



**Nørre Gymnasium & IB World School**

# **ACADEMIC HONESTY POLICY**

## The International Baccalaureate's 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.

## The IB Learner Profile <sup>1</sup>

**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-takers** 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 challenge 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 recognise 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.

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## ACADEMIC HONESTY: PHILOSOPHY AND PRACTISE AT NØRRE GYMNASIUM

### Philosophy

Nørre Gymnasium and IB World School, 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, teachers, management and administration and parents - in both the Danish "stx"-part and the IB section of the school. In our expectations and practices we are guided in particular by two of the IB Learner Profile attributes which describe students as...

**"Principled:** We act with integrity and honesty, with a strong sense of fairness, justice and 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 Nørre Gymnasium that ...

- all Diploma Programme students understand the basic meaning and significance of academic honesty
- all work produced by Diploma Programme students is their own, authentic work
- all such authentic work presents the ideas and words of others as 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 dishonesty
- encourage students to look to their teachers, supervisors and IB coordinator for support when completing assessed work in order to prevent any possible form of malpractice
- ensure that students understand the importance of acknowledging accurately and honestly all ideas and the 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 is a serious academic offence for which Nørre Gymnasium shows no tolerance
- explain to students precisely what sanctions will be imposed should they be found guilty of malpractice.

## What is 'Academic Honesty'?

Academic honesty refers to...

- proper conduct in relation to the conduct of 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

Hence, Academic Dishonesty involves...

- plagiarism
- collusion
- duplication of work
- all forms of malpractice

### Definition of Malpractice

*Malpractice is a behavior that results in, or may result in the candidate or any other candidate gaining an unfair advantage in one or more assessment components.*

Malpractice may include:

- Plagiarism: The representation of the ideas or work of another as the candidate's own
- Collusion: Supporting malpractice by another candidate – allowing one's work to be copied or submitted for assessment by another. Note that 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.
- Duplication of work: The presentation of the same work for different parts of the Diploma Programme. (An example would involve submitting the same piece of work for a History Extended Essay and the History Internal Assessment)

Malpractice also includes:

- Making up data for an assignment
- Falsifying a CAS record
- Taking unauthorized material into the examination room, including a mobile phone, an electronic device, own rough paper, notes ...
- 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, unauthorized 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 unauthorized calculator during an examination
- Concealing and/or using unauthorized software on a graphic calculator, particularly, but not only, during examinations.

**Further definitions:**

### Definition of Plagiarism

*Plagiarism is passing off someone else's work, writing, thoughts, visuals, graphics, music and ideas as your own. 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.*

### **Definition of Collusion/Collaboration**

*Collaboration means working together with other students. There are occasions where collaboration with other candidates is permitted or actively encouraged. Nevertheless, the final work for submittance 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 therefore cannot be the same as another candidate's.*

*Copying someone else's work is collusion. Even if a student has 'collaborated' with another student, the work to be submitted must be the individual's own.*

### **Definition of Paraphrasing**

*Paraphrasing is writing a piece of text out in one's own words. Students are allowed to do this, but must acknowledge the source they have used.*

## **ACKNOWLEDGING SOURCES**

How to make sure plagiarized material is not used:

- 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
- CD Rom, email messages, web sites on the Internet and any other electronic media must be treated in the same way as books and journals
- 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 RESPONSIBILITY OF EACH STUDENT**

As a student, your responsibilities 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 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 you have signed an official IB Diploma Programme cover sheet, indicating that an internally assessed piece of work is authentically your own, there is no opportunity to re-submit a different work, if the first submission is deemed to be plagiarized
- 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
- If academic dishonesty is suspected, it is your responsibility to prove that all the elements of the work are your own and have not plagiarized

## THE RESPONSIBILITY OF EACH TEACHER

Teachers' responsibilities are 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 secondary school student
- Subject teachers are in the best position to identify work which may not be the authentic work of the student
- Teachers are expected to read and check candidates' work for authenticity before submission. This refers to all internal assessments
- Teachers are strongly encouraged to use Ephoros/Turnitin to check major assignments and are required to use this program for final versions of the Extended Essay and the ToK essay
- Any issues of authenticity arising from 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 IB coordinator or a teacher have reason to suspect that part or the whole of a candidate's work which counts towards the final IB Diploma grade in that subject, may not be authentic, that work must not be accepted or submitted for assessment. In such cases, the IB suggests that one of two possible courses of action be adopted:
  - The candidate can be allowed one opportunity to revise and resubmit the work, which must be completed on time for the IB 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 Diploma is awarded.
  - An F will be entered for the 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 expulsion, in addition to, or even prior to, the suggested course of action noted above. If plagiarism is detected after a candidate's work has been accepted or submitted for assessment, the International Baccalaureate's Curriculum and Assessment office (IBCA) must be informed.

## WHAT SUPPORT CAN STUDENTS EXPECT FROM TEACHERS AND THE IB COORDINATOR?

- Through its 'Academic Honesty Policy', the school makes it clear what constitutes academic honesty and an authentic piece of work.
- All "pre-IB" and IB students will be introduced to the Academic Honesty Policy by the IB coordinator, their team leaders, and their subject teachers.
- 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.
- In connection with the EE process students are given sessions on IT and general methods for academic writing, referencing and citation.
- 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 the Diploma exams, and this will be discussed fully in an exam instruction session in advance.

## MONITORING AND SANCTIONS

- 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, should result in an environment where the monitoring of academic honesty is consistent, student-led and non-invasive.
- Teachers do, however, 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 Diploma Programme regulations. To assist students and teachers in understanding the importance of developing an academically honest approach to all aspects of the Diploma Programme, internal and external sanctions are in place in order to respond consistently should issues related to academic dishonesty arise.
- Internal sanctions are those used by Nørre Gymnasium, and generally refer to assignments and classwork (general homework and 'drafts') which do not count towards the award of the final IB Diploma.

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 IB Diploma. However, there is some overlap to be expected between the applications 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 malpractice 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 teacher notifies the IB coordinator. Teacher, IB coordinator and student meet to clarify the incidence and again instruct the student about the rules and proper procedure. The student is offered the chance to re-do the work to attain the grade. A note is taken in the student's 'Lectio' school record about malpractice; all teachers of the cohort are informed.
- 2nd Offense: The teacher notifies the IB coordinator. Teacher, IB coordinator and student meet to clarify the incidence. The student is not offered to re-do the work; no grade is awarded. The student is given a formal Written Warning (directly, when over 18 years of age; sent to parents, when under 18). A note is taken in the student's 'Lectio' school record about malpractice; all teachers of the cohort are informed.
- 3rd Offense: The teacher notifies the IB coordinator. Teacher, IB coordinator and student meet to clarify the incidence. The student is not offered to re-do the work; no grade is awarded. The student is given a formal Final Written Warning (directly, when over 18 years of age; sent to parents, when under 18). A note is taken in the student's 'Lectio' record about malpractice; all teachers of the cohort are informed.

Any other, further incident in breach of general school policies after this Final Warning (i.e. absence, missed deadlines, etc.) leads to the student's immediate withdrawal from the programme, thus expulsion from the school altogether.

### 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 dishonesty has taken place in work which counts towards the award of the final Diploma.

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, malpractice investigation and sanctions will take place as detailed in the section below.

The school, however, also retains the right to apply other sanctions when dealing with malpractice internally including internal exams, tests, coursework (internal assessments) and homework procedures.

## **INVESTIGATING MALPRACTICE**

Investigations take place when:

- A coordinator informs IBCA that malpractice may have taken place during an examination
- An examiner suspects malpractice and provides evidence to justify his or her suspicion
- An IB 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

An investigation of malpractice detected by an examiner outside the school may take the following form:

- The head of examinations administration will inform the IB Coordinator that a candidate is being investigated for suspected malpractice
- The IB coordinator immediately informs the head of the school that a candidate is being investigated
- The coordinator will provide IBCA with:
  - A statement from the candidate
  - A statement from the subject teacher or extended essay supervisor
  - A statement from the IB coordinator
  - A summary of the interview with the candidate about the allegation of plagiarism
- The investigation should take place immediately, although it can be delayed until after the last written examination taken by the candidate
- If the candidate is under 18, the parents should be informed.
- The planning and conduct of the investigation are left to the discretion of the IB coordinator, but the candidate's personal rights must be protected
- The candidate must be shown the evidence and be invited to present an explanation or defense
- 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 dealing with malpractice
- The candidate must be given sufficient time to prepare a response to the allegation

An investigation of malpractice which happens during an IB 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 IB 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 Head of School should be informed as soon as possible
- If the candidate is under 18, his or her parents/guardians should be contacted
- 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
- The candidate must be allowed to complete all other exams in that Diploma session
- The IB will make the final decision as to whether or not there should be consequences.

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

- The candidate is told 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
- 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 cannot be the case.
- The candidate, if under 18 his or her parents, the subject teacher and the IB 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 award an F for the work, which the IB is extremely unlikely to question or dispute
- If time does not allow, or the cover sheet has been signed off, the candidate should be informed of the situation, and that an F has been entered. Although the candidate can dispute this, it may be too late, as IA marks have already been entered. While the school will remain open to discussion with the candidate, it should be made clear that any further investigation may not be worthwhile, or result in a positive outcome

### **CONSEQUENCES OF MALPRACTICE/SANCTIONS (as outlined by the IB)**

If the amount of plagiarism is 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 Diploma can be awarded

- Misconduct during an examination will result in no grade being awarded for the specific subject involved
- 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 malpractice is very serious, the candidate may not be allowed to re-register for examinations in any future session
- An IB Diploma 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.

### **ACADEMIC HONESTY IN DIPLOMA PROGRAMME ARTS**

In December, 2012, the IB released new guidance relating to Academic Honesty in Diploma Programme Arts, the purpose being to explain how principles of academic honesty apply to each of the arts subjects in the Diploma Programme, in particular to each of the assessment components for the subjects. Nørre G offers “Visual Arts”, so this part applies:

Visual Arts	
<b>Studio work</b>	<p>Pages 10 – 12 of <i>Visual arts: Assessment clarification</i>, published in June 2010 via the subject page of the OCC, should be consulted.</p> <p>Schools are recommended to keep a copy of the candidate declaration for each candidate presenting for assessment, which should be dated before 10 April (the deadline date for completion of all visual arts work to be submitted to the IB).</p> <p>Where studio work references the words, work, or ideas of another person, these should be properly referenced in the supporting documentation for the studio work in the student's investigation workbook. Where examiners raise academic honesty concerns, and the pages were not selected as part of the IWB submission, the IB may request these pages as part of their investigation.</p>
<b>Investigation workbook</b>	<p>Pages 10 – 12 of <i>Visual arts: Assessment clarification</i>, published in June 2010 via the subject page of the OCC, should be consulted.</p> <p>Schools are recommended to keep a copy of the candidate declaration for each candidate presenting for assessment, which should be dated before 10 April (the deadline date for completion of all visual arts work to be submitted to the IB).</p> <p>Students will probably refer to a lot of different artists' work during their investigation processes. It is important that students demonstrate best practice in ensuring that any investigation workbook pages submitted for assessment cite sources appropriately and in line with the style included in the school's own academic honesty policy. In addition to being mentioned within the assessment markband descriptors, the citing of sources is required to maintain academic honesty.</p>

**BIBLIOGRAPHY:**

*Academic Honesty: Guidance for Schools*, (2003, 2011), Published by the International Baccalaureate Organisation, Switzerland.

*Academic Honesty in Diploma Programme Arts* (2012), Published by the International Baccalaureate Organisation, Switzerland

*Academic Honesty Policy*, Copenhagen International School, 2014

*Academic Honesty Policy*, Hasseris Gymnasium, 2014

**REFERENCES:**

The text of Nørre Gymnasium's Academic Honesty follows largely the wording/policy of Copenhagen International School and Hasseris Gymnasium – on agreement, as a joint approach.