



British International School of Jeddah Secondary School Key Stage 5 Policy on Academic Honesty

Statement of Principle:

At the British International school of Jeddah (BISJ) we place great emphasis on our school values of integrity. It is expected that all stakeholders within our community act with integrity, honesty and respect as part of a shared responsibility to uphold the values of academic honesty. The IB philosophy places great value on being principled by respecting the dignity and rights of people everywhere, we believe that honesty in academic studies refers to:

- The full acknowledgment of the authors and ownership of literary and artistic works
- Proper conduct in all IB Diploma Programme examinations and internal and external assessments.

Therefore this policy applies to all matters of academic honesty in our school and covers all students in every subject. Academic activities include all class work, homework, presentations, projects, practicals, essays, assignments, tests, quizzes, examinations and all matters decided by Upper School Senior Management as assessment related tasks and formal study.

The aim of Academic Honesty Policy in Key Stage 5 is that:

- All students understand the true meaning and importance of academic honesty and a school culture is created that encourage them to act with integrity and honesty
- All Diploma Programme students produce their own authentic work and understand the difference between academic honesty and academic misconduct
- All the ideas, images and words of others are fully acknowledged and correctly referenced
- All students follow the rules relating to examinations and assessments
- All students work collaboratively but do not seek to present any work that is created through the practice of collusion

Types of Academic Misconduct of Malpractice:

The IB organization defines academic misconduct as behaviour (whether deliberate or inadvertent) that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more components of assessment.

Below are some examples which are not exhaustive of actions which could be said to be examples of academic malpractice or misconduct.

1. Plagiarism is a form of dishonesty in which a student submits or presents work which is from another person and is represented as his/her own work. Education is based upon using the ideas and thoughts of others; however there are specific ways these must be acknowledged. These skills must be taught to children at a young age. However when this does not occur and work is copied without any attempt to acknowledge where it was obtained, then this constitutes academic dishonesty. Plagiarism is found when all or parts of a piece of work are copied from another person or composed by another person and submitted as their original work. It can also be found when sources are intentionally or unintentionally not acknowledged.

2. Colluding with someone else to present work that is not your own. Although collaboration with other students is actively encouraged, all content must be written in the candidates own work. Collusion might include copying another student's work or data and misrepresenting it as their own. Even if a student has 'collaborated' with another student, the work presented must be their own
3. Submitting the same work twice in different subjects or for an internal assessment and extended essay in the same subject
4. Cheating in an examination
5. Sharing material without approval
6. Submitting work which was purchased from an organization which practices professional academic deceit and dishonesty and promotes cheating through selling essays and assessment tasks to students
7. Submitting another student's answers or providing students with answers and failing to take reasonable measures to protect your work in a class environment where other students may gain access to it for their advantage
8. Submitting false practical information in the sciences
9. Falsifying research in an Extended Essay or a CAS record
10. Copying coursework into an Extended Essay or vice versa
11. Stealing or destroying the work of another student.
12. Accessing the work of another student through the means of any form of technology
13. Destroying school books and library resources.
14. Deliberately releasing 'electronic viruses' into the work and /or systems operated by individual students and/or the school.
15. Unauthorized use of calculators, computers and other forms of technology in examinations, coursework and class based testing.
16. Any attempt to distract or disrupt an examination
17. Bringing in any unauthorised written material related to the examination
18. Failing to follow instructions given by an invigilator or staff member responsible for the examination session
19. Attempting to view or steal examination papers before the assessment date
20. Writing offensive words or drawing offensive images on an examination paper

Methods for avoiding plagiarism

- Always acknowledge the intellectual property of others by referencing consistently and including a bibliography at the end of any piece of written work
- Always acknowledge all ideas and work of other people regardless of the source of information. Electronic data images and data from the e-mails, the internet, social media and other media should be acknowledged in the same way as visual arts, hardcopy books, maps and journals
- Always enclosed verbatim quotes in quotation marks
- Always avoid paraphrasing material without acknowledging the source

BISJ actively encourages citation using the APA style. The APA citation style without footnotes is taught during the Year 12 and 13 core lessons as part of preparation for the writing of students' extended essay and internal assessments.

Roles and Responsibilities

Students:

As a student at BISJ you should act with integrity at all times. You should seek to be honest in your approach to learning and in all your academic work. As a Key Stage 5 you are responsible for:

- ensuring all work that is submitted for assessment is your own work and that all sources are acknowledged fully and accurately using the APA style.
- ensuring that all draft and final assessments are uploaded to Managebac so that they can be reviewed using Turnitin.
- meeting all internal school deadlines. This is in order to ensure that there is time to act upon the Turnitin report.
- signing off the IBDP cover sheet that acknowledges the authenticity of the work submitted.
- proving that all pieces of work submitted as an class assessment, a draft or final assessment are your own work and have not been plagiarised in any way.

Teachers:

As a teacher in Key Stage 5 you are responsible for:

- monitoring a candidate's style of writing and reporting it to the IBDP Coordinator if you suspect that style is not characteristic of the students in question
- checking candidates' work for authenticity before submission using Turnitin through Managebac for draft and final versions of the Extended essay, CAS records, the ToK essay and all Internal Assessments
- using Turnitin to check for plagiarism and/or collusion at the draft stage of any Internal Assessment. Any consequences and advice to students must be administered by the Head of Department in conjunction with the teacher.
- liaising with the Assistant Head of IB and the IBDP Coordinator with regards to any final Internal Assessment, Extended Essay, CAS records or ToK essay submission using Turnitin to review any suspected cases of plagiarism or collusion

In events of plagiarism or collusion the IBO recommends the following internal courses of action:

- 1- The candidate is given one final opportunity to revise and resubmit the work internally before the final IB deadline.
- 2- An 'F' is entered against the candidate's name on the IB Information System (IBIS) in that subject. In this case the candidate would not receive the Diploma Award.

Parents and Guardians

As a parent or guardian of a student in Key Stage 5 you should:

- encourage your son or daughter to meet all deadlines outlined in the assessment calendar located in the student handbook distributed at the beginning of Year 12 and available electronically on the school website
- support with the planning of their work, so that they are not encouraged to act dishonestly as a result of a lack of time
- communicate regularly with the school in order to understand fully the requirements of the Diploma programme

The Coordinator

The responsibilities of the Diploma Coordinator and Assistant Head of IB are to:

- promote the 'Academic Honesty Policy' of the school and to be consistent in adherence to the internal disciplinary policy when infringements do occur
- ensure students understand how academic misconduct will be investigated and the consequences of plagiarism and collusion
- to encourage students to act with integrity and to always acknowledge the work of others
- give clear instructions on the expected conduct in the IB examinations

Monitoring and Sanctions:

All members of the school community have a responsibility and commitment to each other and individually to be familiar and to understand what are considered acceptable standards of academic honesty. Any breach of this policy will result in disciplinary action by the school. To be uninformed is not an excuse to be in breach of this policy. All teachers with the support of their Head of Department must inform students at the beginning of each term of this policy as well as any particular criteria on academic honesty which will apply to their subject and/or course for the term. Students working together collaboratively is an accepted teaching and learning strategy; however clear guidelines must be given to children on what is acceptable and not acceptable levels of working together. It is the Head of Department's responsibility to ensure that school policy is implemented in their specific subject area.

Internal Sanctions

Internal sanctions following the levels outlined in the Welfare and Behaviour Policy should be applied to incidences of academic misconduct relating to official IB assessments as well as homework, classwork and internal examinations. In the event a student is deemed to have acted dishonestly then the following actions will apply:

[2.1 Welfare and Behaviour Policy updated June 5th 2018](#)

This policy will be published in the staff guide and Parent/Student handbook