



ROGALAND
FYLKESKOMMUNE



IB Diploma Programme at St Olav videregående skole

Academic Integrity Policy

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International Baccalaureate 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 organisation works with schools, governments, and international organisations to develop challenging programmes of international education and rigorous assessment. These programmes encourage young people across the world to become active, compassionate, and lifelong learners who understand that other people with their differences can also be right.

St. Olav videregående skole Mission Statement

We are diversity, we create mastery, we offer opportunity.

Diversity: We are inclusive and have a place for all. We embrace different ideas and personalities. We vary instruction and offer individual accommodations.

Mastery: We motivate each other and want to learn. We develop individually through social and academic collaboration. We are curious, persistent, creative and optimistic.

Opportunity: We are open for learning now and in the future. We offer wider variety of subject choices for future study and career. We grow as individuals.

Student democracy at St. Olav vgs

All tutor groups at St. Olav vgs are represented in the Student Council. The student council meets six times per school year with the representative for the Head of School and the Student Environmental Officer to discuss issues related to student academic and social environment.

The Student Board is comprised of one class representative from each year group and has direct contact with the Head of School. They meet six times per school year with Head of School, a member of the school management team and the Student Environmental Officer. Meetings take place prior to the Council meetings and arrange the agenda for these. This ensures that student voices are heard, represented and have an influence on school life and policy.



What is academic integrity?

“Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work.” *(from IB Academic integrity policy 2019, updated March 2023)*

What is St. Olav vgs position on academic integrity?

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 integrity is given close attention. In this case, there is a strong focus on the attribute of being principled. Students are responsible for their own work and are expected to always adhere to guidelines on academic integrity and acknowledge others’ intellectual property.

At St. Olav, we guide students in developing good attitudes and skills to avoid cheating and plagiarism, and to contribute to effective use of sources. The school librarian gives tutorial on proper citation of sources, and the importance of proper academic referencing.

The IBDP Coordinator meets with the year group 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 gain an awareness and understanding of academic integrity and the consequences of non-compliance with IB and school guidelines.

The following guidelines apply to cheating, plagiarism and inappropriate use of sources – including use of AI tools - related to assessment situations at St. Olav.

What is St. Olav vgs position on use of AI?

The International Baccalaureate and St. Olav vgs do not ban the use of AI tools but place emphasis on students’ ethical use of these as tools to aide their learning. “AI may provide a starting text, but a student will need to understand how and why to refine the text to improve its impact.” *(from IB Academic integrity policy 2019, updated March 2023)*

IB and St. Olav vgs operate a *balance of probabilities* approach which means “that decision-makers with appropriate subject-matter expertise are satisfied an event or account is more likely than not to have occurred. It is used when deciding on a penalty for an alleged case of student academic



misconduct where evidence beyond reasonable doubt is not available.” (from *IB Academic integrity policy 2019, updated March 2023*)

What may constitute academic misconduct?

- Referring to fictitious sources,
- Referring to others' work as one's own, including any use of AI tools,
- Collusion during assessments beyond stipulated instructions,
- Using sources and tools that are not permitted,
- Contributing to cheating for oneself or others.

What may constitute inappropriate/incomplete use of sources/references?

Students are responsible for referencing all sources in accordance with a recognised citation style. Students will be given general training in correct citation style and good use of sources by the school librarian as outlined above. More specific training in subject requirements will be given by subject teachers. The requirements for use of sources will vary between subjects and task types, and skills are expected to be developed throughout the course.

What are the procedures and consequences should cheating, plagiarism and inappropriate use of sources be suspected?

- If a student is suspected of cheating or plagiarism, they have the right to an academic interview with the subject teacher to discuss their work and show detailed knowledge of its contents. The student may also be required to show the process of their work e.g. outlines and drafts of EE or IAs,
- The student may be required to attend a meeting with the subject teacher and IB Coordinator. The purpose of the meeting is to clarify the situation, provide an opportunity for the student to explain their position and for the teacher to inform the student of any possible consequences,
- The student may be required to provide a summary of sources cited in their work, and to be able to discuss these with the subject teacher,
- If a teacher still doubts the student's work, they may be allowed an 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 a piece of work or Internal Assessment if they do not believe it to be the student's own.



What are the procedures and consequences should the IB decide malpractice has occurred?

With Internal Assessment?

If work is signed off by the student as their own but the teacher still doubts its origins, 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.

Failure to comply with the investigation may result in no grade being awarded for the relevant subject(s) and thus no diploma being awarded.

In formal IB 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 and in the 24 hour period after an examination.

An examination preparation package is shared with all examination candidates in a meeting held before final exams specifically to focus on examination issues, procedures, IB guidelines and rules.

- 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,
- In such incidents, an investigation into the situation will be conducted by the IB with assistance from the school,
- Failure to comply with the investigation may result in no grade being awarded for the relevant subject(s) and thus no diploma being awarded,
- Should this be discovered during an examination and where possible the student will be removed from the examination room at a time of least disturbance to the other students.
- The school will follow the guidelines and procedures as clarified in the IB document, *Academic Integrity* (updated 2023) https://resources.ibo.org/data/academic-integrity-policy_9798d3b2-b75b-4940-9bb1-e33c6d541add/academic-integrity-policy-en_237ee4dd-b989-426d-b031-d032f5bc8a08.pdf



What is the process for appealing against accusations of malpractice?

With Internal Assessment and in-school assignments?

Students may:

- Meet with subject teacher to discuss the issue,
- Subject teacher and student gather other pieces of related work e.g. outlines, drafts, relevant written communication between subject teacher and student about the piece of work,
- Be invited to an oral presentation of the relevant piece of work with subject teacher and a neutral subject teacher as well as the IB Coordinator.

In formal IB examinations?

Students may:

- Appeal in writing to the IB Coordinator who will contact the IBO,
- Produce evidence to counter the claim of misconduct,
- The student must cover the costs for all unsuccessful appeals.

This policy is reviewed and updated as relevant by the IB Coordinator and relevant members of the IB Advisory Team and the Senior Management Team.