

**NORTHFLEET SCHOOL FOR GIRLS**  
**CO-OPERATIVE LEARNING TRUST**

**POLICY ON**

**THE IBCP**

**ACADEMIC HONESTY**

<b>Date of Policy:</b>	<b>December 2016</b>
<b>Member of staff responsible:</b>	<b>A Johnson</b>
<b>Reviewed and approved by the Governors:</b>	<b>December 2021</b>
<b>Next Review Date:</b>	<b>December 2023</b>

# IBO Mission Statement

The International Baccalaureate Organisation aims to develop enquiring, knowledgeable and caring young people who help to create a better and more peaceful world through international understanding and respect.

To this end, the IBO works with schools, Government and international organisations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

## Philosophy

Northfleet School for Girls, guided by the philosophy of the IB, places great value and importance on academic honesty. All is expected by all stakeholders at Northfleet, students, IB teachers, exam invigilators and parents. We are also guided by the attributes of the IB Learner Profile. "In teaching, learning and assessment, academic honesty serves to promote personal integrity and engenders respect for others and the integrity of their work. Upholding academic honesty also helps to ensure that all students have an equal opportunity to demonstrate the knowledge and skills they acquire during their studies."

At Northfleet School for Girls –

- All IBCP students understand what AH is – its significance and meaning.
- All work produced by IB students is their own authentic work.
- All work is cited correctly and fully acknowledged.
- Students are fully aware of conduct during examinations. (Students have a tutorial prior to exam of what is expected of them during an examination.)
- This policy refers to all work set by the school and the IB including homework, coursework and exams.

## Academic Honesty in the Diploma Programme IBO

The purpose of this policy is to:

- Provide good practice throughout the school and to develop a culture that encourages academic honesty.
- To help our students understand the principles of academic honesty and create a learning environment under which students produce original, authentic work.
- Ensure that students cite correctly and use appropriate methods when acknowledging ideas and work of others.
- Ensure that students are aware of all forms of malpractice and the consequences for these offences.
- To develop in our students' practices and conventions that will prepare them for future study in further and higher education institutions.

What would constitute a breach of academic honesty?

What is academic misconduct?

Academic honesty is acting with integrity in all school work by making sure all work completed is the pupils own and not copied from friends, books or the Internet. Academic misconduct is therefore defined as submitting work that has not solely been completed by that of the student.

All kinds of cheating are academically dishonest and they come under the following terms:

- **Malpractice**  
Gaining an unfair advantage in any class, homework assignment or examination. Examples of this could be unauthorised help from friends, parents etc., and the use of electronic aids during examination or any other items prohibited under the rules of the examining body.
- **Collusion**  
When a candidate knowingly allows their work to be copied/used by another student.
- **Plagiarism**  
The presenting of another's words and ideas as one's own without crediting the source. This can be from books, Internet. Magazine and TV.

There are also other forms of misconduct that you need to be aware of:

- Making up data.
- Misbehaving during an examination.
- Copying the work of another candidate.
- Not following the invigilator's instructions.
- Talking to another candidate.

## **Malpractice in School**

Consideration must also be given to the conduct of IB coordinator, teachers and exam invigilators. Unacceptable practice:-

- Unauthorised rescheduling of exams.
- Failure to keep examination material secure.
- Opening an exam paper before scheduled date/time.
- Providing a candidate with extra support without knowledge from IB.
- Leaving candidates unsupervised during an exam.
- Allowing extra time during an examination.
- Allowing extra time without formal authorisation from IB.

## **Roles and responsibilities**

### **Teachers/parents/students**

Students are responsible for the following:

- You are responsible for ensuring that all of your work submitted is entirely your own.
- You must ensure that where necessary you acknowledge your sources/ideas of others according to school guidelines.
- You will be expected to comply with all school internal deadlines.
- You need to be aware that teachers have the right to refuse work if they feel it is plagiarised and also if it fails.
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Teachers are responsible for the following:

- To be vigilant regarding student work – noting changing in style and work that could be produced by a more mature/experienced person.

- Teachers are expected to check and monitor work regularly to ensure it is students' authentic work.
- Teachers must alert IBCP if it is felt there has been plagiarism, collusion or malpractice with the work of the student.
- When setting work class/homework assignments that are not to be submitted to the IBO for assessment, teachers should take into account each candidates use and acknowledgement of sources – re-inforcing good academic practice.
- If there is a reason to suspect malpractice on the part of the student, that work cannot be submitted towards final IB Diploma grade. The IB suggests several courses of action.
- To allow the candidate to revise and submit the revised work
- Enter an F grade if it is too late and the deadline has passed which consequently means a failure to achieve the diploma. If after work has already been submitted to IB that plagiarism has been detected the International Baccalaureate curriculum and assessment office (IBCA) must be informed.

#### Parents/carers/guardians

- If your child is experiencing difficulties encourage them to seek support from their class teacher or the IBCP.
- Try and ensure that they are working towards meeting their deadlines.
- Ensure that when using internet journals etc. that they don't copy and paste chunks of work and acknowledge as their own.
- Where possible help your child to research and plan their work.
- Communicate with the school especially with class teachers and the IBCP to ensure understanding of the IB requirements.

#### Monitoring

Northfleet School for Girls subscribes to the practice of close monitoring by teachers of students' work, including class/homework assignments and externally marked work such as EE.

#### Internal Sanctions

These are ones that may be imposed by the school when there have been incidents of malpractice relating to home/class work, mocks etc.

1<sup>st</sup> offence – student to undertake the work anew, remind them of academic honesty policy.

2<sup>nd</sup> offence – parent notified, head teacher also informed and noted on student file. 1-day isolation.

3<sup>rd</sup> offence – student may face the cancellation of their examination entry and/or exclusion from BIS.

#### External Sanctions

External sanctions will apply if a suspected malpractice occurs at a later stage, either once when work has been submitted to the IB, or when final version of IAs are handed in with little or no time before the final submission date.

Investigations take place when:

- IBCP informs IBCA that misconduct may have taken place during an exam.
- An examiner suspects malpractice and can provide evidence to justify this suspicion.
- If a member of staff identifies that the students' work is not their own and can provide evidence.