

**ACADEMIC HONESTY POLICY — IB DIPLOMA PROGRAM****Wuxi No.1 High School****TABLE OF CONTENTS**

IBO Mission Statement.....	2
Wuxi No.1 High School Mission Statement.....	2
The IB Learner Profile.....	2
<b><u>Wuxi No.1 High School Academic Honesty:</u></b>	
IB Definition of Malpractice.....	3
School philosophy.....	4
Formative and summative assessments.....	5
Communication of Academic Honesty policy.....	5
Forms of Malpractice.....	5
Examples of Malpractice.....	6
Monitoring Process.....	6
Consequences of Malpractice.....	6
Malpractice in an Exam Hall.....	7
The Role of Student.....	7
The Role of the Centre Principal.....	8
The Role of the DP Coordinator.....	8
The role of EE supervisor.....	9
The role of Parents.....	9
The role of Teachers.....	9
The duties of the teacher-librarian.....	10
References and Resources.....	11

### **IB mission statement**

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations 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.

### **Wuxi No.1 High School Mission Statement**

By encouraging students to be curious, diligent, and reflective learners, the International Department of Wuxi No. 1 High School aspires to produce citizens who are aware of both local and global issues, and can realise their potential while acting with integrity and respect. To achieve this aim, the International Department provides a caring and diverse cultural environment that engages students in a progressive and rewarding learning experience to help them evolve along their journey in education and the world.

### **IB Learner profile**

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. IB learners strive to be:

#### **INQUIRERS**

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

#### **KNOWLEDGEABLE**

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

#### **THINKERS**

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

#### **COMMUNICATORS**

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

#### **PRINCIPLED**

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

#### **OPEN-MINDED**

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to

grow from the experience.

### **CARING**

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

### **RISK-TAKER**

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

### **BALANCED**

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

### **REFLECTIVE**

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

### **IB Definition of Malpractice**

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 (such as cell/mobile phone, written notes).

-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, or using a calculator when one is not permitted for the examination paper

-disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours after the examination.

(Source: Academic Honesty Section 2.9, IBO)

### **School Philosophy**

At Wuxi No.1 High School, we encourage students to be active learners through preparation and challenge. Teaching and learning cycle is based on Inquiry, Action and Reflection. Students will be globally aware, perform analysis, evaluate evidence, and develop real-life problem-solving skills to apply in the classroom and the world.

Using the CAS model of Creativity, Activity, and Service, we focus on building the whole child. Students are provided with opportunities to demonstrate and develop mind, body, and spirit in an engaging, interactive, and caring environment, preparing them for future relationships and endeavors in a globalized world.

As students in a Chinese School, opportunities are provided to incorporate a multi-cultural understanding of learning. Experiencing teaching styles from around the world, students are able to engage in issues, cultural systems, and ideas from a variety of sources on a daily basis. The curriculum also opens the door to an inter-disciplinary approach to learning and investigation, especially through Theory of Knowledge and other personal exploration.

IBO regulations clearly state the responsibilities of each IB student:

“The candidate (student) is ultimately responsible for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged. Candidates are expected to comply with all internal school deadlines; this is for their own benefit and may allow time for revising work that is of doubtful authorship before the submission of the final version.” Academic Honesty (2011)

At Wuxi No. 1 High School we expect students to use information from a wide and varying range of sources during their studies, but we expect this to be done correctly. Students will be taught how to correctly access and cite information from academic sources. To further academic honesty in academic classes, students will also be enrolled into an online plagiarism checking program; *Turnitin*.

All teachers have access to the plagiarism program and will utilize it to ensure academic honesty for assignments in the assessments.

### Formative and summative assessments

#### **a) Formative assessment**

This includes but not limited to the following;

- All types of homework
- Quizzes and test exams
- Lab work assignments
- Oral tests
- CAS activities
- CAS reflections and documentations
- Research writing for EE and TOK.

#### **b) Summative assessment**

- Mid and End term test Exams
- All IB Internal and external assessments

### Communication of Academic Honesty policy

The principles of Academic honesty policy are communicated within the school community using the following;

- Code of contest is communicated to the students and posted in classrooms and prominent areas of the school.
- IB Coordinator runs academic honesty orientation sessions to EE, TOK and CAS coordinators, teachers, students and parents. This includes documentation and distribution to teachers as defined by the IB DP program.
- In September, the teacher librarian runs a session to enforce the importance of academic honesty policy to grade 10, 11 and 12 and their parents.
- Academic honesty policy is posted on school website and is published in handbooks. Students and parents are encouraged to familiarize themselves with these documents and to be aware of the consequences.

### Forms of malpractices

1. **Cheating** - intentional use or attempted use of trickery or deception in one's academic work

2. **Fabrication** - intentional falsification and/or invention of any information or citation

#### **3. Plagiarism**

This is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment.

4. **Facilitating dishonesty** - knowingly helping or attempting to help another commit an act of academic dishonesty

5. **Disregarding the IB DP Examination Code of Conduct:** this is defined as an infraction or disregard of guidelines as established by the IBO with respect to examination conduct

6. **Disclosing information** to another candidate, or receiving information from another candidate, about the content of an examination paper within 24 hours after the examination.

### **Examples Of Malpractices**

1. Communication amongst students during exams.
2. Refusal to stop writing at the end of specified time.
3. Submitting to IBO someone else's work
4. Copying the work of another candidate
5. Leaking information concerning exam question papers.
6. Allowing a peer to copy your work
7. Lack of proper acknowledging of the sources
8. Asking another person to write your work
9. Falsifying data used in an assignment
10. Stealing examination material and/or exam papers
11. Being in possession of unauthorized material in the examining room. Such materials may include: *books, unauthorized software on a graphic calculator, mobile phones and smart watches.*
12. Disrupting behavior during exams
13. Impersonating another candidate

### **Monitoring process**

- Managebac is used to record students' homework and *turnitin* is integrated in managebac. Students are made aware that plagiarism software is used to monitor the malpractices.
- IB teacher informs IB DP coordinator. A meeting is conducted between student, parents, teacher, IB coordinator and CP.
- CP reinforces the consequences of the malpractice.
- Student is required to sign in an agreement that all the future assessments will be completed following all the principles of academic honesty policy.
- This record will be kept in the student's file.

### **Consequences of Malpractice**

If malpractice happens in Internal assessments

In Wuxi No.1 High School, any instance of academic dishonesty is to result in:

If a staff member deems that a student has broken the academic honesty policy:

1. Staff member will talk to the student to verify the offence.
2. If the offence is verified and the student admits to it, the staff member will notify the CP, who will record the offence in the Academic Honesty breach register and will take appropriate action.
3. If the offence is verified but the student doesn't admit to it, the staff member will notify the CP, but the student will have the right to appeal this decision by appearing in front of the CP within 24 hours of the CP being notified of the offence by the teacher, before he records the offence in the Academic Honesty breach register and takes appropriate action.

The action taken by the CP will depend on the number of times the student has broken the academic honesty policy:

**First offence:** The student will automatically receive a mark of zero for the specific task in which he has broken the academic honesty policy. A written warning will be issued for the student and the parents of the student to sign, acknowledging his breach of academic honesty policy and his intention to adhere to it in the future.

**Second offence:** Aside from the penalties above being repeated, the student's parents will be notified by phone and in writing and will be asked to take part in preventative and corrective guidance and counseling. An agreement will be placed in writing, signed by the student, parents, IB coordinator and Centre Principal.

**Third offence:** The above penalties will be enacted. In addition to this, the Admission Policy Contract will be reviewed with parents and the student, leading to possible suspension or non-admission for the next school term.

As an empowered and socially responsible individual and a member of the global academic community, please sign below to show that you have read and understand this policy and that you are aware of the consequences of the inappropriate use of others work.

I declare I have read and understood the above academic honesty policy, will abide by the above rules and I am aware that failure to do so may have a severe impact on my educational future.

Signature of student (English and Pin yin): \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

### **Malpractice in an exam hall (internal and or External exams)**

In case of malpractice in work for an external diploma or certificate (such as the **Diploma and IB Courses**), the school shall notify the external organization in addition to the above. Given the potential of discrediting Wuxi No. 1 High School under such circumstances, the student may also face expulsion.

### **Role of Student**

**THE ROLE OF STUDENTS:** Students must take responsibility for their learning. They are expected to do their own work and to demonstrate honestly what they have learned.

### **Student's responsibilities include:**

- Read, understand and become familiar with the rules of Wuxi No.1 High School Academic Honesty Policy and with all IBO rules and regulations documents
- All work submitted is the student's own work
- All sources are fully and correctly acknowledged including sources taken from websites, audio-visual, emails, CD.s, photographs, graphs and similar
- When required by teachers and/ or by the DP Coordinator, students must submit their work to Turnitin
- Respect internal deadlines
- Make proper use of a citation style. At Wuxi No.1 High School, we have adapted the MLA 8 referencing system. (Managebac has the guide to MLA 8 and Handbook is in place for MLA 8).
- When submitting his/her work to IB examiners, the candidate is ultimately responsible for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged.
- Before submitting their work to IBO, students must sign a **declaration of authenticity form**.

### **Role of Center Principal**

1. Establish an academic honesty policy.
2. Ensure teachers and students adhere to the school's academic honesty policy.
3. Share with legal guardians and or parents the aim of the academic honesty policy.
4. Ensure everybody understands academic honesty and consequences for IB students if they engage in academic misconduct.
5. Chair the meetings if there is a breach of AH policy in school.
6. Meet with parents in an issue of misconduct.

### **Role of IBDP Coordinator.**

1. Ensure that students understand clearly the IBO expectations regarding academic honesty.
2. Ensure that the school's academic honesty policy is aligned with IB expectations and undergoes a periodic review, possibly every year.
3. Ensure that teachers, candidates and parents are aware of IB requirements concerning academic honesty. Academic Honesty Policy Agreements are signed by students and retain it in student file.
4. Agree with IB teachers on an internal calendar of all due dates for the receipt/ submission of candidates' assessment material
4. Ensure candidates and invigilators are provided with relevant information about examination regulations.
6. Establish an internal departmental calendar for assignments for students and a different one for teachers.
7. Plan regular meetings with faculty members to verify that all parties have a clear understanding of IB expectations.

8. Provide teachers with effective training opportunities.
9. Ensure that policies and procedures are easily available to all interested parties (teachers, students and their legal guardians)
10. Organize regular meetings with student's parents. If any student violates the AH policy of Wuxi No.1 High School, address the issue as mentioned in this document.

### **The role of EE supervisor**

EE supervisors must stress on the ways of acknowledging sources in the EE. EE coordinator runs academic honesty sessions on the EE introduction day.

### **The role of Parents**

Our school, we strongly suggest that there must be open communication between teachers, school administration and parents. Parents can play a very important role in supporting and helping their children achieve their full potentials and acting with honesty by:

- Read and become familiar with the Academic Honesty Policy and all IBO documents related to the IB Diploma rules and regulations
- Supporting teachers and administrations in talking to their children about the importance of academic integrity.
- Cooperate with the school in case their child is found to be guilty of malpractice either intentionally, or by inappropriate documentation of sources.

### **The role of teachers.**

**Our teachers are expected to:**

- Talk to students about plagiarism and how to properly conduct a research paper or prepare an oral presentation
- Set clear expectations for assignments and provide guidance to candidates on how to correctly cite sources
- Be vigilant for changes in writing style, and in noticing that the student's work is too complex and academic and goes beyond the student's ability
- Read the final version and check for authenticity of any work submitted to IBO. (EE, TOK papers, Internal Assessment)
- Teachers are strongly advised to use managebac for any homework or assignment upload and to make use of *Turnitin* when checking on all IB assignments.
- Although the candidate is ultimately responsible for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged, it is the responsibility of each teacher to confirm that, to the best of his or her knowledge, all candidates' work accepted or submitted for assessment is the authentic work of each candidate.
- Be role models of academic honesty and integrity.

## The duties of the teacher-librarian

The teacher-librarian plays a crucial role in the implementation of academic honesty throughout the centre because of the key part they have in the acquisition and assessment of sources of information as well as the training of staff, students and other stakeholders in such matters. They play a major role in the Extended Essay, ToK essay, and internal assessments through the advice they supply students about being academically honest.

### *The teacher-librarian*

- has a key role in the academic honesty policy committee, and review process.
- guides academic honesty throughout the centre.
- deals with the training of staff and students in current bibliographical practices.
- gives guidance to students about the assessment and evaluation of sources, especially those on the Internet, but also on how to identify valid sources of information and use them in an academically honest fashion.
  - reviews on an annual basis the choice of bibliographical system to determine its appropriateness for the centre.
  - runs relevant workshops for staff to make them aware of the academic honesty policy.
  - introduces MLA 8th edition to students as the centre's preferred bibliographical system.
  - gives training to stakeholders in the understanding and importance of academic honesty, including the policy, referencing systems, and *turnitin*.
  - gives guidance on the use of *turnitin* to staff so that they can assess its reports accurately.

## References and Resources

Academic Honesty, IBO, 2009 Academic Honesty in the International Context, IBO 2014

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