



## THE INTERNATIONAL SCHOOL OF ATHENS

### Academic Honesty Policy

#### in the IB Diploma Programme

#### AIMS OF THE POLICY:

- Promote ethical academic practice and a school culture that actively encourages academic honesty
- Enable students to understand what constitutes academic honesty and dishonesty
- Ensure that students understand the importance of acknowledging accurately and honestly all ideas and work of others
- Explain to students that they have an important role in ensuring that their work is 'academically honest'
- Impart to students that plagiarism is a serious academic offence for which the International School of Athens shows no tolerance
- Explain to students precisely what consequences will be imposed should they be found guilty of malpractice
- Encourage students to look to their teachers, supervisors and IB coordinator for support when completing assessed work in order to prevent any possible form of malpractice

The IBO stresses the importance of academic honesty. In the IB publication on academic honesty, it is stated that:

*"all assignments for assessment, regardless of their format, must wholly and authentically use that candidate's own language, expression and ideas. Where the ideas or work of another person are represented within a candidate's work, whether in the form of direct quotation or paraphrase, the source(s) of those ideas or the work must be fully and appropriately acknowledged. This requirement includes a candidate's responses to examination papers in May and/or November. All quotations in a candidate's examination script must be properly acknowledged".*

*(Academic Honesty Policy:1.5, IBO)*

#### WHAT IS ACADEMIC HONESTY

Academic honesty means that one's own work is authentic and not a reproduction of other people's work or ideas.

Intellectual property rights must be respected and are often protected by law (copyrights on music, patents, movies, published books).

In the arts, you may be inspired by other artists' music or creativity. It is perfectly acceptable to be inspired by other artists' work but the original source must always be acknowledged. As the IBO Academic Honesty Policy states: *"The imitation of another artist's work may be acceptable in contexts that are well defined by the teacher, but candidates must understand that passing off the work of another person as their own is not acceptable and constitutes malpractice."*



## PLAGIARISM & MALPRACTICE

According to the IBO, a student is guilty of malpractice if he or she plagiarizes, works too closely together with another student (collusion), or duplicates work. Malpractice is also present in other situations. For example, if a student falsifies a CAS-record or brings unauthorized material into an exam.

In the IB programme, plagiarism, collusion and duplication are defined as follows:

Plagiarism: this is defined as the representation of the ideas or work of another person as the candidate's own

Collusion: this is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another student.

Duplication of work: this is defined as the presentation of the same work for different assessment components and/or diploma requirements

In addition, any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record) is defined as academic dishonesty.

### ➤ Cases of plagiarism:

- Using information from the internet – either directly or in a restated form – without acknowledging the source. This also includes photos, music, graphs, maps and the like.
- Copying one sentence or more from a book or the internet without acknowledging the source in quotation marks and in the bibliography.

*Using 5-8 words in a row from a book/the internet/somewhere else without acknowledging the source constitutes plagiarism.*

### ➤ Cases of collusion:

Students are expected to work independently for most assessment components. However, in some cases (*for example in the group 4-project or the psychology simple experimental study*), collaboration is encouraged. Nevertheless, the final product must always be the student's own work.

• The IBO states that *"This means that the abstract, introduction, content and conclusion/summary of a piece of work must be written in each candidate's own words and cannot therefore be the same as another candidate's. For example, if two or more candidates have exactly the same introduction to an assignment, the final award committee will interpret this as collusion (or plagiarism)."*

• In IB Math, group work *"is not appropriate for the mathematics HL or mathematics SL portfolio. For mathematical studies SL, group work must not be used for projects. Each project must be based on different data collected or measurements generated."*

### ➤ Examples of duplication of work

- The presentation of the same work for different assessment components constitutes malpractice. For example, if a student hands in a piece of work for a history assignment and then, later, hands in the same, or almost the same, piece of work for his or her Extended Essay, it is malpractice.



### ➤ Other examples of malpractice

- Fabricating data for a table, a survey or the like constitutes malpractice.
- Many students know more than one language. It is malpractice to read something in one language and translate it into another and present it as one's own ideas.
- Furthermore, the IBO views the following as malpractice:
  1. Taking unauthorized material into an examination room (such as cell/mobile phone, written notes).
  2. Leaving and/or accessing unauthorized material in a bathroom/restroom that may be visited during an examination
  3. Misconduct during an examination, including any attempt to disrupt the examination or distract another candidate
  4. Exchanging information or in any way supporting the passing on of information to another candidate about the content of an examination
  5. Failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of the examination
  6. Impersonating another candidate
  7. Stealing examination papers
  8. Using an unauthorized calculator during an examination, or using a calculator when one is not permitted for the examination paper
  9. Disclosing or discussing the content of an examination paper with a person outside the immediate school community, including online discussions, within 24 hours after the examination.

### **CONSEQUENCES OF MALPRACTICE:**

If malpractice is suspected, the nature of the malpractice is reported to the IBO by the external examiner or the IB coordinator.

The allegations of malpractice are investigated very thoroughly. If a student is found guilty, the outcome (as outlined by the IB) is:

- If the amount of plagiarism is minimal, zero marks will be awarded for the assessment component, but a grade will still be awarded for the subject. This is referred to as 'Academic Infringement'
- If a candidate is found to have plagiarized all or part of any assignment then no grade will be awarded for the subject. This automatically means that no Diploma can be awarded.
- Misconduct during an examination will result in no grade being awarded for the specific subject involved.
- If a candidate falsifies a CAS record, no Diploma will be issued until 12 months after the examination session have passed. The CAS record will need to be correctly completed.



- If the case of malpractice is very serious, the candidate may not be allowed to re-register for examinations in any future session
- An IB Diploma may be withdrawn from a candidate at any time, if malpractice is subsequently established
- An appeal may be made to the final award committee in the light of new factual evidence, within three months of the original decision.

### **IN CLASS WORK & HOMEWORK ASSIGNMENTS:**

In accordance with school policy, the following sanctions will be carried out in cases of academic malpractice:

1. The teacher gives the student an oral warning.
2. If case academic malpractice happens again, then each step of school's discipline policy is followed.
3. In addition, if a student cheats, plagiarizes and/or lies, s/he may receive zero for the entire assignment and may not qualify for makeup of the assignment subject to the teacher's discretion. The IB Coordinator, in consultation with the school administration, may assign additional penalties based on the severity of the offense up to and including expulsion from the IB program.

### **HOW TO AVOID BEING GUILTY OF ACADEMIC MALPRACTICE**

- The simplest method of avoiding plagiarism is to, honestly, accurately and clearly acknowledge, by references in the body of your work, and/or in a bibliography at the end, each and every piece of material you used in the production of your work.
- CD Rom, email messages, web sites on the Internet and any other electronic media must be treated in the same way as books and journals
- The sources of all photographs, maps, illustrations, computer programmes, data, graphs, audio-visual and similar material must be acknowledged
- Passages that are quoted verbatim must be enclosed within quotation marks and references provided
- All works of art, film, dance, music, theatre arts or visual arts must have their source/origin acknowledged
- *"Candidates must record the addresses of all websites from which they obtain information during their research, including the date when each website was accessed. The uniform (or universal) resource locator (URL) constitutes the website address for this purpose. Simply stating the search engine that was used to find the website is not acceptable and does not, in the view of the final award committee, constitute a form of acknowledgment."* (Academic Honesty Policy:2.2, IBO)
- Material cannot be paraphrased without acknowledging the source
- Do not collaborate in externally set exams, internal assessment, or when handing in written work during regular class -time – unless otherwise instructed by your teacher.
- Always obey the rules in exam situations.
- Do not use a translator for projects, papers, or tests.



- Use a calculator only as directed by the teacher.
- Do not use unauthorized notes for tests or quizzes.

## **RESPONSIBILITIES OF THE STUDENTS**

As students, your responsibilities in respect of academic honesty include the following:

- You are responsible for ensuring that all work submitted for assessment is authentically yours
- You are responsible for fully and correctly acknowledging the work and ideas of others
- You are expected to review your own work before submission for assessment to identify any passages, computer programmes, data, photographs and other material which require acknowledgement.
- You are expected to comply with all internal school deadlines. This is for your own benefit and may allow time for revising work that is of doubtful authorship
- Once a student has 'signed off' the official IB Diploma Programme coversheet, indicating that and internally assessed piece of work is authentically his/hers, there is no opportunity to re-submit different work, if the first submission is deemed to be plagiarized.
- You should be aware that teachers have the right to refuse to sign your cover sheet if they do not believe you completed the work, and if you cannot prove your ownership to their satisfaction, or the satisfaction of the IB coordinator. The IB will accept the teacher's decision in this case.
- It is the student's responsibility, if academic dishonesty is suspected, to prove that all pieces of work are his/her own and have not been plagiarized.

## **RESPONSIBILITIES OF THE TEACHERS**

Teachers are responsible as follows:

- To be vigilant for obvious changes in a candidate's style of writing. Subject teachers are in the best position to identify work which may not be the authentic work of the student
- Teachers are expected to read and check candidates' work for authenticity before submission. This refers to all internal assessments.
- Any issues of authenticity arising from plagiarism and/or collusion before the submission of work for assessment must be decided within the school, initially by the subject teacher, and then in discussion with the IB Coordinator
- If the IB coordinator or teachers have reason to suspect that part or the whole of a candidate's work, which counts towards the final IB Diploma grade in that subject, may not be authentic, that work must not be accepted or submitted for assessment. In such cases, the IB suggests that one of two possible courses of action may be adopted:
  - The candidate can be allowed one opportunity to revise and resubmit the work, which must be completed on time for the IB coordinator to send the work to the examiner by the appropriate IB deadline



- If there is insufficient time, an F must be entered against the candidate's name on the appropriate mark sheet. This will result in no grade being awarded for the subject concerned. This will mean that no Diploma is awarded.
- An F will be entered for candidate's work, in line with the point above, if the candidate is unable to prove, to the teacher's satisfaction that the work is his/her own, or when the teacher refuses to sign off the relevant cover sheet. Candidates must be prepared to prove their authorship, possibly through questioning on knowledge of the material presented.
- The school may make further decisions, in line with its own disciplinary policy, which may include expulsion, in addition to, or even prior to, the suggested course of action noted above.
- If plagiarism is detected after a candidate's work has been accepted or submitted for assessment, the International Baccalaureate's Curriculum and Assessment office (IBCA) must be informed.

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