

## Windermere School: IB Academic Integrity Policy

**Review Date:** June 2023

**Reviewed by:** SMT

**Review Period:** 12 months

**Staff Responsibility:** IB Coordinator

### Definition

**Academic Integrity** 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**).

*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

**Academic misconduct (or malpractice)** is defined by the IBO as *'deliberate or inadvertent behaviour that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment.'* (IBO, 2019, p.3). Academic misconduct can occur during any point of a pupil's programme and can therefore be related to class work, prep, internal assessments, external assessments and examinations.

Academic misconduct 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.

The International Baccalaureate Programme requires **all work** presented to be the pupils' original work. Academic misconduct 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 pupil suspected of malpractice will be investigated by the teacher, IB coordinator or the IBO itself.

### Principles and Responsibilities

Academic integrity is the responsibility of the entire Windermere School community and is an essential aspect of teaching and learning. All members of the community aim to achieve and develop the IB Learner Profile attributes and reflect the fundamentals of academic integrity: *honesty, trust, fairness, respect, and responsibility*.

Windermere School teaches a variety of practices relating to academic integrity across all Key Stages and these skills are embedded within lessons, tutor time and extra-curricular activities. To help pupils understand the meaning of academic integrity and the consequences of academic misconduct our policy is holistic and provides pupils with long-term strategies to act with integrity and honesty.

## **IB Coordinator**

The IB Coordinator is responsible for:

- ensuring that all school and IB policies are applied fairly and consistently
- ensuring compliance with secure storage of confidential IB material policy and the conduct of IB examinations
- ensuring that teachers, students and parents and legal guardians have a copy, read and understand the school's academic integrity policy and the programme relevant IB regulations
- reporting suspected instances of student academic misconduct and school maladministration to the school administration and/or the IB
- supervising all activities related to the investigation of student academic misconduct and school maladministration cases according to the school and/or IB policy.

*(IBO, 2019, p.11-12).*

## **Teachers**

Teachers and tutors are also responsible for:

- ensuring that students have a full understanding of the expectations and guidelines of all subjects
- ensuring that students understand what constitutes academic misconduct and its possible consequences
- planning a manageable workload so students can allocate time effectively to produce work according to IB's expectations
- giving feedback and ensuring students are not provided with multiple rounds of editing, which would be contrary to instructions described in the relevant subject guides
- ensuring that all student work is appropriately labelled and saved to avoid any error when submitting assessment to the IB
- developing a plan to cross-reference work across multiple groups of students when they are preparing to submit final pieces of work for assessment in order to prevent collusion
- responding to student academic misconduct and supporting the school's and IB's investigations
- responding to school maladministration and supporting the school's and IB's investigations.

*(IBO, 2019, p.14)*

## **Pupils**

Pupils are expected to:

- have a full understanding of SC's and the IB's policies
- respond to acts of student academic misconduct and report them to their teachers and/or programme coordinators
- respond to acts of school maladministration and report them to their teachers and/or programme coordinators
- complete all assignments, tasks, examinations and quizzes in an honest manner and to the best of their abilities
- give credit to used sources in all work submitted to the IB for assessment in written and oral materials and/or artistic products
- abstain from receiving non-permitted assistance in the completion or editing of work, such as from friends, relatives, other students, private tutors, essay writing or copy-editing services, pre-written essay banks or file sharing websites
- abstain from giving undue assistance to peers in the completion of their work
- show a responsible use of the internet and associated social media platforms.

*(IBO, 2019, p.16)*

## Parents and legal guardians

Parents and legal guardians are expected to:

- understand IB policies, procedures and subject guidelines in the completion of coursework or examination papers by their children
- support their children's understanding of IB policies, procedures and subject guidelines
- understand school internal policies and procedures that safeguard the authenticity of their children's work
- support their children in planning a manageable workload so they can allocate time effectively
- understand what constitutes student academic misconduct and its consequences
- understand what constitutes school maladministration and its consequences
- report any potential cases of student misconduct or school maladministration to the school's directorate and/or the IB
- submit only genuine and/or authentic evidence to support a request for inclusive access arrangements or adverse circumstances considerations for their children
- abstain from giving or obtaining assistance in the completion of work to their children.

(IBO, 2019, p17-18)

The policy has been created in accordance with IB key documentation, including the guide to Academic integrity and Effective citing and referencing. For more details on assessments, please view the Measuring Pupil Performance, Language, Examinations, Curriculum, EAL and Admissions policies on our website: <https://www.windermere-school.co.uk/school-policies/>

## Internal Assessments and Examinations for the IB Programmes

All assessment work and work related to assessment is submitted to Turnitin prior to IB upload deadlines. 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 and malpractice regarding academic work will be recorded on SIMS and in the pupil's academic report.

Pupils who are caught cheating or plagiarising will **not** receive a grade or score for the work. The pupil 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 pupil has committed any of the above will report the incident to the IB Coordinator and, according to their judgment on the details of the incident, they 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.

**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. Pupils 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 pupil look at work completed 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. Malpractice regarding academic work will be recorded on SIMS and in the end of term report.

Pupils 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 pupil who is guilty of a Category 2 violation will be subject to the sanctions according to the Discipline Handbook for theft, and may receive other consequences, as deemed appropriate.

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

- Taking papers from the Internet, other publications or other pupils 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 (i.e., after cheating in the first place).
- Altering records.
- Stealing examinations/unauthorised materials.
- Consequences could include (but are not limited to) the pupil's removal from Windermere School.

## External Consequence of Malpractice

The IB coordinator must inform the IBO if they suspect 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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