



**I.E. Weldon Secondary School
IB World School 1438**

~Defining Academic Dishonesty and Malpractice: Policy Guidelines~
2015-2016

In an effort to cultivate inquiring, knowledgeable and active lifelong learners, the IBO has worked to develop a challenging international curriculum, well regarded for its commitment to the promotion of international peace and co-operation, as well as its dedication to maintaining the highest standards for academic assessment. As a member of the IB community, IE Weldon Secondary School is responsible for ensuring that the integrity of this academic program, including the values and skills that support it, is actively promoted amongst all IB candidates, teachers and administrators.

To this end, the following is a summary of the IBO's guide to academic honesty. This document is intended to provide you with the information necessary to avoid charges of academic impropriety and the penalties that may follow should malpractice be demonstrated. Be assured that your teachers and coordinator are committed to teaching you the skills required to develop your own work in order to meet the IBO's standards for academic honesty, as well defining legitimate academic practices during in-class and examination scenarios.

1. Academic Honesty

- 1.1** Academic honesty must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. It is influenced and shaped by a variety of factors including peer pressure, culture, parental expectations, role modelling and taught skills. Although it is probably easier to explain to candidates what constitutes academic dishonesty, with direct reference to plagiarism, collusion and cheating in examinations, whenever possible the topic must be treated in a positive way, stressing the benefits of properly conducted academic research and a respect for the integrity of all forms of assessment for the Diploma Programme.
- 1.2** All Diploma Programme candidates must understand the basic meaning and significance of concepts that relate to academic honesty, especially intellectual property and authenticity. However, a conceptual understanding alone is not sufficient; candidates must have the knowledge and practical skills to apply such concepts to their work.
- 1.3** An authentic piece of work is one that is based on the candidate's individual and original ideas with the ideas and work of others fully acknowledged. Therefore, all assignments for assessment, regardless of their format, must wholly and authentically use that candidate's own language, expression and ideas. Where the ideas or work of another person are represented within a candidate's work, whether in the form of

direct quotation or paraphrase, the source(s) of those ideas or the work must be fully and appropriately acknowledged.

2. Malpractice

2.1 The Regulations define malpractice as behaviour that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment component. Malpractice includes:

- **plagiarism:** this is defined as the representation of the ideas or work of another person as the candidate's own
- **collusion:** this is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another
- **duplication of work:** this is defined as the presentation of the same work for different assessment components and/or diploma requirements
- any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record).

2.2 Some candidates seem to believe that because the internet is in the public domain and largely uncontrolled, information can be taken from websites without the need for acknowledgment. On the contrary, candidates must record the addresses of all websites from which they obtain information during their research, including the date when each website was accessed. The uniform (or universal) resource locator (URL) constitutes the website address for this purpose. Simply stating the search engine that was used to find the website is not acceptable and does not, in the view of the final award committee, constitute a form of acknowledgment. The requirement to cite the source of material includes the copying of maps, photographs, illustrations, data, graphs and so on. For example, to cut and paste a graph from a website without acknowledging its source constitutes plagiarism. CDRoms, DVDs, email messages and any other electronic media must be treated in the same way as the internet, books and journals. **I.E. Weldon has an annual subscription to an electronic resource entitled "Turn it in.com" for the purposes of searching the internet for content that too closely resembles work submitted by students. All written work submitted to the IBO for assessment, including IAs in all subjects will be vetted using this online tool.**

2.3 Malpractice most commonly involves plagiarism or collusion. However, there are other ways in which a candidate may commit malpractice and in so doing be in breach of the Regulations. The following examples of malpractice do not constitute an exhaustive list and refer only to the written examinations:

- taking unauthorized material into an examination room
- leaving and/or accessing unauthorized material in a bathroom/restroom that may be visited during an examination

- misconduct during an examination, including any attempt to disrupt the examination or distract another candidate
- exchanging information or in any way supporting the passing on of information to another candidate about the content of an examination
- failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of the examination
- impersonating another candidate
- stealing examination papers
- using an unauthorized calculator during an examination
- disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours after the examination.

11. Offences and Their Penalty

11.1 Penalties are imposed on a candidate found guilty of malpractice in order to:

- ensure that the candidate does not gain an unfair advantage
- maintain the integrity of the examination session by excluding those candidates who have abused the system
- deter other candidates from taking the same action.

11.5 If the final award committee decides that an academic infringement has been established, no mark will be awarded for the component or part(s) of the component. The candidate will still be eligible for a grade in the subject or diploma requirement concerned. No further penalty will be imposed and the case will not be recorded as malpractice.

11.6 If the final award committee decides that a case of malpractice has been established, no grade will be awarded in the subject concerned. (No lesser penalty for malpractice is available to the final award committee.) In the case of a diploma candidate the consequence is that no diploma will be awarded to the candidate. However, a certificate of results will be awarded for other subjects in which no malpractice has occurred.

11.8 If a candidate is found guilty of malpractice the candidate will be permitted to register for future examinations at least one year after the session in which malpractice was established.

11.9 If a candidate is found guilty of malpractice in the production of one (or more) of several assignments required for a component, the candidate is not eligible for a mark based on his or her performance in the remaining assignments for the component: no grade will be awarded for the subject. For example, the internal assessment requirement for a subject may require a portfolio of four separate assignments. If a candidate is found to have plagiarized all or part of one assignment, a mark for his or her internal assessment will not be based on the remaining three assignments: no grade will be awarded for the subject.

11.10 If a candidate is found guilty of malpractice in the production of work for an IB course, the principles, policies and consequences outlined in this document will be applied. Policies related to academic dishonesty and malpractice outline in the Ontario Ministry of Education document *Growing Success* **will not** supersede the enforcement of this policy. Students who register for IB Diploma Courses must accept this policy provision to be eligible for the programme.

Supporting Policy Understanding

Given the amount of work and effort required to complete the IB programme, the above guidelines may seem intimidating. Teachers and administrators are here to help. Understanding of academic honesty guidelines will be communicated to you in the following ways.

- Classroom teachers will reinforce the guidelines set out in this policy. They will provide specific examples of violations and answer any questions that you might have about the submission of authentic work.
- Classroom teachers will provide instruction on appropriate referencing formats and situations in which source acknowledgement is necessary.
- Extended Essay advisors will support academic honesty expectations, answer questions about citation and provide examples of proper referencing formats.
- The librarians will support academic honesty expectations, answer questions about source citation and teach you appropriate referencing formats.
- The IB Coordinator will provide students with a demonstration of Turn it in.com for reference purposes.

Please remember, if you are ever unclear of your academic responsibilities, ask for help.