

## **Academic Honesty Policy**

### **IB Diploma Programme at St Olav videregående skole**

#### **Cheating, plagiarism and immature use of sources**

St. Olav videregående skole encourages students to become independent and principled learners building a foundation for future learning. As an IB World school, we place importance on the IB Learner Profile thus academic honesty is given close attention. In this case, there is a strong focus on the attribute of being principled. Students are expected, at all times, to adhere to guidelines on academic honesty and always acknowledge others' intellectual property.

At St. Olav, we are keen to develop good attitudes and skills to avoid cheating and plagiarism, and to contribute to effective use of sources. Early in each academic year, students receive a tutorial from the school's librarian on citing sources, doing so properly, and the importance of proper academic referencing in one's work.

Early in the school year, the IBDP Coordinator holds meetings with the first year and second year Diploma students to go through this document and discuss the consequences of malpractice. This is repeated during the Extended Essay process. In this way the school ensures students are briefed on and informed of the meaning of academic honesty and the consequences of not complying with that including IB use of web-based plagiarism controls.

The following guidelines apply to cheating, plagiarism and immature use of sources related to assessment situations at St. Olav.

#### **Cheating and plagiarism are defined as:**

- Referring to fictitious sources
- Referring to others' work as their own
- Collusion during assessments beyond stipulated instructions
- Using sources and tools that are not permitted
- Contributing to cheating for oneself or others

#### **Immature use of sources/ references:**

In general, students are required to and responsible for referring to all sources in accordance with a recognised citation style. Students will be given general training, and training in their subjects, in good use of source and citation style. The requirements for use of sources will vary between subjects and task types, and skills are expected to be developed throughout the course.

#### **Consequences of cheating, plagiarism and immature use of sources:**

- If a student is suspected of cheating or plagiarism, he/she is required to attend a meeting with the subject teacher and head of department. The purpose of the meeting is to clarify the situation, provide the opportunity to explain, and inform about the possible consequences.

- If a teacher suspects plagiarism, collusion, cheating or excessive help from others, the student may be allowed one opportunity to revise and resubmit work.
- In the case of plagiarism related to homework, the subject teacher may require a new submission within a deadline of 24 hours.
- Teachers will not sign off on work if they do not believe a piece of work is the students' own.
- In the case of I.A. in sciences any suspect piece of work will not be marked, and the final mark will be devised from marked work only.
- If work is signed off by the student as their own but the teacher still suspects plagiarism, collusion, too much help, or cheating, the IB must be informed and there will be an investigation to collect evidence for a report to the IB's Final Award Committee. This will include statements from the student, the teacher and the IB Diploma coordinator. If the Committee decides that malpractice has occurred, no mark will be given for the subject and the Diploma will not be awarded
- Any and all cases of malpractice during final IB examinations will be immediately reported to the IBO in accordance with the Handbook of Procedures for the IB Diploma Programme, Arrangements for Written Examinations, as appropriate for each year. Where possible the student will be removed from the examination room immediately or at a time of least disturbance to the other students.

### **Cheating in examinations**

A set of rules for the conduct of IB examinations, the Conduct of Examination – Notice to Candidates, is published well in advance and displayed throughout the school as well as in every examination room. It prohibits the following: copying, the taking of unauthorized materials into the examination, and communication or collusion between students during the examination.

This is given to all examination candidates in an examination preparation package a few months before final exams in a meeting held specifically to focus on examination issues, procedures and so forth.