

2022

# Al Zahra College

## MYP / DP Academic Integrity Policy



# Table of Contents

<b>RATIONALE</b> .....	<b>3</b>
<b>PURPOSE</b> .....	<b>3</b>
<b>ELEMENTS OF ACADEMIC HONESTY</b> .....	<b>3</b>
<b>THE IB DEFINITIONS OF PLAGIARISM, COLLUSION AND THE DUPLICATION OF WORK</b> .....	<b>4</b>
<b>COLLABORATION</b> .....	<b>4</b>
PERMISSIBLE COLLABORATION .....	5
IMPERMISSIBLE COLLABORATION .....	5
<b>COLLUSION</b> .....	<b>5</b>
<b>CONVENTIONS FOR CITING AND ACKNOWLEDGING ORIGINAL AUTHORSHIP</b> .....	<b>5</b>
<b>ROLES AND RESPONSIBILITIES</b> .....	<b>6</b>
IB COORDINATOR .....	6
TEACHERS .....	6
STUDENTS .....	6
THE ROLE OF STUDENTS’ FAMILIES .....	7
<b>ACADEMIC HONESTY IN THE MYP (YEARS2-5)</b> .....	<b>7</b>
<b>YEAR-SPECIFIC EXPECTATIONS</b> .....	<b>7</b>
MYP 2 - YEAR 7.....	7
MYP 3 - YEAR 8.....	8
MYP 4/5 / DP1/ DP2- YEARS 9 -12 .....	8
<b>AL ZAHRA COLLEGES PROCESSES AND PROCEDURES</b> .....	<b>8</b>
VIOLATIONS OF ACADEMIC HONESTY IN THE MYP .....	8
FIRST OFFENCE .....	9
SECOND OFFENCE .....	9
THIRD OFFENCE .....	9
RIGHTS OF THE STUDENT .....	9
<b>PROCEDURES FOR DEALING WITH ACADEMIC DISHONESTY IN THE DP</b> .....	<b>10</b>
INVESTIGATION OF INTENTIONAL MALPRACTICE .....	10
<b>CONSEQUENCES OF MALPRACTICE</b> .....	<b>10</b>
SUMMATIVE EXTERNALLY ASSESSED ASSIGNMENTS .....	10
FORMATIVE ASSESSMENT .....	11
<b>FINAL AWARD COMMITTEE</b> .....	<b>11</b>
<b>OFFENCES AND PENALTIES</b> .....	<b>12</b>
<b>REFERENCES</b> .....	<b>13</b>

## Rationale

Al Zahra College supports and promotes the principles of appropriately conducted academic research and the respect for integrity in all forms of assessment. As an International Baccalaureate school, Al Zahra College acknowledges the International Baccalaureate Organisation's (IBO) advocacy of ethical behaviour as an essential part of the International Baccalaureate Diploma Programme (IBDP) in conducting academic research and submission of authentic work. Al Zahra College values the concept of intellectual property and the need to hold students accountable for the ethical use of ideas and words of others.

## Purpose

The creation of a culture of honesty and integrity is integral to our purpose of developing 'ethical future path makers' and is underpinned by Al Zahra College's character ideals of honesty, trustworthiness, respect and responsibility. The presentation of authentic work is essential to good scholarship and practice. This policy explains Al Zahra College's expectations for honest academic practice on the part of students. It sets out the responsibilities of Al Zahra College staff in developing and promoting academic honesty and penalising plagiarism and other forms of dishonesty.

## Elements of Academic Honesty

An authentic piece of work is one that is based on the candidate's individual and original ideas with the ideas and work of others fully acknowledged using a conventional referencing system. Therefore, all assignments for assessment, regardless of their format, must wholly and authentically use that candidate's own language, expression and ideas. Where the ideas or work of another person are represented within a candidate's work, whether in the form of direct quotations or paraphrased, the source(s) of those ideas or the work must be fully and appropriately acknowledged. This requirement includes a candidate's responses to any examination papers such as IBDP May and/or November examination papers. All quotations in a candidate's examination script must be properly acknowledged. Candidates must acknowledge the following:

- ^ all ideas and work of other persons.
- ^ rendition of another person's words presented in a new style and integrated grammatically into the writing.
- ^ CD ROM, email messages or websites.
- ^ electronic media.
- ^ sources of all photographs, maps, illustrations, computer programs, data, graphs, audio- visual.

- ^ verbatim (word for word) quotes.
- ^ works of art including, film, and visual arts.

## The IB Definitions of Plagiarism, Collusion and The Duplication of Work

The regulations define malpractice as behaviour that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components. Malpractice includes:

- ^ intentional plagiarism: this is defined as the representation of the ideas or work of another person as the candidate's own
- ^ unintentional plagiarism: careless paraphrasing and citing of source material such that improper or misleading credit is given.
- ^ collusion: this is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another
- ^ duplication of work: this is defined as the presentation of the same work for different assessment components and/or diploma requirements
- ^ any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, taking unauthorised material into an examination room, misconduct during an examination, falsifying a CAS record).

### **Teachers and Coordinators must not engage in the following actions:**

- ^ the unauthorised rescheduling of an examination.
- ^ failing to keep exam papers secure prior to an examination.
- ^ providing undue assistance in the production of any work that contributes to the assessment requirements of the DP/MYP.
- ^ leaving candidates unsupervised during an examination.
- ^ allowing additional time in examinations without IBO approval.
- ^ releasing an examination paper, or disclosing information about the paper, within 24 hours after the examination.

## Collaboration

Collaboration includes working in groups to achieve a shared goal and is a common form of assessment in which all members of the group are expected to participate equally. For example, group work may be face to face, in discussion boards, blogs or wikispaces. The protocols of acknowledging sources still apply.

### Permissible collaboration:

- ^ discussion with other students regarding issues raised by the assessment item.
- ^ discussion with other students regarding means by which to address the issue raised by the assessment item.
- ^ collaborate in the location of, and sharing, sources of information relevant to the item of assessment.

### Impermissible collaboration:

- ^ collaboration with other students or persons in the writing of all or part of the student's submissions for the assessment item.
- ^ collaboration with other students or persons in the writing of all or part of any other student's submissions for the assessment item.
- ^ provide a copy of his or her work in respect of that item of assessment to another student.

## Collusion

Collusion is a form of plagiarism that can occur as a result of inappropriate collaboration during group work. Collusion can occur when two or more people work secretly for the purpose of deliberately misleading others. It involves working with someone with the deliberate intention to mislead. This could involve working with someone else to produce work, which is presented as your own when, in fact, it was the result of secretly working with someone else. Collusion can be avoided by taking own personal notes of what is happening during group work sessions.

In addition, it is collusion if a student allows another to copy an assignment even if that student changes the words to make it look like his own before submission.

\*For further examples of malpractice refer to the IB Guidelines for Academic Honesty from [www.ibo.org](http://www.ibo.org)

## Conventions for Citing and Acknowledging Original Authorship

Al Zahra College has adopted either the APA6 Edition system for acknowledging sources as the college's standard. All students and teachers will be issued with a copy of guidelines for acknowledging sources.

## Roles and Responsibilities

### IB Coordinators

- ^ understand what constitutes academic honesty, an authentic piece of work and intellectual property
- ^ receive guidance on study skills, academic writing, how to conduct research and how to acknowledge sources
- ^ understand what constitutes malpractice (particularly plagiarism, collusion and misconduct during an examination)
- ^ know the consequences of being found guilty of malpractice.
- ^ establish a school policy that promotes good academic practice and a school culture that actively encourages academic honesty

### Teachers

- ^ provide instruction and scaffolding necessary for students to use ethical research practices including opportunities for feedback via the drafting process.
- ^ provide students with consistent advice on good academic practice whenever necessary.
- ^ support the Al Zahra College's Academic Honesty Policy and comply with the College's standard for acknowledging sources.
- ^ confirm, to the best of his or her knowledge, all students' work accepted or submitted for assessment is the authentic work of the student.
- ^ provide students clear guidelines on academic writing and referencing styles required in each subject.
- ^ provide clear information on assessment requirements in each unit outline, especially concerning aspects involving individual and/or collective assessment.
- ^ provide clear guidelines on group work, especially concerning assessment and division of tasks among group members and monitoring of group work to ensure fair assessment.

### Students

- ^ have ultimate responsibility for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged.
- ^ are responsible for complying with the College's assessment policy, meeting deadlines and absences.

- ^ should seek clarity from teachers and teacher librarian during assignment process and regarding any aspect of academic honesty guidelines.

## The role of students' families

It is important that our students' parents and guardians are familiar with our academic honesty guidelines as well as the consequences for academic misconduct as outlined in the curriculum handbook, which may include parent contact, loss of points and/or detention. Parents will be informed about the Academic Honesty Policy and procedures at the beginning of the school year through information sessions and in the published curriculum handbook. In addition, parents and guardians can support students by encouraging them to exhibit the district core values of respect, integrity, and responsibility as they strive to become principled learners and citizens.

## Academic Integrity in the MYP/DP

At the Secondary level, the teaching of 'Approaches to Learning' skills, such as self- management, information and media literacy, communication and research, help to support student understanding and appreciation of academic honesty. The learner profile focus on principled communication also highlights the importance of ethical treatment of knowledge. The process journals in Arts, Design and the MYP Personal Project / DP Extended Essay provide students with the opportunity to acknowledge and evaluate sources while developing a long-term project or body of work.

*"Teachers in the MYP/DP are responsible for guiding and supporting students in the development of academic honesty in ways that prepare them for further study" (IB, 2014).*

## Year-specific expectations

### MYP 2 - Year 7

In Year 7, students are expected to focus on using 'their own words'. Teachers are expected to familiarize students with the reasons for academic honesty. This may be covered through designated Library Information Sessions and/or within specific subject areas. All teachers are expected to support this.

### MYP 3 - Year 8

For Year 8 students, requirements are more stringent and more appropriate to their age and the amount of instruction they would have received by this Year level. Teachers are expected to be less tolerant of academic dishonesty and referencing errors. Students in Year 8 are introduced to turnitin.com

### MYP 4/5 / DP1/ DP2- Years 9 -12

For these years, there is an expectation that students will use Turnitin.com and will be subject to the full consequences of plagiarism and/or academic dishonesty. This may include non-submission of IB MYP work for moderation/or and grading.

## Al Zahra Colleges Processes and Procedures

- ^ The Academic Honesty Policy has been developed in accordance with the IB assessment general regulations.
- ^ All students and teachers will receive a copy and explanation of the policy at the beginning of the course.
- ^ All teachers will receive training on implementation and monitoring of the policy.
- ^ Students will receive formal training.
- ^ Students and parents will sign the Assignment Academic Honesty attached to each assignment.
- ^ Teachers will provide further advice and guidance to students on implementation of the Academic Honesty Policy and the development of good academic research practices.

### Violations of Academic Honesty in the MYP/DP

A system of progressive discipline shall be followed whenever practicable, and the listed consequences shall serve as guidelines. In all cases, the teacher will record and give to the MYP/DP coordinator evidence of violations of academic honesty. In all cases involving authentication concerns, the onus is on the student to verify their work at the request of the teacher.

Violations of academic honesty are cumulative and do not start over at the beginning of each year.



### First offence:

- Teacher and student conference
- Referral to Grade Mentor
- Written notification to parent/guardian
- Resubmission of assignment/test or as determined by the classroom teacher
- Counselling and assistance in developing strategies for avoiding academic dishonesty and/or plagiarism

### Second offence:

- Grade Mentor contacts parent
- A formal interview with the MYP/DP Coordinator and parents
- Academic Detention

### Third offence:

- Grade Mentor / teacher contacts parent
- Referral to Headmaster
- Zero on assignment/test or another grade as determined by the classroom teacher
- Suspension
- Parent-teacher conference with Headmaster/Principal upon return from suspension

### Rights of the Student

A student and/or parent may appeal any sanction which results from the above discipline rules and procedures but must do so in writing to the MYP/DP Coordinator within 7 days.

*Al Zahra College believes that through proactive teaching and learning and consistent and persistent practices that any behaviour which may lead to malpractice will be identified early and rectified before an incident occurs.*

## Procedures for Dealing with Academic Dishonesty in the DP

### Investigation of Intentional Malpractice:

DP Coordinator will investigate any suspected malpractice. The situation must be resolved within the school.

1. The teacher will notify the IBDP Coordinator with supporting documentation if malpractice is suspected. The teacher will not make an open allegation to the student and any suspicion of malpractice will be kept confidential to the process.
2. The IBDP Coordinator will determine whether malpractice has taken place based on information gathered through the investigation. The investigation will include interviewing the student and allowing the student to provide explanation.
3. The IBDP Coordinator will inform the parents of the process irrespective of the outcome.
4. If evidence of malpractice is confirmed, the student and parents will be notified in writing and informed of the consequences. Appeal provisions will accompany this correspondence.
5. An appeal must be submitted within 7 school days of the date of the letter. The headmaster will consider the appeal. The headmaster's decision will be final and will be communicated to the student and parents in writing.
6. Copies of all records of investigation, correspondence and the assessment item will be kept on the student's subject file. Documents to be retained by school.
  - ^ a statement from the teacher of the candidate for the subject concerned (or supervisor in the case of an extended essay)
  - ^ a statement from the coordinator
  - ^ a statement from the candidate
  - ^ a summary of an interview with the candidate regarding the allegation of plagiarism, if an interview is conducted.

## Consequences of Malpractice

### Summative externally assessed assignments

If any part or whole of the student's work is suspected of not being authentic, that work must not be submitted to the IBO. One of the following courses of action may be followed:

1. If malpractice is identified prior to the formal submission date to the IBDP Coordinator and IBO, then the work will be required to be revised and resubmitted in time to meet the formal assessment due date for the IBO. If the student fails to resubmit by the formal date, an F will be recorded.
2. If malpractice is detected, once the assessment has been formally submitted on the due date and confirmed following investigation, an F will be recorded on the appropriate mark sheet and no grade will be awarded for the subject concerned. This may seriously impact on the student's eligibility for the Diploma under IB rules.
3. If teachers detect malpractice after work has been formally submitted and accepted for assessment to the IB, the IBDP Coordinator must be informed. The IB Diploma or a Certificate may be withdrawn from a candidate at any time if malpractice is subsequently established and IBO will be notified with the necessary investigative documentation.

### Formative Assessment

Following investigation of an allegation of malpractice, if on the balance of probabilities, a student has committed malpractice then the following consequences will be applied:

1. If malpractice is identified prior to the formal submission date, then the work will be required to be revised and resubmitted in time to meet the formal assessment due date. If the student fails to resubmit by the formal date, an F will be recorded.
2. If malpractice is detected, once the assessment has been formally submitted on the due date and confirmed following investigation, an F will be recorded on the appropriate mark sheet and no grade will be awarded for the subject concerned. The end of term/semester report will reflect the student has failed to fulfil the course requirements for the period.
3. The student will be required to resubmit the assignment which will be marked for diagnostic purposes and for the student to complete IB course fulfilment requirements.

### Final Award Committee

According to the IBO regulations the final award committee considers and makes the final decision in all special cases with respect to the award of IB diploma and Diploma Programme courses results, which includes cases of suspected malpractice. In practice, the task of resolving most cases is delegated to a sub-committee comprising chief examiners, senior IB staff and representatives from IB World Schools (usually coordinators). Decisions are ratified by the full final award committee and, where appropriate, cases are escalated to the final award committee for consideration.

## Offences and Penalties

- ^ if a case of malpractice has been established, no grade will be awarded in the subject concerned.
- ^ in the case of a Diploma Program candidate the consequence is that no diploma will be awarded to the candidate. However, Diploma Program course results will be awarded for other subjects in which no malpractice has occurred.
- ^ if a candidate is found guilty of malpractice in his or her third attempt at achieving the diploma or improving the number of points for the diploma, the candidate will not be permitted a fourth examination session in which to achieve the diploma or improve the number of diploma points.
- ^ if a candidate is found guilty of malpractice the candidate will be permitted to register for future examinations sessions in which malpractice was established, including the session that follows six months later (subject to the provisions of sections 11.7 and 11.10, and other restrictions stated in the Regulations or Handbook of procedures for the Diploma Program).
- ^ if a candidate is found guilty of malpractice in the production of one or more assignments required for a component, the candidate is not eligible for a mark based on his or her performance in the remaining assignments for the component; no grade will be awarded for the subject. If a candidate is found to have plagiarised all or part of one assignment, a mark for his or her internal assessment will not be based on the remaining three assignments: no grade will be awarded for the subject.
- ^ if a case of malpractice is very serious, either because of its nature or because the candidate has already been found guilty of malpractice in a previous session, the final award committee may decide that the candidate will not be permitted to register for examinations in any future session.
- ^ an IB diploma, or a certificate, may be withdrawn from a candidate at any time if malpractice is subsequently established. This includes the enquiry upon results service when, for example, a senior examiner may identify plagiarism in a piece of work that previously went unnoticed by the teacher or other examiner.
- ^ although a case may not warrant a penalty against one or more candidates, on occasion a letter may be sent to the head of school on behalf of the final award committee insisting that greater care be taken to avoid a similar incident occurring again.

## References

- IB Academic Integrity (2019)
- IB Academic Honesty in the IB Educational Context

Academic (2014)

- Honesty in the Diploma Programme Pamphlet
- IB Diploma Programme: from principles into practice (2015)



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