

# Academic Honesty Policy

2017-18



## TBAP AP AND SPECIAL ACADEMIES

 WEST	 COURTYARD	 LATIMER	 BEACHCROFT	 BRIDGE	 16-19	 OCTAGON	 CAMBRIDGE	 UNITY	 OCTAVIA	 ASPIRE	 EAST
 NORTH WEST	 NEW HORIZONS	 CSS Commissioning & School Support	 TBAP Teaching School Alliance	 tbapfoundation EVERY CHILD A CHANCE	 SUPPORT						

### **Academic Honesty:**

Learning is at the heart of everything we do at the TBAP 16-19 Academic AP Academy. We recognise that without academic honesty, the daily business of teaching and learning has neither integrity nor credibility. By applying high standards of academic honesty to all teaching, learning and assessment at the TBAP 16-19 Academic AP Academy, we ensure that the achievement of each of our learners is equally and fully recognised and celebrated.

The IB learner profile makes clear that we seek to develop learners who are “principled” and “act with integrity and honesty, with a strong sense of fairness, justice and respect.” All staff and learners at the TBAP 16-19 Academic AP Academy are expected to understand and follow the principles of academic honesty at all times.

### **General Principles:**

The IBO General Regulations<sup>1</sup> define academic misconduct as “being any behaviour that results in, or may result in, a candidate or any other candidate gaining an unfair advantage in one or more assessment components”. Misconduct may include, but is not limited to:

- 1. Plagiarism:** Plagiarism is taking someone else’s ideas or material and presenting them in your own work **without explicitly acknowledging the source of the material**. Plagiarism is not limited to the written word and can include images, data such as graphs and charts, sounds and other forms of electronic media. Paraphrasing other people’s work, even when using your own words, **without explicitly acknowledging the original source** is also plagiarism. Examples of plagiarism include:
  - i. Copy and pasting information from the internet, without acknowledging where it has come from. This includes images, graphs, charts and other forms of electronic media. If websites have been used for research then they need to be cited
  - ii. Copying all, or part, another person’s work
  - iii. Get another person to do some or all your work for you and hand it in as your own
  - iv. Rewrite the ideas of another person in your own words, **without acknowledging the other person**
  - v. Presenting a piece of artwork, drama or music that contains elements of another person’s work **without explicitly acknowledging** the other person’s contribution
  
- 2. Collusion:** Collusion is defined as helping someone else to be dishonest. In cases of collusion, **both people are seen to be at fault**. Examples of collusion include:
  - i. Doing some, or all, of another person’s work for them
  - ii. Allowing someone to copy some, or all, of your work
  - iii. Helping someone with a piece of work when you suspect that your teacher would not allow you to do so
  - iv. Talking about, or otherwise sharing, the details of examinations or other assessments for 24 hours after they have been completed

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<sup>1</sup> IBO General Regulations: Diploma Programme. 2014. P12

- 3. Duplication:** Duplication is defined as handing in the same piece of work for more than one assessment within the IBDP. Examples of duplication include:
- i. Handing in an essay written as an assessed piece of work for your Psychology HL course as your Extended Essay
  - ii. Using the data generated in your collaborative Group 4 project as the basis for your externally assessed Chemistry HL report
- 4. Fabrication:** Fabrication of work is defined as making up data, references or other elements of assessed work. Examples of fabrication include:
- i. Fabrication of data – making up a set of observed data in the sciences or mathematics
  - ii. Fabrication of references – making up a reference that you cite in a piece of work
  - iii. Fabrication of CAS records – making up reflections on CAS projects which you have not taken part in
- 5. Other forms of misconduct:** Candidates can behave in other ways that put them in breach of IBO regulations, and are defined as cheating. Some examples would include:
- i. Taking unauthorised material, such as written notes or a mobile phone, into the examination room
  - ii. Leaving unauthorised material, such as written notes or a mobile phone, in a lavatory which could be accessed during an examination
  - iii. Refusing to follow an invigilators' instructions
  - iv. Deliberately disrupting an examination
  - v. Using an unauthorised calculator and/or using a calculator in an examination when one is not permitted

### **Role of the learner:**

It is the ultimate responsibility of each learner at the TBAP 16-19 Academic AP Academy to ensure that all work they hand in to be assessed is their own work, and that the ideas and work of others is fully acknowledged. In practice, this means that:

1. **Assessed work:** All internally and externally-assessed work must be that of the learners alone. In cases where collaborative research or investigation have been carried out, the written work, report or portfolio handed in must be written in the candidates own words
2. **Examinations:** All examinations at the TBAP 16-19 Academic AP Academy will be carried out under IB regulations. Learners who break the regulations will be awarded a zero mark. In the case of external, IB examinations, all breaches will be reported to the IBO

In addition, learners are expected to:

1. Read and sign the academic honesty policy at the start of each academic year
2. Understand what represents academic dishonesty and misconduct
3. Recognise the consequences of academic dishonesty and misconduct
4. Recognise that staff at the TBAP 16-19 Academic AP Academy will routinely use "TurnItIn" software to check work for plagiarism
5. Follow all rules for school examinations
6. Take advice from teaching staff on the best way to acknowledge the work and ideas of others in their work, written or otherwise
7. Work with their academic mentor and the director of learning to manage their time and workload. Academic dishonesty is much more likely to occur when people are under pressure
8. Work to develop their own voice when producing their work, written or otherwise

### **Role of teaching and support staff:**

Teaching and support staff are expected to contribute to a culture of academic honesty at the TBAP 16-19 Academic AP Academy. In practice, it is expected that they:

1. Read and sign the academic honesty policy at the start of each academic year
2. Attend CPD sessions on academic honesty when offered
3. Contribute to the annual review of the academic honesty policy
4. Discuss academic honesty, including subject-specific approaches to referencing and citation with learners on a regular basis
5. Model academic honesty with respect to their own teaching materials
6. Use "TurnItIn" software to check work for plagiarism on a routine basis
7. Ensure that learners are given sufficient notice of assessment deadlines to allow them to effectively manage their workload
8. Report all cases of suspected deliberate academic dishonesty and misconduct to the IBDP coordinator

### **Role of the IBDP Coordinator and/or Head of School:**

The Head of School and IBDP coordinator will seek to inculcate and support a culture of academic honesty at the TBAP 16-19 Academic AP Academy. In practice, it is expected that they:

1. Ensure that all learners and staff at the TBAP 16-19 Academic AP Academy understand the spirit and practice of academic honesty by providing training, and additional support when necessary
2. Review the academic honesty policy on an annual basis to ensure that it is in line with current IB regulations
3. Provide timely advice and instruction on changes to IBO regulations on academic honesty change
4. Coordinate and maintain an overall assessment calendar for the IBDP which seeks to keep student workload manageable
5. Support staff in developing including subject-specific approaches to academic honesty
6. Provide a "TurnItIn" account for the school
7. Ensure that all school examinations are conducted in line with IBO regulations
8. Investigate all reported incidents of deliberate academic dishonesty and misconduct, according to the procedure laid out below
9. Document and report instances to academic misconduct to IBO if necessary

## **Consequences of academic dishonesty and misconduct:**

Learners must understand that the consequences of academic dishonesty and misconduct, **whether intentional or not**, can have very serious consequences within the IBDP. If a learner is found to have engaged in misconduct, during an examination or in a piece of internal or external assessment, **they will receive a zero mark for the relevant subject course** and as a consequence **will not receive an IB Diploma**.

We recognise that our learners have come from a variety of educational experiences. We also recognise that the habits and understanding of academic honesty take time to develop. In the first instance, teaching staff will investigate suspected academic misconduct with the learner involved. In cases where academic misconduct has happened due to a lack of understanding of, for example, proper citation, then appropriate support will be given. However, in the case that deliberate misconduct has occurred, the following consequences will apply:

### **First instance:**

Work that has been produced dishonestly will need to be resubmitted. The learner will meet with the IBDP coordinator to review the Academic Honesty Policy. If appropriate, a letter will be sent home to the parents or carers of the learner. A note of this letter will be kept on the learners SIMS record. The learner will work with their academic mentor to review their workload to ensure that it is manageable.

### **Second instance:**

Work that has been produced dishonestly will need to be resubmitted, with minimal support from the relevant member of teaching staff. The learner, and their parent or carer will meet with the IBDP coordinator to enforce the Academic Honesty Policy. A note of this meeting will be made on the learners SIMS record. The learner will be expected to work closely with their academic mentor to ensure that their internal and external assessments are completed in plenty of time, working one-to-one in study sessions if necessary

### **Third instance:**

Work that has been produced dishonestly will need to be resubmitted, with no support from the relevant member of teaching staff. The learner, and their parent or carer will meet with the IBDP coordinator to enforce the Academic Honesty Policy and receive a formal written warning. A note of this meeting will be made on the learners SIMS record. The learner will be placed on study-support report, and monitored daily by their academic mentor. At the Head of Schools discretion, reference may be made to the instances of academic misconduct in any references provided to Universities or Institutes of Higher Education, from the school.

### **Final instance:**

The academic misconduct will be formally reported to the IBO. As a consequence, the candidate will receive a mark of zero for the component(s) of the course that the misconduct has occurred in, and as a result will not receive a full diploma.

This policy was agreed June 2017 and will be reviewed annually by the TBAP Trust Board

Date of next review: March 2018