and report to their teachers and/or programme coordinators
- Complete all assignments, tasks, examinations and quizzes in an honest manner and to the best their abilities
- Give credit to used sources in all work submitted to the IB for assessment in written and oral materials and/or artistic products
- Abstain for receiving non-permitted assistance in the completion or editing of work, such as from friends, relatives, other students, private tutors, essay-writing or copy-editing services, pre-written essay banks or file-sharing websites.
- Abstain from giving undue assistance to peers in the completion of their work
- Show a responsible use of the internet and associated social media platforms must ensure that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged
- Comply with all internal school deadlines so that time for feedback to and revision of their work is sufficient enough.
- Acquaint themselves with the IB and School Academic Integrity Policy and comply with their guidelines in all their assignments and in the examination sessions
- Seek clarifications from their teachers and/or librarian in regards to academic honesty; for example, citing and referencing sources
- Bear the consequences regardless of whether the plagiarism was unintentional or deliberate. The same principle applies to collusion.

Expectations of Parents

- Understand IB policies, procedures and subject guidelines in the completion of

- coursework or examination papers by their children
- Support their children’s understanding of IB policies, procedures and subject guidelines
- Understand what constitutes student academic misconduct and its consequences
- Understand what constitutes school maladministration and its consequences
- Report any potential cases of student misconduct or school maladministration to the school’s directorate and/or the IB
- Submit only genuine and/or authentic evidence to support a request for inclusive access arrangements or adverse circumstances considerations for their children
- Abstain from giving or obtaining assistance in the completion of work to their children

Categories of Academic Malpractice

- **Plagiarism** is defined as the representation, **intentionally or unwittingly**, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism.
- **Collusion** is defined as supporting academic misconduct by another candidate, for example, allowing one’s work to be copied or submitted for assessment by another
- **Misconduct** during an IB examination includes taking unauthorized material into an examination room, disruptive behaviour that disrupts the examination and communicating with others during the examination.
- **Communication** about the content of an examination 24 hours before or after the examination with others outside their school community is also considered a breach to IB regulations.
- **Duplication** of work is defined as the presentation of the same work for different assessment components and/or Diploma Programme requirements.
- **Any other behavior** that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, taking an unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record; **not submitting major assignments (for example, IAs on time, thus gaining advantage.) All efforts must be made to hand in major assignments on the due date even if students have an excused absence (for example, submit an electronic copy or drop off a paper copy to the office.)** Extensions may be granted in extenuating circumstances, on a case-by-case basis, provided that teachers are consulted in advance for consideration. In some cases, a medical note will be required.

How to Maintain Academic Integrity

How to Avoid Malpractice

- **To avoid plagiarism**, provide
 - sources for all verbatim quotations of two or more consecutive words which must be enclosed within quotation marks
 - sources from which you paraphrased and/or used ideas and facts
 - sources for non-printed materials such as maps, photographs, illustrations, data, graphs and so on. The addresses of websites (URL) and the date when they were accessed must be provided. E-mail messages, online databases, DVDs and any other electronic media must be treated in the same way as the Internet, books and journals.
- **To avoid Collusion**, be aware of collusion versus collaboration

- Collaboration with other students is permitted and encouraged; for example, in the requirements for internal assessment in some subjects; however, the final work must be produced independently, despite the fact that it may be based on similar data.
- During their collaboration, students should take their own notes and should not share them with their partner and/or other members of the group.
- The introduction, content and conclusion or summary of a piece of work must be written in each candidate's own words.
- Teachers must pay particular attention to this important distinction to prevent allegations of collusion against their candidates

Citing and Acknowledgement of Sources

- Semiahmoo uses the MLA referencing system.
 - Individual subjects/teachers might provide their own specific requirements and guidelines.
 - Students are provided with the booklet on referencing materials and resources
- **Examination, Internal Assessment Procedures, CAS and EE Process** Students are provided with rules, regulations and requirements for all components of the assessed work, which are reviewed during EE, CAS and Examinations Orientation Days in both Grade 11 (junior level) and Grade 12 (senior level) with IB Coordinator, EE and CAS coordinators.

Examples of Malpractice during Classroom Testing Procedures

- copying another person's test answers
- exchanging information during the test
- copying answers from illicit notes or recorded on electronic devices
- obtaining a copy of a test paper ahead of time
- cooperation on class assignments when prohibited by the teacher

To avoid malpractice, teachers might ask students to leave all books, bags, electronic devices and other materials at the front of the room or in other areas not accessible to students during tests. Sharing of any tools necessary for testing, such as computers, erasers, calculators, rulers, etc., is not allowed. Other steps may be necessary to ensure the integrity of test-taking and assessment environments.

Examples of Malpractice in Examination Sessions

A session on examinations procedures and expectations of proper conduct is held with all candidates, Diploma and Course, in April prior to their examinations, and students and parents are provided with a comprehensive Examination Procedures Booklet.

- taking unauthorized material into an examination room (for example, an electronic device other than a permitted calculator, own rough paper, notes, a mobile phone) regardless of whether this material is used or potentially contains information pertinent to the examination
- misconduct during an examination, including any attempt to disrupt the examination or distract another candidate

- exchanging or supporting or attempting to support, the passing on of information that is related to the examination
- copying the work of another candidate
- failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of the examination
- impersonating another candidate
- stealing examination papers
- using an unauthorized calculator during an examination
- 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
- fabricating data for an assignment

IB Coordinator and School Administration are expected to:

- know the IB Academic Integrity Policy, General Rules and Regulations, and regulations and instructions, concerning, for example, the conduct of examinations
- know what constitutes academic honesty and malpractice
- establish a school culture that actively encourages academic honesty
- support the IB in the prevention, detection and investigation of malpractice
- Inform parents about the standards the school is trying to uphold

Teachers are expected to:

- act as role models for the candidates and make sure all shared materials (handouts/presentations/etc.) are correctly referenced
- post Academic Integrity Flyer in their classrooms
- be fully aware of the IB and school policy on Academic Integrity
- to make clear what the expectations are regarding academic policy in the context of their own subject areas in their course outlines and during their instruction time.
- support and encourage students to comply with the guidelines of these policies in the preparation of their work for assessment
- teach students how to properly cite, paraphrase, and reference material by providing specific examples of printed and non-printed sources
- help students with early detection of unintentional plagiarism
- give students specific guidelines that encourage students to develop their own ideas through different class practices
- clearly explain the distinction between collusion and collaboration
- provide students with constructive feedback on their drafts
- confirm, to the best of his/her knowledge, that all candidates' work accepted or submitted for assessment is the authentic work of each candidate

Teacher-Librarian is expected to:

- provide his/her expertise on plagiarism and copyright to students and staff
- provide research guidelines and help students locate, evaluate and use information in accordance with good academic practice

Examples of Improper Conduct by a Coordinator and Teachers

- the unauthorized rescheduling of an examination
- failing to keep the examination papers secure prior to the examination
- opening examination paper packets prior to the examination

- providing a candidate with undue assistance in the production of any work (whether written or oral) that contributes to the assessment requirements of the Diploma Programme
- leaving candidates unsupervised during an examination
- allowing additional time in examinations without authorization from the IBO
- releasing an examination paper, or otherwise disclosing information about the content of a paper, within 24 hours of the end of the examination

Investigating Malpractice

By School

Students are responsible for ensuring that they submit for assessment authentic work with proper and full acknowledgement of the work or ideas of others. During the assessment/review process if a teacher suspects any malpractice, the following process will occur:

- The teacher keeps any suspicion of malpractice confidential and notifies the IB Coordinator
- The teacher and the coordinator will determine if malpractice has taken place based on information provided and investigate
- The Coordinator will inform parents of the process
- The Coordinator will invite the student to make a written statement of no more than 300 words to explain their perspective on the alleged misconduct
- If evidence of malpractice is confirmed, the students and parents will be notified of the penalties
- A coordinator informs the IBO that they suspect that final work submitted by a candidate may be affected by malpractice
- A coordinator provides IBO with a report of the investigation

By the IBO

- An examiner provides evidence to justify his/her suspicion
- The IBO Academic Honesty department identifies examination material that may not be the authentic work of a candidate and provides evidence to justify his or her suspicion
- The IBO initiates an investigation into malpractice immediately after the evidence of malpractice is brought to the attention of the IBO

Consequences of Malpractice

1. Malpractice identified in student's homework, classwork, presentations, projects, testing procedures will be considered a disciplinary matter and dealt with according to the school's academic integrity policy:
 - a. 1st offense: Parent conference with teacher and coordinator, and student will receive a zero for the assignment; a record of the incident goes on student's record
 - b. 2nd offense: a recommendation for removal from the course or dismissal from the IB Diploma Programme is made to the administration of the school; removal from a course will result in the student not receiving the IB Diploma nor the Certificate in the subject where malpractice is identified.

2. In cases when malpractice is identified internally (at school) in the submitted **FINAL work**, which must be submitted to the IB for moderation (Internal Assessment) and external assessment (English HL Essays, Extended Essays, TOK Essays, Visual Art), the IB Coordinator will notify the IBO, and according to IB rules the work WILL NOT be submitted to IB for external assessment. A candidate will not be eligible for an IB Diploma nor the Certificate in the subject where malpractice is identified.

Works Cited

"Academic Integrity" *International Baccalaureate Organization*, 2019, www.ibo.org. Accessed 30 Jan. 2020.

"IB Learner Profile" *International Baccalaureate Organization*, 2017, www.ibo.org. Accessed 30 Jan. 2020.

Johnston Heights would like to thank Semiahmoo Secondary for their permission to use parts of their original *Academic Honesty Policy* Booklet.