



# **Academic Honesty Policy**

International School Delft

*Version December 2022*



### Whole school policy

Academic honesty is an essential aspect of teaching and learning in IB programmes where action is based on inquiry and reflection. Students are required to act in a responsible and ethical manner throughout their participation in the International Baccalaureate (IB) Primary Years Programme, Middle Years Programme (MYP) and in the Diploma Programme (DP). At the International School Delft, we encourage students to have a strong sense of agency and a responsibility for the world around them. Academic honesty plays an essential role in this.

By displaying academic honesty students are reflecting the **IB Learner Profile**.

The four main attributes that reflect academic honesty are:

**Principled:** We act with integrity and honesty, with a strong sense of fairness and justice and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

**Thinkers:** We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

**Risk-takers:** We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

**Reflective:** We consider our own learning and experience thoughtfully. We can assess and understand our strengths and limitations to support our learning and personal development

Choosing not to take part in academic misconduct means students value learning and are working in accordance with the learner profile – they are conducting themselves as principled, thinking, risk-taking and reflective individuals in all areas of their academic work. By choosing to adhere to these attributes, students are choosing not to take part in academic misconduct.



### **Prevention and professional responsibility**

It is the professional responsibility of all staff members to be fully aware of the content of this document and all documents referred to in this policy, to communicate the information accurately to the school community.

Staff encourage honesty, provide guidelines to students on how to use all forms of resources adequately and follow set procedures when dishonesty is discovered.

If more information is needed, it is the staff member's responsibility to contact the coordinator for clarification. It will be assumed this document and documents to which this document refers, are adhered to.

Teachers will use their professional judgment to establish the authenticity of a student's work based on the style of writing (which may reveal obvious discrepancies), the student's initial notes, action plans and other documents explored in class (e.g. brainstorming, action plans, drafts), through a discussion with the student, and a report from an online plagiarism detection service.

### **Parental support:**

Parents and guardians must be aware of the school's academic honesty policy. It is published on the school website and included in the school guide.

- Parents can support this policy by encouraging students to plan their assignments so that they meet deadlines and submit work that is in accordance with the school's academic honesty policy.
- Parents can support students by helping them with their time management and supporting but not doing the work for students.
- Parents can encourage students to ask their teacher for advice if they are having difficulty with their work.

### **Academic honesty in the Primary School: PYP**

PYP skills are taught to underpin academic honesty in the MYP and DP, as well as ensuring the understanding of the importance of academic honesty. Displaying academic honesty and the IB Learner profile attributes, are the ideals that students of the PYP strive for. Along with this, students are taught a desire to display the PYP Attitudes.



What is Academic Honesty in the PYP?

- If you take credit for the work, which belongs to you then you are being **knowledgeable**. People will know they can come to you to find out more information about your topic.
- If you share credit for the work, which is from a group then you are being **principled**. People will see you are an honest and respectful person.
- If you give credit for work, which is not yours then you are a person who has **integrity**. You know the difference between what is fair and what is not fair. You are an honourable person.
- If you contribute equally while working in a group, then you are showing **respect** for others' opinions and **cooperation**. People know you are a good listener, and you work well with others.
- If you work individually on work, which is to be done alone, then you are showing **independence** and **confidence**. You know you can do the work and you will do your best.
- Include exhibition, citations, shared work

### Academic Honesty in the Secondary School: Middle Years Programme (MYP) and Diploma Programme (DP)

Academic honesty is taken seriously at Secondary school. It must be seen as a larger set of values and skills that promote personal honesty and good practice in teaching and learning, including assessment.

#### What is Academic Honesty in secondary school?

- Taking full credit for own work and giving full credit to others who have helped or for whose work that was incorporated.
- Respecting other people's effort and time.
- Representing work honestly and accurately.
- Collaborating with other students only as specified by the teachers.
- Allowing peers/friends to follow the Academic Honesty policy.
- Appropriate use of technology.
- Following teachers' requirements for each assessment.
- Only using appropriate resources, referencing and tools.
- Reporting breaches of academic honesty to the teachers and/or management.



The IB (2014) adds:

- Ensure that all sources that have been consulted are acknowledged in the work using the referencing style (MLA format) agreed with the teacher.
- Make sure that information to acknowledged in the body of the text and is fully listed in the bibliography. This includes referencing the use of translation devices.
- Use quotation marks or indentation to show all text that is someone else's exact words and do not forget to show whose words they are.
- Cite sources so that readers can find them; if the student cannot state the origin of the source, it is probably better not to use it.

## **Promoting Academic Honesty is a joined Responsibility**

### **Teachers, Mentors, and Librarian**

Subject Teachers, Mentors, and the Librarian are responsible for ensuring that students fully understand what constitutes academic honesty and why the issue is important. Subject Teachers are responsible to the best of their abilities, for checking that all work is academically honest. Subject teachers, Mentors, and the Librarian instruct students on how to paraphrase, quote, reference and gather research sources. Lessons are provided by the school's Librarian on how to use the school's digital research platforms to find information and how to use MLA citation and referencing appropriately. Academic Writing Workshops are provided by the Librarian and the Personal Project Coordinator for MYP 4 and 5 students to give students extra support while planning, researching, and writing their personal project. There is also an "MLA Support" area in the Media Resource Center. Specific guidelines for language tools and referencing are provided in the referencing guide for MYP. Students are expected to format all assignments according to MLA Style Guidelines. Subject Teachers, Mentors, and the Teacher Librarian are responsible for identifying cases of academic misconduct and taking action accordingly.

[Whole School MLA Citation & Referencing Guide](#)

[Advanced MLA In-text Citation Guide \(for MYP 5 and DP\)](#)

[Advanced MLA Citation & Referencing Guide \(for MYP 5 and DP\)](#)



## Parents/Guardians

Parents/guardians are responsible for encouraging their children to be academically honest and become independent learners by providing students with examples of honesty and integrity outside of school. Parents/guardians are responsible for understanding ISD Academic Honesty Policy and the consequences if their child is academically dishonest.

## Students

Students are responsible for ensuring that any work they produce is done in accordance with ISD's Academic Honesty Policy. Students are responsible for their own actions. If they are unsure whether their actions could be considered as Academic Dishonesty (see Examples of Academic Honesty) they should seek advice from a subject teacher or Mentor.

## What is academic misconduct in secondary school?

Academic misconduct is defined as breaching ethics and is simply defined as cheating.

In *Effective Citing and Referencing*, the IB defines academic misconduct as a behaviour that results in, or may result in, the student or any other student gaining an unfair advantage (or a behaviour that disadvantages other students) in one or more assessment components.

## Examples of "academic misconduct"

- 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 (*Effective citing and referencing*).
- Using and taking unauthorized material for an assessment, such as cheat sheets or using notes on devices.
- Use of essay-writing services (ghost-written, purchased essays, or AI text/essay generating platforms) helping in writing essays or other assessment materials.
- Exact copying from another person's work without using a full and appropriate citation consistent with the MLA Style Referencing.
- Taking basic words or language from another source without providing a full citation (even paraphrased ideas must be cited).



- Presenting text from the internet or another source as though it is one's own.
- Asking about and sharing questions and/or answers about quizzes and assessments
- Sharing answers to assignments/homework without permission
- Submitting the same work for more than one assignment without permission from the teachers
- Falsification or inventing fictitious data for an assignment
- Misrepresenting the work in any way to the teachers, such as saying that the assignment was turned in when it was not or misinforming the teacher about the time spent on the assignment.
- Disruptive behaviour and communicating with others during the assessment
- failing to comply with the instructions of the teacher or other member of the school's staff responsible for the conduct of the examination
- Taking part in Collusion. **Collusion** is defined as supporting academic misconduct by another student, for example allowing one's work to be copied or submitted for assessment by another (*Effective citing and referencing*).
- Not collaborating with others, this means doing more or less than the student's share of a group project without permission from the teacher.
- Not being on time or missing a scheduled assessment without prior permission from the teacher.

## Consequences for Academic Misconduct in the Middle Years Programme

### In year MYP 1 - 3 students:

#### First offence:

- Teacher discusses misconduct with student and gives a warning
- Students will be given a chance to submit the assessment, do it at a later time or will be given an alternative assessment.
- Parents will be contacted via email by the teacher when academic misconduct occurs, making the parents aware of what students need to do to correct the academic misconduct.



### **Repeated offence:**

- A meeting to discuss the importance of academic integrity and the consequences of repeated academic misconduct will be held to ensure all are fully aware of the up-and-coming consequences. The following parties will attend: the student, the student's parents/ guardians, and teacher.
- Only for the second defense: depending on the type of breach, for example not referencing accurately, a student may get a chance to redo part of the assessment or do an alternative assessment.
- In most cases, if there is clear intentional academic dishonesty the student's work will be given a zero, and it will impact the student's overall levels.
- The student will serve a Pastoral detention and will be required to write an essay about academic honesty.
- If a student repeats an act of academic misconduct more than twice this will lead to more severe measures.

### **In year MYP 4 - 5 students:**

#### **First offence:**

It is up to the teacher's discretion whether the students will be allowed to correct the academic misconduct with a first offence. Either way, the student's scores will be adversely affected. Parents will be contacted via email by when academic honesty occurs, this e-mail will be filed in Managebac.

#### **Repeated offence:**

- A meeting to discuss the importance of academic integrity and the consequences of repeated academic misconduct will be held to ensure all are fully aware of the up-and-coming consequences. The following parties will attend: the student, the student's parents/ guardians, teacher, and Deputy Head.
- The student will be awarded a zero, and it will impact the student's overall levels.
- The student will serve a Pastoral detention and will be required to draft an essay about academic honesty.
- If a student repeats an act of academic misconduct more than twice this will lead to more severe measures.





- Plagiarism or instances of academic dishonesty during an examination session and/or Personal Project will result in a zero for that task
- On-going academic misconduct in MYP will affect the student chance of acceptance in the Diploma Programme

### **Turnitin for MYP and DP**

Turnitin will be purchased and used through Managebac in the next academic year (22-23). It will be used for MYP4-5 and the Diploma Programme.

### **Diploma Programme**

Students must comply with the guidelines set out by the school and the International Baccalaureate. A breach of academic integrity in the Diploma Programme could result in the discontinuation of the programme. The IB is clear that IB diploma will not be awarded to students who are involved in Academic Integrity issues. Malpractice can lead to the withdrawal of the IB diploma.

#### ***Exam Years: if discovered before submission***

If any work to be sent into the IBO is found to be plagiarized, it is the school's prerogative, according to internal policy, to either allow the student to redo the assignment completely, or the school may choose to not submit the assignment completely, or the school may choose to not submit the assignment, which will result in a non-submission for the student, and failure to obtain the diploma.

#### ***Exam Years: if not discovered before submission***

If the teacher identifies the work as authentic, the candidate signs a confirmation of authenticity, and the work is submitted to the International Baccalaureate. If the work is found to be plagiarized, the candidate will not be eligible to receive their diploma. The candidate must then abide by the decision of the IB.

### **Other Academic misconduct in relation to internal school assessments.**

If a student engages in malpractice or academic misconduct during the year, no credit will be given for the work/subject affected. A 0 (unmarked) will be placed on Managebac, and a logbook entry will be made via the behaviour tab on Managebac. The DP coordinator will contact the parents to discuss the incident. Other consequences such as detentions might follow, depending on the circumstances.



### **Other academic misconduct in relation to external exams.**

If any malpractice occurs or is suspected during the external examination, the school is obliged to report this to the International Baccalaureate.

### **Investigation of malpractice/academic integrity procedure**

If malpractice occurs or is suspected, the teacher/invigilator will report it to the DP Coordinator, who will form a small committee and examine the work or evidence.

- The DP coordinator will interview the student and teacher/supervisor, keep notes of the meeting, and may ask the teacher/supervisor and students to keep detailed notes, or write a reflection of the events.
- If malpractice for internal processes is confirmed, the internal penalties in school will be applied.
- If malpractice for external assessment has been confirmed, the IB DP coordinator will report the case to the IBO. (Please see *Diploma Assessment procedure 2019*, p 38-42)
- The IBO will conduct an initial investigation and may require the school to prepare further documents. Once the IBO is involved, they might decide:
  - Whether to dismiss the allegation, uphold it, or ask for further evidence or statements to be made
  - The academic integrity sub-committee of the final award committee considers the evidence, and the outcome is decided.
  - If an allegation of a breach of IB regulations is established, a penalty will be applied. If it is decided that no breach has occurred, the subject will be released in the normal way.
  - The penalty might be that no grade is awarded in the subject(s) concerned. All other results will still be issued. Depending on the circumstances of malpractice, either a certificate of the other results will be awarded, or the whole diploma might still be rewarded. Malpractice is not indicated on the certificate.
  - The candidate will be permitted to register for future examinations at least one year after the session in which malpractice was established.
  - If a case of malpractice is very serious, the final award committee is entitled to decide that the candidate will not be permitted to register for any future examination sessions.



- When the IB starts an investigation into academic misconduct, the coordinator is informed by email. The IB requires the coordinator to immediately inform the school's Principal of the investigation.
- Decisions of the final award committee may be appealed if there are acceptable grounds for the appeal. For further information about the process acceptable grounds and any subsequent appeal, please refer to the *Diploma Programme Assessment procedures* (2019).

### **Revision of this Policy**

This policy has been reviewed in December 2022,

Procedures and guidelines for MYP 4, 5 and DP have been added.

It is the responsibility of the coordinators to develop and maintain a policy review cycle, updating the information. Members of the community will be asked to take part in this review.

### **Communication of this Policy**

Coordinators will be responsible for providing copies of this policy to the school community through staff meetings, parent meetings, school newsletter and website.



## Bibliography

*Academic honesty in the IB educational context.* International Baccalaureate Organization, Updated November 2016, [www.resources.ibo.org/ib/topic/Academic-honesty/resource/11162-occ-file-g\\_0\\_malpr\\_sup\\_1408\\_1a\\_e/data/g\\_0\\_malpr\\_sup\\_1408\\_2a\\_e.pdf](http://www.resources.ibo.org/ib/topic/Academic-honesty/resource/11162-occ-file-g_0_malpr_sup_1408_1a_e/data/g_0_malpr_sup_1408_2a_e.pdf). PDF.

*Academic integrity.* International Baccalaureate Organization, October 2019, [www.ibo.org/contentassets/76d2b6d4731f44ff800d0d06d371a892/academic-integrity-policy-english.pdf](http://www.ibo.org/contentassets/76d2b6d4731f44ff800d0d06d371a892/academic-integrity-policy-english.pdf). PDF.

*Diploma Programme Assessment procedures.* International Baccalaureate Organization, Updated Feb. 2022, [https://resources.ibo.org/data/dp-assessment-procedures-2022\\_77ca7e4e-5f0c-4c63-9ffa-e8edac3e6bfb/dp-assessment-procedures-2022-en\\_1bfc0c6c-a095-489f-96a9-94770779b4a8.pdf](https://resources.ibo.org/data/dp-assessment-procedures-2022_77ca7e4e-5f0c-4c63-9ffa-e8edac3e6bfb/dp-assessment-procedures-2022-en_1bfc0c6c-a095-489f-96a9-94770779b4a8.pdf). PDF.

*Effective citing and referencing.* International Baccalaureate Organization, August 2014, [www.ibo.org/contentassets/76d2b6d4731f44ff800d0d06d371a892/effective-citing-and-referencing-en.pdf](http://www.ibo.org/contentassets/76d2b6d4731f44ff800d0d06d371a892/effective-citing-and-referencing-en.pdf). PDF.

*IB Learner Profile.* International Baccalaureate Organization, 2017, [https://resources.ibo.org/data/g\\_0\\_iboxx\\_amo\\_1702\\_2\\_e.pdf](https://resources.ibo.org/data/g_0_iboxx_amo_1702_2_e.pdf). PDF.

*Middle Years Assessment Procedures.* International Baccalaureate Organization, 2019, [www.resources.ibo.org/myp/ap/myp-2019/works/MYP\\_AP\\_2019?root=1.7.4.8.11&c=27850200&view=div&lang=en#Sec28](http://www.resources.ibo.org/myp/ap/myp-2019/works/MYP_AP_2019?root=1.7.4.8.11&c=27850200&view=div&lang=en#Sec28). PDF.