

UCSI International School Springhill

Academic Honesty Policy



Developed by : UCSI Leadership group with collaborative contribution from whole staff group in 2018-2019 .

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Academic Honesty – philosophy and practice

UCSI Springhill, guided by the philosophy of the IB, places great value on the ethical qualities of personal integrity and academic honesty. Academic honesty is expected of all members of the school community; students, faculty, administration and parents. We are guided in our expectations and practices by two of the Learner Profile attributes which describe students as:

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.

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.

It is the policy of UCSI Springhill that:

- All Programme students understand the basic meaning and significance of academic honesty.
- All work produced by Programme students is their own, authentic work.
- All such authentic work has the ideas and words of others fully acknowledged.
- Students understand and obey the rules relating to proper conduct of examinations.
- Students understand the difference between collaboration and collusion, and that it is unacceptable to present work arrived at through a process of collusion.
- This policy refers to all assignments set and completed in school or at home, ranging from basic pieces of homework to formal assessments required by the IB.

The aim of this policy is to:

- Promote good academic practice and a school culture that actively encourages academic honesty.
- Enable students to understand what constitutes academic honesty and academic misconduct.
- Encourage students to look to their teachers, supervisors and coordinators for support when completing assessed work in order to prevent any possible form of misconduct.

- Ensure that students understand the importance of acknowledging accurately and honestly all ideas and work of others.
- Explain to students that they have an important role in ensuring that their work is 'academically honest'.
- Impart to students that plagiarism (and all forms of academic misconduct) is a serious academic offence for which UCSI Springhill & IB World School shows no tolerance.
- Explain to students precisely what penalties will be imposed should they be found guilty of misconduct.

What is academic honesty ?

Academic honesty refers to:

- Proper conduct in relation to examinations.
- The full acknowledgement of the original authorship and ownership of creative material.
- The production of 'authentic' pieces of work.
- The protection of all forms of intellectual property – which include forms of intellectual and creative expression, as well as patents, registered designs, trademarks, moral rights and copyright.

Academic misconduct

What is Academic Misconduct?

Academic misconduct is defined 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.

Misconduct may include:

- Plagiarism: the representation, intentionally or unwillingly, of the ideas, words or work of another person without proper, clear, and explicit referencing.
- Collusion: Supporting academic misconduct by another candidate – allowing one's work to be copied or submitted for assessment by another.
- Duplication of work: The presentation of the same work for different parts of a Programme. (An example would involve submitting the same piece of work for a History Extended Essay and the History Internal Assessment).
- All other forms of misconduct – see below.

Academic Misconduct also includes:

- Making up data for an assignment.
- Falsifying a CAS record.
- Taking unauthorised material into the examination room, including a mobile phone, an electronic device, wearable technology, smart watches or other form of smart technology, own rough paper, notes, etc.
- Misbehaving during an exam, including any attempt to disrupt the examination or distract another candidate.
- Copying the work of another candidate.
- Referring to, or attempting to refer to, unauthorised material that is related to the examination.
- Failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of an examination.
- Impersonating another candidate.
- Including offensive material in a script.
- Stealing examination papers.
- Disclosing or discussing the content of an examination paper with a person outside the immediate community within 24 hours after the examination.
- Using an unauthorised calculator during an examination.
- Concealing and/or using unauthorised software on a graphic calculator, particularly, but not only, during examinations.
- Contract cheating: outsourcing the work to someone else offering the service whether paid or unpaid.

Defining academic misconduct**Collusion/Collaboration**

Collaboration involves working together with other students. There are occasions where collaboration with other candidates is permitted or actively encouraged. Nevertheless, the final work must be produced independently, despite the fact that it may be based on similar data. This means that the abstract, introduction, content, conclusion or summary of a piece of work must be written in each candidate's own words and cannot therefore be the same as another candidate's. Working together is collaboration. Copying someone else's work or allowing one's work to be copied or submitted for assessment, is collusion. Even if you have 'collaborated' with another student, the work you present must be your own. Collusion is academic misconduct and will be penalised.

Plagiarism

Plagiarism is passing off someone else's work, writing, thoughts, visuals, graphics, music and ideas as your own, inadvertently or intentionally. Plagiarised work is work which fails to acknowledge the sources which it uses or upon which it is based. Plagiarism is a clear breach of academic honesty. It is also a criminal offence.

Acknowledging sources

How can I make sure that I am not plagiarising material?

- The simplest method of avoiding plagiarism is to honestly, accurately and clearly acknowledge, by references in the body of your work, and/or in a bibliography at the end, each and every piece of material you used in the production of your work.
- All ideas and work of other persons, regardless of their source, must be acknowledged.
- Information located via email messages, web sites on the internet, social networks and any other electronic media must be treated in the same way as information found in books and journals.
- Students are allowed to use online citation resources such as EasyBib (easybib.com) and Purdue OWL (owl.purdue.edu) which provides citation tools such as generating in-text citations and references.
- The sources of all photographs, maps, illustrations, computer programmes, data, graphs, audio-visual and similar material must be acknowledged.
- Passages that are quoted verbatim must be enclosed within quotation marks and references provided.
- All works of art, film, dance, music, theatre arts or visual arts must have their source/origin acknowledged.
- Material cannot be paraphrased without acknowledging the source.

The IB does not require the use of any particular citation system – there is however a clear expectation that all information will be fully and correctly referenced in a consistent manner, be that using a conventional system, or a system devised by the student/teacher/school. For the sake of simplicity and to not engender confusion among the students, UCSI Springhill generally prefers the use of the MLA system, but teachers and supervisors are free to instruct the student in the use of a citation system appropriate to their particular subject discipline.

The Role of the Librarian

The IB Librarian and EE coordinator are very useful resources for all students and teachers. The librarian is an expert in the area of academic honesty, and can provide ethical guidance alongside information on the agreed citation system, which is MLA and how to use it in each assignment, particularly the Extended Essay.

The school library provides multilingual support for students to support their mother tongue. Students can use multilingual sources available at the library to do their work.

The Use of Turnitin

Students are required to submit the final version of most internally and externally assessed work through Turnitin before it is submitted to the IB. It is possible that the school may refuse to submit student work to the IB on the basis of a Turnitin search outcome, or if a student refuses to submit the work through Turnitin. Subject teachers may, in addition, request that drafts of assignments be submitted through Turnitin. Students should note that the IB also randomly submits work through Turnitin, thus creating an even larger database through which student work can be compared.

The responsibility of the student

As students, your responsibilities in respect of academic honesty include the following:

- You are responsible for ensuring that all work submitted for assessment is authentically yours.
- You are responsible for fully and correctly acknowledging the work and ideas of others
- You are expected to review your own work before submission for assessment to identify any passages, computer programmes, data, photographs and other material which require acknowledgement.
- You may be required to submit your work using Turnitin. Failing or refusing to do this could result in an accusation of plagiarism, and/or a refusal to accept your work within school and/or to submit your work to the IB.
- You are expected to comply with all internal school deadlines. This is for your own benefit and may allow time for revising work that is of doubtful authorship.
- Once a student has 'signed off' the official IB cover sheet or authorisation forms, indicating that a piece of work is authentically his/hers, there is very little, possibly no opportunity to re-submit different work, if the first submission is deemed to be plagiarised.
- You should be aware that teachers have the right to refuse to sign your cover sheet if they do not believe you completed the work, and if you cannot prove

your ownership to their satisfaction, or the satisfaction of the IB Coordinator. The IB will accept the teacher's decision in this case.

- It is the student's responsibility, if academic dishonesty is suspected, to prove that all pieces of work are his/her own, and have not been plagiarised.

The responsibility of the teacher

Teachers are responsible as follows:

- To be vigilant for obvious changes in a candidate's style of writing, for work which is too mature, too error-free or more characteristic of an experienced academic than a school student.
- Subject teachers are in the best position to identify work which may not be the authentic work of the student.
- Teachers will clearly inform students whether their work should be completed individually or in groups.
- Formative assessment tasks can be used to teach, learn and practice academic honesty, as formative work helps a student meet the established criteria for the summative task.
- Teachers are expected to read and check candidates' work for authenticity before submission. This refers to all internal and external assessments.
- If a test is given during class, the teacher will remind students that keeping restricted electronic device violates the school's academic honesty policy. The teacher will provide a designated area in the classroom to keep these devices but they are not responsible for these devices.
- Teachers are strongly encouraged to use Turnitin to check major assignments. Turnitin must be used for final versions of the Extended Essay, the TOK essay, Personal Project, community project, ePortfolios and where possible, all final IAs.
- Teachers must ensure they 'sign off' the official IB cover sheet or authorisation forms as required.
- Any issues of authenticity arising from concerns about plagiarism and/or collusion before the submission of work for assessment must be decided within the school, initially by the subject teacher, and then in discussion with the IB Coordinator.
- If the coordinator or teacher has reason to suspect that part or the whole of a candidate's work, which counts towards the final IB grade in that subject, may not be authentic, that work must not be accepted or submitted for assessment. In such cases, the IB suggest that one of two possible courses of action may be adopted:

- The candidate can be allowed one opportunity to revise and resubmit the work, which must be completed on time for the coordinator to send the work to the examiner by the appropriate IB deadline.
- If there is insufficient time, an F must be entered against the candidate's name on the appropriate mark sheet. This will result in no grade being awarded for the subject concerned. This will mean that no Programme certificate is awarded.
- An F will be entered for candidate's work, in line with the point above, if the candidate is unable to prove, to the teacher's satisfaction that the work is his/her own, or when the teacher refuses to sign off the relevant cover sheet. Candidates must be prepared to prove their authorship, possibly through questioning on knowledge of the material presented.

The school may make further decisions, in line with its own disciplinary policy, which may include suspension or expulsion, in addition to, or even prior to, the suggested course of action noted above. If plagiarism is detected by a teacher or Coordinator after a candidate's work has been accepted or submitted for assessment, the International Baccalaureate's Curriculum and Assessment office (IBCA) must be informed.

The responsibility of parents/guardians (esp. for students under the age of 18)

- Encourage your son or daughter to plan each assignment so that they can meet deadlines with ease.
- Provide support with the scheduling of their work, as your son or daughter may have many assignments to complete. Most students state that the reason they did not act honestly is related to a lack of time.
- Let your son or daughter do his or her own work, but show them how to research and plan their work.
- Establish a good level of communication with the school so that you understand the requirements of the IB Programmes and what is expected of students.
- If your son or daughter is having difficulty with their work, encourage him or her to ask a teacher for advice.

The responsibility of coordinator :

Create the academic honesty policy with teachers, reviewed by students and parent representatives promoting good practice and fostering a school environment that motivates the school community to act honestly.

- Promote and encourage teachers to educate students regarding the policy.
- Enforce the consequences when a student violates the policy.

What support can students expect from teachers and the programme coordinators?

- Through its 'Academic Honesty Policy', the school makes it clear what constitutes academic honesty and an authentic piece of work.
- All IB students will be introduced to the Academic Honesty Policy, by the Coordinator or IB librarian in the first month of their studies.
- Students will be clearly informed how malpractice will be investigated, and what the consequences are of having been found guilty of malpractice.
- Teachers must also actively use correct citing conventions when providing candidates with reference material.
- The Librarian is always willing to provide support and assistance in terms of research, and the correct use of citations. The Library website also provides considerable advice regarding aspects of academic honesty.
- Candidates will be advised at all times to act as honestly and as accurately as possible to acknowledge the ideas and work of others.
- Candidates will be provided with the 'Conduct of Examinations' prior to sitting IB exams, and this will be discussed fully in Advisor classes before any internal and external examination.
- At the beginning of the PYP Exhibition process, students will be provided with an Individual Declaration of Academic Honesty, which will be discussed fully with their teacher and signed by the student.
- MYP and DP teachers must ensure they 'signed off' the official IB cover sheet or authorisation forms, indicating that a piece of work is authentic, there is very little, possibly no opportunity to re-submit different work, if the first submission is deemed to be plagiarised.

Academic honesty and the approaches to learning (ATL)

In a recent IBO publication, the special challenges for the IB Diploma level outlines as follows:

“In their academic work, DP students develop research skills and study habits that are needed to demonstrate academic honesty in more formal ways than would be appropriate to expect of younger learners. DP students investigate and evaluate the usefulness of a greater variety of resources, and incorporate and reference them within oral and written presentations of increasingly complex formats. This level of rigour can present a challenge to students who certainly know right from wrong, but who may not possess the organizational and self-management skills to demonstrate clearly that their work meets a formal standard of academic honesty. All IB students understand the importance of acknowledging others because it is a central feature of the constructivist, inquiry-based approach promoted in all IB programmes; yet, in the DP, this requires the explicit teaching and learning of specific conventions accepted in a community of learners for being transparent about the use of ideas and work of others—note making, in-text citation and the preparation of a bibliography, to name but a few examples (Carroll 2012: 5–6).”

(Academic honesty in the IB educational context, p.16 (IBO, 2014).

With a starting point in this understanding, teachers, students and administration are encouraged to reflect on the work they are completing, presenting and assessing. This self-reflective approach, coupled with a school ethos which values personal and academic integrity, and constant communication between students, teachers and the Coordinator, should, we believe, result in an environment where the monitoring of academic honesty is consistent, student-led and non-invasive.

Academic honesty for MYP coursework (adapted from UCSI Student and Parent Handbook 2018/2019 p. 12-14)

- Students will practice academic honesty across all subject groups, ePortfolios and Personal project.
- Students will use process journals in some MYP subject groups as well as the MYP
- personal project as a tool for promoting academic honesty.
- Students need to declare academic honesty of their work and record points discussed in their meetings with supervisor in both personal projects and community projects.

Academic honesty practices during on-screen examinations (adapted from The conduct of IB Middle Years Programme on-screen examinations p. 2-4)

The UCSI International School, Springhill currently participate in eAssessments. Upon registering the candidates for the eAssessments, the school follows the procedures regarding academic misconduct as set forth in the following IB publications:

- The candidates must be seated in such a way that they cannot overlook the screen/monitor of another candidate.
- A record must be kept containing details of candidate sitting position and sitting direction in the exam hall. In the event of academic misconduct, the IB Global Centre, Cardiff, will request a copy of the seating plan. Therefore all plans should be retained until the issue of results.
- During the examination, candidates must not share stationery with other candidates.
- Since relevant on-screen examinations offer a calculator option, students are not permitted to bring along their calculator into the examination room.
- An electronic dictionary is not allowed in the exam hall.
- A bilingual translation dictionary may be used if the response language is not the best language of the candidate as long as it does not contain any kind of notes.
- The role of the invigilator is to supervise an examination and ensure that candidates do not engage in academic misconduct.
- Teachers of the subject of the examination must not invigilate, although an exception is made for a coordinator who is also a subject teacher. The purpose of this restriction is to help ensure that no questions arise regarding the integrity of the examination. In the case of the Interdisciplinary learning examination, teachers of the subject groups being assessed are not permitted to invigilate.

According to Middle Years Programme Assessment procedures 2020, if there is alleged misconduct during an on-screen examination, it must be reported to the Assessment Division, IB Global Centre, Cardiff by sending a report to IB Answers as soon as possible (within 24 hours). The report must include a full details of the incident together with evidence attached such as photographs. It is a breach of academic honesty if an unauthorized item (such as an electronic device, notes, a mobile/cell phone, smart watch) is taken into an examination room even if the student did not attempt to use the item. The IB will contact the school once the report is reviewed to inform them about the next step of the investigation (56).

Monitoring and sanctions

Teachers retain responsibility both for guiding students in the formation of academically honest practices, and for monitoring the work they hand in to ensure it complies with IB regulations. To assist students and teachers in understanding the importance of developing an academically honest approach to all aspects of IB Programmes, internal and external sanctions are in place in order to respond consistently should issues related to academic misconduct arise. Internal sanctions are those used by UCSI Springhill, and generally refer to assignments and classwork (general homework and 'drafts') which do not count towards the award of the final programme certificates. External sanctions are those applied by the IB, and relate specifically to all pieces of work, usually 'final version' (internal assessments, final exams, TOK assessment, CAS folders, the EE...) which count towards the final programme certificates. However, there is some overlap to be expected between the application of these sanctions, so they should not be seen as acting in isolation from each other.

Internal Sanctions

Internal sanctions may be imposed by the school for incidences of academic misconduct relating to homework, classwork, and internal exams which do not involve internally and externally assessed final pieces of official IB examination work, and will include:

- **1st Offense:**
The student is required to re-do the work and reminded of UCSI Springhill's academic honesty policy. Parents are notified by the teacher if the student is under 18, or over 18 and grants permission to this, and the misconduct is noted in school records.
- **2nd Offense:**
The student is given a zero for the work, parents are notified by the Principal, and the student receives disciplinary consequences. This second misconduct offense is noted in school records.
- **3rd Offense:**
If a student is found guilty of a 3rd breach of academic honesty, they will receive no credit for the relevant course, and may be recommended for withdrawal.

In all cases, the programme coordinator will be informed by the teacher. The coordinator will then provide counsel, supervise sanctions, and note the academic misconduct in the school records for future reference.

External Sanctions

External sanctions are those assigned by the IB, or by the school, in compliance with IB regulations, and relate specifically to the perception that academic misconduct has taken place in work which counts towards the award of the final programme certificate. Should such academic dishonesty be suspected in the first draft of an IA, the EE or the TOK essay, it is likely that the internal sanctions above will apply. However, if the suspected malpractice occurs at a later stage, either once work has been submitted to the IB, or when final versions of IAs are handed in with little or no time before the final submission date, misconduct investigation and sanctions will take place as detailed in the section below.

The school retains the right to apply other sanctions when dealing with malpractice internally including internal exams, tests, coursework (internal assessments) and homework procedures. When the misconduct involves official IB examination procedures, these sanctions could also be enlarged to include suspension, expulsion, refusal to allow the student to attend the Graduation Ceremony, or other sanctions.

Investigating academic misconduct

Investigations take place when:

- A coordinator informs IBCA that academic misconduct may have taken place during an examination
- An examiner suspects misconduct and provides evidence to justify his or her suspicion
- A member of staff identifies examination material that may or may not be the authentic work of a candidate and provides evidence to justify his or her suspicion
 - In the case of plagiarism, the evidence must be in the form of a source that appears to have been copied by a candidate.
 - In cases of collusion, an investigation will only be pursued if the candidates' work shows clear similarities.
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An investigation of misconduct detected by an examiner outside the school may take the following form:

- The head of examinations administration will inform the coordinator that a candidate is being investigated for suspected academic misconduct
- The coordinator immediately informs the principal that a candidate is being investigated.

- The coordinator will provide IBCA with:
 - o A statement from the candidate
 - o A statement from the subject teacher or extended essay supervisor
 - o A statement from the coordinator
 - o A summary of the interview with the candidate about the allegation of misconduct.
- The investigation should take place immediately, although it can be delayed until after the last written examination taken by the candidate
- The candidate's parents will be informed if the student is under 18 or over 18 and gives permission to this.
- The planning and conduct of the investigation are left to the discretion of the coordinator, but the candidate's personal rights must be protected.
- Those who will investigate external allegations include the principal, the IB Coordinator and the subject teacher.
- It is normal practice to interview the candidate with a relative or friend in attendance.
- The candidate must be shown the evidence and be invited to present an explanation or defence.
- With the candidate's permission, a transcript of the interview may be taken and submitted to IBCA. The candidate must also be given the opportunity to provide a written statement.
- The candidate and his/her parents have a right to see evidence, statements reports and correspondence about the case. Evidence may be withheld to protect the identity of an informant.
- The candidate must be given a copy of the Regulations and his/her attention drawn to the articles which concern misconduct
- The candidate must be given sufficient time to prepare a response to the allegation

An investigation of misconduct which happens during an IB MYP or Diploma exam may take the following form:

- The candidate will be allowed to complete the exam. As little disruption as possible should take place.
- The coordinator should be immediately informed by the invigilator of his/her suspicions
- The coordinator should begin an investigation immediately after the exam has ended. This will include interviewing the candidate, and taking written statements from everyone involved, including the candidate, and the invigilator
- The principal should be informed as soon as possible.
- The candidate's parents/guardians should be contacted – if the candidate is under 18, and with the candidate's agreement if she/he is over 18

- Full written statements should be submitted to the relevant section of the IB and these should be shared with the candidate and his/her parents
- All statements and evidence are presented to the academic honesty sub-committee of the final award committee for review. This occurs immediately prior to the issue of results.
- The candidate must be allowed to complete all other exams in that MYP or Diploma session
- The IB will make the final decision as to whether or not there should be consequences.
- If a breach of IB regulations is established, a penalty will be applied. If it is decided that no breach has occurred, the subject result will be released in the normal way.

An investigation of suspected or proven misconduct relating to internal assessments may take the following form:

- The candidate is told by the teacher and the Coordinator that there are doubts about the authorship of his/her work
- If the candidate agrees that the work is not his/her own, if time allows, and if the cover sheet has not been signed off by the candidate, then the work can be re-done – under close supervision
- If the candidate continues to insist that the work is his/her own, the subject teacher should be asked to provide a statement explaining why he/she believes that this can not be the case.
- The candidate, his/her parents, the subject teacher, the Principal and the IB DP Coordinator should hold a meeting to discuss the situation fully. A record of the meeting should be kept.
- The candidate will be asked to provide evidence that the work is his/her own – corrected drafts, work of a similar style or standard completed earlier in the subject, or a brief test on the candidate's knowledge of the work – and the subject.
- The subject teacher's decision will be final, and the candidate must be aware that the school can submit a coded grade indicative of its belief that the work is not the candidate's own when entering grades on the IB system, that this will not be questioned or investigated by the IB, and that this will result in failure of the component, subject and receiving a programme certificate.
- The school may choose to withdraw the student from his/her exam registration in the particular component, subject or the MYP/DP as a whole.

Consequences of academic misconduct (sanctions) (as outlined by the IBO)

- If the academic malpractice is deemed to be minimal, zero marks will be awarded for the assessment component, but a grade will still be awarded for the subject. This is referred to as 'Academic Infringement'
- If a candidate is found to have plagiarized all or part of any assignment then no grade will be awarded for the subject. This automatically means that no certificate can be awarded.
- Misconduct during an examination will result in no grade being awarded for the specific subject involved – which means no certificate can be awarded.
- If a candidate falsifies a CAS record, no Diploma will be issued until 12 months after the examination session have passed. The CAS record will need to be correctly completed.
- If the case of academic misconduct is very serious, the candidate may not be allowed to re-register for examinations in any future session
- An IB Diploma or any other programme authorised certificate may be withdrawn from a candidate at any time if malpractice is subsequently established

An appeal may be made to the final award committee in the light of new factual evidence, within three months of the original decision.

When the MYP results are issued to schools on 1 August/ 1 February, a candidate found to breach the academic misconduct will be issued an "N" on the subject in the certificate and it will be displayed on the results screen on IBIS. Similarly, the same information will appear when the candidate view his or her results. However, this information is regarded as confidential and it will not appear on any IB results documents and will not be conveyed to universities or colleges either electronically or otherwise. When the final award committee has confirmed on the breach of regulations, the head of school will be informed and the decision will be copied to the school's MYP coordinator, appropriate IB personnel and the chair of the Examining Board. (*Middle Years Programme Assessment procedures 2020*, p. 67)

Some final points:

- You should be aware that the IB randomly checks candidates' work for plagiarism using a web-based plagiarism prevention service
- Academic Honesty is valued highly by UCSI Springhill, by the IB and by universities and employers. Academic malpractice is viewed as a serious transgression of the values which UCSI Springhill seeks to impart and uphold. There can be no tolerance of deliberate academic dishonesty.

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Academic honesty in the IB educational context

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