

International Baccalaureate Academic Honesty Policy

Holy Heart of Mary High School

Principles of Academic Honesty

Students enrolled in IB courses at Holy Heart of Mary High School are expected to submit authentic work that represents the student's individual and original ideas and clearly acknowledges the work of others.

Holy Heart of Mary IB students are expected to demonstrate personal honesty and integrity. This is to be reflected in the individual student's participation in all forms of assessment within each of the IB courses, Theory of Knowledge (ToK), Extended Essay (EE), Creativity, Action, Service, and the provincial curriculum. Examples of forms of assessments include, but are not limited to, the following;

- In-class and take home assignments
- All homework
- Quizzes, tests and exams
- All written and oral work
- Lab work and write-ups
- CAS activities, reflection and documentation
- EE and ToK essays
- All IB Internal and External Assessments

The principles of academic honesty are communicated within the school community via the processes described:

- Holy Heart of Mary's code of conduct is communicated to the students and posted in classrooms, the main office, and prominent areas of the school.
- The IB Coordinator provides documentation to the IB teachers with regard to principles and practices of academic honesty as defined by the International Baccalaureate Diploma program.
- In September, the IB Diploma Coordinator conducts a discussion regarding the importance of academic honesty with both the junior and senior year students and their parents.
- The IB publications *Academic Honesty Policy* and *General Regulations: Diploma Program* are posted on the school website. Students and parents are encouraged to familiarize themselves with these documents and to become aware of the consequences of academic dishonesty.
- IB teachers hold discussions stressing academic honesty to students. They positively emphasize the benefits of students conducting themselves with integrity and academic honesty in all forms of assessment.
- IB teachers reinforce good academic practices and provide examples of conventions for acknowledging sources.
- The extended essay supervisor provides information on ways to acknowledge sources in the extended essay.
- The IB Coordinator reaffirms the values inherent in students conducting themselves as principled individuals via CAS activities and informs students about appropriate conduct during the exam sessions.
- IB students are informed that plagiarism software may be used by teachers to investigate malpractice

Academic Honesty – Malpractice

Malpractice includes:

- *Plagiarism*: is the representation of the ideas or work of another person as the candidate's own
- *Collusion*: supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another
- *Duplication of work*: the presentation of the same work for different assessment components and/or diploma requirements
- *Unfair Advantage*: any other behavior 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).

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)

Academic Honesty Violations

Any incident of malpractice on any school-based or IB assessment will be addressed in the following ways:

- the IB teacher informs the IB Coordinator and the school administrator that a candidate is suspected of engaging in malpractice
- a meeting is conducted between the student, parent, IB teacher, IB Coordinator, and school administrator
- the school's administrator provides consequences that act in accordance with the NL English School District's policies
- the student is required to agree that all future assessments will be completed following all of the principles of academic honesty in order to remain in the IB Diploma or IB course
- a record of the incident is kept by the school administration

An incident of malpractice on any **IB Internal Assessment** once the declaration of authentication has been signed is addressed in the following ways:

- the IB Coordinator informs the school administration that a student is suspected of malpractice
- the IB Coordinator reports the incident to the IB Information Desk for investigation
- the IB Coordinator and school administrator conduct an investigation including an interview with the student and parent
- the IB Coordinator completes a report which includes: a statement from the teacher for the subject area concerned, CAS Coordinator, or the Extended Essay supervisor, a statement from the IB Coordinator, a statement from the candidate (student), a summary of an interview with the student regarding the alleged malpractice
- the student is subject to a penalty that will be determined by IB upon receipt of all relevant materials. If a student is found guilty of malpractice:
 1. no grade will be awarded in the subject concerned
 2. in the case of a DP candidate, no diploma will be awarded to the candidate

An incident of malpractice or misconduct during an IB exam is addressed in the following ways:

- the IB Coordinator informs the school administration and the student's parent
- the IB Coordinator reports the incident to the IB Information Desk at the International Baccalaureate Curriculum and Assessment Centre

Resources

International Baccalaureate Organization (July 2011), *Academic Honesty Policy*, Cardiff: IBO.

International Baccalaureate Organization (September 2016), *General Regulations*, Geneva, Switzerland: IBO.

Note:

All IB students at Holy Heart of Mary High School are subject to the regulations contained in the official IBO documents entitled, "*Academic Honesty Policy*" and "*General Regulations: Diploma Program*".

Acknowledged as a working document, Holy Heart of Mary's IB Diploma Program Academic Honesty Policy is reviewed annually by the IB coordinator, IB teachers and school administration.

The academic honesty policies for various schools available online and those posted on the OCC site were viewed and it was concluded that in many cases we concurred with their phrasing of some policy components.

Holy Heart of Mary's IB Diploma Program Academic Honesty Policy is available on the school's website.