



Bellaire High School

International Baccalaureate Diploma



Bellaire High School IB Academic Honesty Policy

Philosophy

Bellaire High School, in collaboration with the philosophy of the IB, upholds the ethical qualities of personal integrity and academic honesty. Academic honesty is expected of all members of the school community; students, faculty, administration and parents.

The **IB Learner Profile** defines the character of an IB student as:

PRINCIPLED: *Students act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.*

REFLECTIVE: *Students give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.*

The aim of an Academic Honesty 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 seek out their teachers, supervisors and 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 work of others
- Explain to students precisely what penalties will be imposed should they be found guilty of malpractice.

Bellaire High School supports that:

- All IB Diploma Program students understand the basic meaning and significance of academic honesty
- All work produced by IB DP students is their own, authentic work
- All such authentic work has the ideas and words of others 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
- The 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.

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Principles of Academic Honesty

Students enrolled in IB courses at Bellaire High School are expected to submit authentic work that represents the student’s individual and original ideas and clearly acknowledges the work of others.

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

Academic Dishonesty refers to any of these actions:

- Plagiarism
- Collusion
- Duplication of work
- All forms of malpractice

“Defining Malpractice”:

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

Malpractice includes:

- **Plagiarism:** is the representation of the ideas or work of another person as the candidate’s own, (see below for further definition).
- **Collusion:** supporting malpractice by another candidate, as in allowing one’s work to be copied or submitted for assessment by another, (see below for further definition).
- **Duplication of work:** the presentation of the same work for different assessment components and/or diploma requirements, (see below for further definition).

- **Unfair Advantage:** any other behavior that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record).

Plagiarism: The representation of the ideas or work of another as the candidate's own. Plagiarized 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.

Paraphrasing is writing a piece of text out in your own words. You are allowed to do this, but you must acknowledge the source you have used.

Avoid plagiarism by following these practices:

- 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
- All materials obtained from electronic media must be treated in the same way as books and journals
- The sources of all photographs, maps, illustrations, computer programs, 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, dance, music, theatre arts or visual arts must have their source/origin acknowledged
- Always use *Turnitin* in accordance with the school's regulations when funding from the district makes the program available
- Material cannot be paraphrased without acknowledging the source

Collusion/collaboration: Supporting malpractice by another candidate – allowing one's work to be copied or submitted for assessment by another.

Collaboration involves working together with other students. 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. Working together is collaboration.

Copying someone else's work is collusion. Even if you have 'collaborated' with another student, the work you present must be your own. Collusion is malpractice and will be penalized.

Duplication of work: The presentation of the same work for different parts of the diploma. (An example would involve submitting the same piece of work for a History Extended Essay and the History internal assessment)

The Bellaire High School website, (<https://www.houstonisd.org/bellairehigh>), provides links to sites for detailed instructions on citing sources using different styles such as APA, MLA,

Chicago/Turabian, CBE and more. Many of the sites also provide information on grammar and mechanics.

The Librarian is a very useful resource for all DP students and teachers. He is an expert in the area of academic honesty, and can provide ethical guidance alongside information on the most appropriate citation system to use in each DP IA assignment, particularly the Extended Essay. Bellaire High School IB DP uses either the MLA or Chicago system when acknowledging sources. All extended essays will follow the Chicago system of writing and citation.

Bellaire High School IB students are expected to demonstrate personal honesty and integrity. This is to be reflected in the individual student's participation in all forms of assessment within each of the IB courses, Theory of Knowledge (TOK), Extended Essay (EE), Creativity, Action, Service (CAS). Examples of forms of assessments include, but are not limited to, the following;

- In-class and take-home assignments
- All homework
- Quizzes, tests and exams
- All written and oral work
- Lab work and write-ups
- CAS activities, reflection and documentation
- EE and TOK essays
- All IB Internal and External Assessments

The principles of academic honesty are communicated within the school community via the processes described:

- Bellaire High School and the Houston Independent School District code of conduct is communicated to the students through a district publication at the beginning of each school year and on the school website.
- The IB Coordinator provides documentation to the IB teachers with regard to principles and practices of academic honesty as defined by the International Baccalaureate Diploma program
- In September, the IB Diploma Coordinator conducts a discussion regarding the importance of academic honesty with both the junior and senior year students.
- All IB DP students are required to sign the academic honesty contract from the IBO acknowledging their understanding of *academic dishonesty* and consequences of malpractice, including the notification to universities of policy violation and dismissal from the IBDP.
- The IB publications Academic Honesty Policy and General Regulations: Diploma Program are posted on the school website. Students and parents are encouraged to familiarize themselves with these documents and to become aware of the consequences of academic dishonesty
- IB teachers hold discussions stressing academic honesty to students. They positively emphasize the benefits of students conducting themselves with integrity and academic honesty in all forms of assessment.

- IB teachers reinforce good academic practices and provide examples of conventions for acknowledging sources.
- The extended essay supervisor provides information on ways to acknowledge sources in the extended essay.
- IB students are informed that plagiarism software may be used by teachers to investigate malpractice

Student responsibilities in respect of academic honesty include the following:

IBO regulations clearly state the responsibilities of each IB student:

“The candidate (student) is ultimately responsible for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged. Candidates are expected to comply with all internal school deadlines; this is for their own benefit and may allow time for revising work that is of doubtful authorship before the submission of the final version.”

Academic Honesty (2011)

Students are responsible for ensuring that all work submitted for assessment is authentically theirs:

- Students are responsible for fully and correctly acknowledging the work and ideas of others
- Students are expected to review your own work before submission for assessment to identify any passages, computer programs, data, photographs and other material which require acknowledgement.
- Students may be required to submit your work using *Turnitin*. Failing to do this could result in an accusation of plagiarism, and/or a refusal to accept your work within school and/or to submit your work to the IB.
- Students 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 a student has ‘signed off’ the official IB DP coversheet, indicating that and internally assessed piece of work is authentically his/hers, there is no opportunity to re-submit different work, if the first submission is deemed to be plagiarized.
- Students 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 DP Coordinator. The IB will accept the teacher’s decision in this case.
- It is the student’s responsibility, if academic dishonesty is suspected, to prove that all pieces of work are his/her own, and have not been plagiarized.

Teachers are responsible for ensuring that all work submitted for assessment is authentically that of their student:

- To be vigilant for obvious changes in a candidate’s style of writing, is more characteristic of an experienced academic than a secondary school 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 *Turnitin* to check major assignments, and are required to use *Turnitin* 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 DP Coordinator
- *If the coordinator or teacher has 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 suggest that one of two possible courses of action may be adopted:
 - o The candidate can be allowed one opportunity to revise and resubmit the work, which must be completed on time for the coordinator to send the work to the examiner by the appropriate IB deadline
 - o 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.
 - o An F will be entered for 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, 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.

Academic Honesty Violations

Malpractice on any school-based or IB assessment is addressed in the following ways:

- the IB teacher informs the IB Coordinator and the school administrator that a candidate is suspected of engaging in malpractice
- a meeting is conducted between the student, parent, IB teacher, IB Coordinator, and school administrator
- the school's administrator provides consequences that act in accordance with the Houston Independent School District policies.
- the student is required to agree that all future assessments will be completed following all of the principles of academic honesty in order to remain in the IB Diploma or IB course
- a record of the incident is kept by the school administration

Malpractice on any *IB Internal Assessment* once the *declaration of authentication* has been signed is addressed in the following ways:

- the IB Coordinator informs the school administration that a student is suspected of malpractice

- the IB Coordinator reports the incident to the IB Information Desk for investigation
- the IB Coordinator and school administrator are to conduct an investigation including an interview with the student and parent
- the IB Coordinator completes a report which includes: a statement from the teacher for the subject area concerned, CAS Coordinator, or the Extended Essay supervisor, a statement from the IB Coordinator, a statement from the candidate (student), a summary of an interview with the student regarding the alleged malpractice
- the student is subject to a penalty that will be determined by IB upon receipt of all relevant materials. If a student is found guilty of malpractice:
 - 1.no grade will be awarded in the subject concerned
 - 2.in the case of a DP candidate, no diploma will be awarded to the candidate

Malpractice or misconduct during an IB exam is addressed in the following ways:

- the IB Coordinator informs the school administration and the student’s parent
- the IB Coordinator reports the incident to the IB Information Desk at the International Baccalaureate Curriculum and Assessment Center
- 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 School Principal and IB administrator should be informed as soon as possible
- The candidate’s 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.

Consequences of Malpractice as declared by the IBO:

- 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. **No Diploma can be awarded.**
- Misconduct during an examination will result in no grade being awarded for the specific subject involved. **No Diploma can be awarded**
- 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 **No Diploma can be awarded**
- 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.

Resources

International Baccalaureate Organization (2003, 2011), Academic Honesty Policy, Published by the International Baccalaureate Organization, Switzerland.

International Baccalaureate Organization (September 2016), General Regulations, Geneva, Switzerland: IBO.

Note:

All IB students at Bellaire High School are subject to the regulations contained in the official IBO documents entitled, "*Academic Honesty Policy*" and "*General Regulations: Diploma Program*".

Acknowledged as a working document, Bellaire High School's IB Diploma Program Academic Honesty Policy is reviewed annually by the IB coordinator, IB teachers and school administration.

The academic honesty policies for various schools available online and those posted on the OCC site were viewed and it was concluded that in many cases we concurred with their phrasing of some policy components.

Bellaire High School's IB Diploma Program Academic Honesty Policy is available on the school's website, <https://www.houstonisd.org/Page/87991>.