

## **Academic Honesty Policy**

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

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. Students are expected, at all times, to adhere to guidelines on academic honesty and always acknowledge others' intellectual property. 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.

St. Olav vgs Academic Honesty document is available for all students on the school website as well as on the school's learner platform, Itslearning. Early in the school year, the IBDP Coordinator and CAS Coordinator hold separate meetings with the first year and second year Diploma students to go through this document and discuss the consequences of malpractice.

Departures from academic honesty come under the following four headings as defined below.

#### **Plagiarism**

This means the representation of the ideas or works of another person as your own. Many students believe incorrectly that because the internet is in the public domain, information can be taken from websites without acknowledgement. All ideas and works of another person, photographs, maps, diagrams, illustrations and data must be acknowledged in the same way as a quotation from a book. Students must clearly define the limit between their own work and that of others. Passing off someone else's work as your own is intellectual property theft. This is considered malpractice by the IBO and can result in not obtaining the Diploma.

#### **Collusion**

Students are generally expected to work independently and produce work in their own words (although co-operation is encouraged in some science practical work and projects). If two students produce internal assessment, essays or coursework for external assessment which contain, for example, identical paragraphs of interpretation, collusion has occurred. It is collusion when a student knowingly allows another student to use his/her work or who knowingly uses another student's work. It is perfectly acceptable for two extended essays or commentaries to be written on the same topic, but the students' own writings must always be independent and different. The distinction between co-operation and collusion is a fine one, and guidance should be sought from teachers if a student is in doubt.

#### **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 in to the examination, and communication 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.

### **Help from Others**

Students are, as stated, expected to work independently and this means it is not acceptable to have an excessive amount of help or guidance from family members, friends or teachers. It is difficult to define what is excessive but it must be remembered that each piece of internal assessment must represent the student's own knowledge and be signed off as the student's own work.

Teachers are obliged to confirm that a student's work is their own and will not sign off on work if they do not believe this is so. All written work goes through a plagiarism control on the school's learning platform, Itslearning, in common with whole school procedures.

A further matter of academic honesty is completion of the CAS requirements and necessary documentation as well as **regular attendance at classes**. Students who fail to attend classes or CAS activities on a regular basis are not fulfilling their obligations to the IB Diploma Programme and the Learner Profile.

## **Consequences of malpractice**

### **Coursework**

In the event of malpractice - particularly plagiarism - being suspected, the teacher will raise their concern with the student in question before contacting first the student's personal tutor and then the DP Coordinator. A meeting will be arranged with the student to discuss the situation where the student will be allowed to present their case and prove that the work is their own. If plagiarism has occurred and been admitted, a student may be given an opportunity to produce a new, independent piece of work where appropriate. If plagiarism is discovered in a final piece of work, no grade will be awarded.

### **Term or Mock examinations**

If plagiarism or cheating in any form is discovered during a test/examination, a student will be asked to leave the examination/test and will not receive a grade for this. The student will be invited to a meeting with the IBDP Coordinator to discuss the situation.

### **Final IB examinations**

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.

### **What happens if Academic Dishonesty is suspected?**

If a teacher suspects plagiarism, collusion, cheating or excessive help from others, the student must be allowed one opportunity to revise and resubmit work. In the case of I.A. in sciences the suspect piece of work will not be marked and the final mark will be devised from marked work only. This is one reason why we have internal deadlines ahead of IB deadlines. If work is actually signed off by the student as their own work 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.

### **Responsibility for Academic Honesty**

It is the ultimate responsibility of the IB Diploma Coordinator to ensure that the student is briefed and understands the meaning of academic honesty.

It is the teachers' responsibility to ensure to the best of their ability that all work submitted for assessment to the IB is the authentic work of the student. This means that teachers will be vigilant for plagiarism, collusion and excessive help from outside sources. Teachers may use the plagiarism control function on It's Learning for work that has to be handed in.

It is the student's responsibility to make sure that all sources are acknowledged and that the work is authentically their own.

It is the responsibility of IB examiners to be vigilant and report to the IB any cases of suspected plagiarism, collusion or cheating. Students should also know that the IB randomly checks candidates' work using a web-based plagiarism detection system.

Thanks to Gareth Rees, formally of The United World College of the Atlantic, Wales, for permission to use their academic honesty policy as a basis for St. Olav vgs policy.