



IB Academic Honesty Policy

Principled students act 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. - IB Learner Profile

The International Baccalaureate Programme requires **all work** presented to be the students' original work. Malpractice is recognised across the world as a serious academic offence and is unacceptable at Windermere School. Ignorance of malpractice is not a valid excuse and any student suspected of malpractice will be investigated by the teacher, IB coordinator or the IBO itself.

Definition

Academic Honesty is considered in the broadest sense as the production of academic material **without cheating, lying, stealing** or the inappropriate help of others (**collusion**) or using any source of information not appropriately attributed (**plagiarism**).

Malpractice includes (but is not limited to):

- **Plagiarism:** representing ideas or work of another person as one's own.
- **Collusion:** allowing one's work to be copied or submitted by another and/or releasing information about an assessment to another person.
- **Duplication:** presenting the same work in different assessments.
- **Falsification:** purchasing and/or submitting pieces of written work by someone else, misrepresenting actions, parent signature.

Internal Assessments and Examinations for the IB Programmes.

IB assessment work must include a signed cover sheet from the candidate authenticating the work. The IB will only accept work for assessment or moderation that has been authenticated and constitutes the final version of that work. This authentication should take place before work is uploaded for assessment/moderation.

If a coordinator or teacher is uploading work on behalf of a candidate, then this authentication must be collected from each candidate by the IB coordinator.

All coursework received by the IB will be checked via new text matching software for possible collusion and plagiarism. Any potential breaches of regulations will be investigated by the IB and the candidate may not receive a grade for the subject.

Internal Consequences of Malpractice

Category 1

The teacher in the classroom will deal with incidents.

Students who are caught cheating or plagiarising will **not** receive a grade or score for the work. The student will be expected to make up the work for an accurate score within the time frame specified by the teacher if the submission timeline permits. This work may be part of the internal assessment elements which will be submitted to the IBO. Some assessment

components can only be completed once and so cannot be attempted again. In these cases, non-submission of the assessment must be obeyed.

Teachers who confirm that a student has committed any of the above will report the incident to the IB Coordinator and, according to her judgment on the details of the incident, she will recommend the behavioural consequence(s). Any second infraction will result in a category two consequence and an on-going pattern may lead to a recommendation for exclusion.

* Malpractice regarding academic work will be recorded in the end of term report. **Category 1 incidents include (but are not limited to):**

- Copying homework or allowing homework to be copied.
- Taking information from another source that is not properly attributed. Students must follow instructions found in Windermere School's Academic Referencing Guide.
- Working with others on an assignment that was designed as independent work.
- Looking at another's test/quiz/examination.
- Letting another student look at your work during a test or quiz.
- Using other secretive methods of receiving or giving information during a test/quiz/examination.

Category 2

Incidents are severe and will be dealt with by the teacher, the IB Coordinator, and/or the Head, if necessary.

Students who are caught in a Category 2 violation will not receive a grade or score for the work. They will be expected to make up the work for an accurate score within the time frame specified by the teacher if the submission time line permits. This work may be part of the internal assessment elements which will be submitted to the IBO. Some assessment components can only be completed once and so cannot be attempted again. In these cases, non-submission of the assessment must be obeyed.

These incidents can be considered theft; therefore any student who is guilty of a Category 2 violation will be punished according to the Discipline Handbook for theft, and may receive other consequences, as deemed appropriate.

* Malpractice regarding academic work will be recorded in the end of term report.

Category 2 incidents include, (but are not limited to):

- Taking papers from the Internet, other publications or other students without proper citation.
- Taking any part of a test to use or give to others.
- Submitting any kind of work that has been written/produced by another.

Category 3

These incidents are extreme and will be dealt with by the administration of the school. This will result in a hearing and possible exclusion from school and the IB programme.

Incidents would include (but are not limited to):

- A repeated pattern of Category 1 or 2 incidents.
- Lying or deceit regarding academic work (ie, after cheating in the first place).
- Altering records.
- Stealing examinations/unauthorized materials.

- Consequences could include (but are not limited to) the student's removal from Windermere School.

External Consequence of Malpractice

The IB coordinator must inform the IBO if she suspects any malpractice in relation to a candidate's work after the work or an internal assessment mark has been submitted to the IBO. An examiner, moderator or detection software may report possible misconduct during the marking process. In such cases, the school will be required to conduct an investigation and provide the IBO with relevant documentation concerning the case.

1. Candidates suspected of malpractice will be invited, through the Coordinator, to present a written explanation or defence.
2. Cases of suspected malpractice will be presented to the final award committee. After reviewing all evidence collected during the investigation, the committee will decide whether to dismiss the allegation, uphold it, or ask for further investigation to be made.
3. If the final award committee deems evidence of malpractice insufficient, the allegation will be dismissed and a grade will be awarded in the normal way.
4. If the final award committee decides that a case of malpractice has been established no grade will be awarded in the subject(s) concerned. No IB Diploma or IB Career-related qualification will be awarded to the candidate, but certificates will be awarded for other subject(s) in which no malpractice has occurred. The candidate will be permitted to register for future examinations at least one year after the session in which malpractice was established.
5. If a case of malpractice is very serious, either because of its nature or because the candidate has already been found guilty of malpractice in a previous session, the final award committee is entitled to decide that the candidate will not be permitted to register for examinations in any future sessions.
6. An IB qualification, may be withdrawn from a candidate at any time if malpractice is subsequently established.

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