



Academic Honesty

IB Diploma Programme

Students enrolled in IB courses at Private Lomonosov School Nizhny Novgorod (PLS) are expected to submit authentic work that represents the student's individual and original ideas and clearly acknowledges the work of others.

PLS places great value on the ethical qualities of personal integrity and honesty. This is to be reflected in the individual student's participation in all forms of assessment within each of the IB DP courses, Theory of Knowledge (ToK), Extended Essay (EE), Creativity, Action, Service (CAS), and the IB DP curriculum.

Academic honesty is expected of all members of the school community: students, teachers, administration and parents. We are guided in our expectations and practices by two of the Learner Profile attributes which describe students as:

- **Principled** – We act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. We take responsibility for their own actions and the consequences i. e. acknowledging works of others and not taking it as your own
- **Reflecting** – We give thoughtful consideration to their own learning and experience. We are able to assess and understand their strengths and limitations in order to support their learning and personal development.

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

- The IB DP Coordinator provides documentation to the IB DP 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 students and their parents.
- 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 DP 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 DP teachers reinforce good academic practices and provide examples of conventions for acknowledging sources.
- The extended essay supervisor provides information to acknowledge sources in the extended essay.
- The IB DP Coordinator reaffirms the values inherent in students conducting themselves as principled individuals via CAS activities and informs students about appropriate conduct during the exam sessions.
- IB DP students are informed that plagiarism software may be used by teachers to investigate malpractice

Academic Dishonesty

- *Plagiarism*: the representation of the ideas or work of another person as the candidate's own
- *Collusion*: supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another
- *Duplication of work*: the presentation of the same work for different assessment components and/or diploma requirements
- *Unfair Advantage*: any other behavior that gains an unfair advantage for a candidate or that affects the results of another candidate

Other types of malpractice:

- Making up data for an assignment
- Falsifying a CAS record
- Taking unauthorised material into the examination room, including a mobile phone, an electronic device, own rough paper, notes
- Misbehaving during an exam, including any attempt to disrupt the examination or distract another candidate
- Copying the work of another candidate
- Referring to or attempting to refer to, unauthorised material that is related to the examination
- Failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of an examination
- Impersonating another candidate
- Including an offensive material in a script
- Stealing examination papers
- Disclosing or discussing the content of an examination paper with a person outside the immediate community within 24 hours after the examination

- Using an unauthorised calculator during an examination
- Concealing and/or using unauthorised software on a graphic calculator, particularly, but not only, during examinations

Roles and Responsibilities

Teacher Responsibilities

Teachers should explain what this policy means to students in the specific terms of the work that they are asking students to produce. They should also model good practice and be vigilant in addressing all instances of malpractice in a timely manner.

The teacher is also responsible for teaching, monitoring and assessing the research skills in order to equip students with the tools necessary to maintain academic honesty. They should also speak to students regularly during the drafting, when the student/teacher interaction is more collaborative than evaluative.

Teachers are expected to:

- Support and act on the School's policy on good academic practice and provide candidates with advice whenever necessary.
- Provide instructions and support in research and technical skills, and be available to offer advice and guidance to students.
- Give specific requirements as well as written examples of proper citation of a variety of sources in their discipline area(s).
- Structure assignments to encourage the development of student's own ideas through problem solving, comparison, precise hypothesis, analysis etc.
- Provide a formative assessment structure for investigative reports that includes planning and the evaluation of sources, and reflects the need for candidate's work to be authentic.
- Mark regular class and homework assignments considering each candidate's use of and acknowledgement of sources.
- Observe the same procedures as students and actively use the Harvard citation and referencing guide as documentation style (or other discipline appropriate style) when providing students with reference material.

IB DP Coordinator/Administration Responsibilities

Coordinator should ensure that Academic Honesty and dishonesty is explained to staff, students and parents at relevant times, giving examples of both good and bad practice where possible.

They should investigate any suspected breaches of the standard in an open and fair way. Their recommendations to the principal should be clear and reasoned.

DP coordinator and administrators are expected to:

- Know the regulations and instructions as provided by the IBO that govern the conduct of each examination session.
- Ensure that teachers, candidates and legal guardians are aware of IB requirements concerning academic honesty and provide in school training opportunities for them
- Agree with IB teachers an internal calendar of all due dates for the receipt/submission of candidates' assessment material.
- Ensure teachers and students adhere to the school's academic honesty policy.
- Ensure candidates and invigilators are provided with relevant information about examination regulations.
- Support the IBO fully in the prevention, detection and investigation of malpractice.
- Undertake any additional responsibilities required by the IBO should a candidate or staff member be investigated for malpractice.
- DP Coordinator is also responsible for our Turnitin subscription and will provide teaching staff with individual login information.

Student Responsibilities

Students are required to act and behave according to the guidelines outlined in the Private Lomonosov School Parent/Student Handbooks and Student Planner.

Students are required to uphold the virtues of honesty and truth within an international school environment. Academic honesty requires students to understand the difference between academic dishonesty, intellectual property, plagiarism and authentic authorship.

The Learner Profile and the attitudes are the basis for the development of academic integrity in our students.

- Students take responsibility for their own work
- Students work individually unless otherwise instructed
- Students recognize the difference between individual work and group work
- Students give credit to other people working in the group
- Students do not copy other people's work
- Students reference sources according to agreed - upon (age - appropriate) bibliographic formats for each grade

- Students use information technology and library resources responsibly
- Students are expected to comply with all internal school deadlines
- 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 plagiarised

Parent Responsibilities

Parents should speak to their children about the need to be honest and why it is important to be so in terms of academic progress.

The Role of the Librarian

The Librarian provides a very useful resources for all DP students and teachers. She 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. She is also responsible for our Turnitin subscription and will provide teaching staff with individual login information.

Non-observance of Academic Honesty

Any case of academic misconduct will be dealt with in a manner that ensures equity, consistency, procedural fairness, timely resolution and further learning.

Incidences of academic misconduct at PLS are treated on a case-by-case basis and students may be penalized with a failing grade for the assignment or assessment, the semester, or the year. In addition, a student may receive internal suspension. In severe cases, the student may be suspended or dismissed from the School.

Practical steps taken in each case of misconduct include the following:

- Investigation of misconduct
- Student(s) conference with the IB DP teacher regarding the incident
- The IB DP teacher informs the IB Coordinator and the Head of school that a candidate is suspected of engaging in malpractice
- Meeting is conducted between the student, parent, IB DP teacher, IB DP Coordinator, and the Head of school
- The Head of school provides consequences that act in accordance with the PLS's policies
- The student is required to agree that all future assessments will be completed following all the principles of academic honesty to remain in the IB Diploma or IB course

- Record of the incident is kept by the school administration

Internal Assessment

An incident of malpractice on any **IB DP Internal Assessment**:

- the IB DP Coordinator informs the Head of school that a student is suspected of malpractice
- the IB DP Coordinator reports the incident to the IB Information Desk for investigation
- the IB DP Coordinator and the Head of school conduct an investigation including an interview with the student and parents
- the IB DP 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
- If a student is found guilty of malpractice, no diploma will be awarded to the candidate

Internal Sanctions

- Internal sanctions may be imposed by the school for incidences of malpractice relating to homework, classwork, and internal exams which do not involve internally and externally assessed final pieces of official IB examination work, and will include:
 - 1st Offense: The student is required to re-do the work and reminded of PLS's academic honesty. Parents are notified by the teacher and the malpractice is noted in school records.
 - 2nd Offense: The student is given zero for the work, parents are notified by the Administration, and the student receives disciplinary consequences. This second malpractice offense is noted in school records.
 - 3rd Offense: If a student is found guilty of a 3rd breach of academic honesty, they will receive no credit for the relevant course, and may be recommended for withdrawal.

Offences and penalties (punishment)

1. Punishment for cheating in coursework or written assessments:

- Teacher could put a mark (“autograph”) on a student work in case of every comment about cheating
- If students work has a mark (“autograph”) it will decrease the score by 20% i.e., at 1.4 points in 7-point system for assessment and by 1 point in a 5-point assessment system.

2. Failure to comply with homework:

- The student receives a Grade "0" .
- If student brings the completed homework in next day, mark for the homework will be put next to "0".

External Assessment

An incident of academic dishonesty during an **IB DP exams**:

- the IB DP Coordinator informs the school administration and the student’s parent
- the IB DP Coordinator reports the incident to the IB Information Desk at the International Baccalaureate Curriculum and Assessment Centre

External Sanctions

External sanctions are those assigned by the IB, or by the school, in compliance with IB regulations, and relate specifically to the perception that academic dishonesty has taken place in work which counts towards the award of the final Diploma. Should such academic dishonesty be suspected in the first draft of an IA, the EE or the TOK essay, it is likely that the internal sanctions above will apply. However, if the suspected malpractice occurs at a later stage, either once work has been submitted to the IB, or when final versions of IAs are handed in with little or no time before the final submission date, malpractice investigation and sanctions will take place as detailed in the section below

In cases of academic dishonesty a student may be penalized with a failing a grade for the assignment, the semester, or the year. In addition, a student may receive internal suspension. In severe cases, the student may be suspended or dismissed from the School.

Consequences of Malpractice / Sanctions (as outlined by the IB)

- 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. This automatically means that no Diploma can be awarded.
- Misconduct during an examination will result in no grade being awarded for the specific subject involved.
- 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
- 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.

The detection of plagiarism

Candidates are expected to review their own work before submission for assessment and before the coversheet is signed to identify any passages, data, graphs, photographs, computer programs, etc that still require acknowledgment.

The teacher must be vigilant for familiar passages and, if necessary, check that such passages have not been copied from a textbook. In the case of an extended essay, the supervisor may quiz the candidate on the content of the essay at any point during their supervision or during the summative viva voce to determine whether the work is in fact that of the candidate.

The internet can also be used for detecting academic dishonesty. Teachers must submit all Internal Assessments and Extended Essays through **Turnitin (<http://turnitin.com>)**. This text-matching software is the first level of safeguard to ensure that students are submitting original work. Online plagiarism detection services have their limitations, and should be used with caution. These services are best used to help students improve their writing, avoiding plagiarism and also over-reliance on other people's work.

Additionally, more specific information, which support Academic Honesty, students can find in the TOK, CAS and EE guidlineses.

PLS use the Academic Honesty "Violation Charge" Form to work with malpractices (Appendix 1).

All PLS students and parents sign the Academic Honesty Agreement Form. This confirms that they have read Academic Honesty and understand their responsibilities.

Remember – IB Diploma students as are expected to be ‘Principled’.

Bibliography:

Academic Honesty, IBO, 2009

Academic Honesty in the International Context, IBO 2014

Academic honesty – principles to practice

Dr. Celina Garza – IB Academic honesty manager IB Assessment Centre - Cardiff . IBO AEM

General Conference, Rome 2014

Effective citing and referencing, IBO 2014

General Regulations: Diploma Program, IBO, 2011

Handbook of Procedures for the Diploma Program, IBO 2017.

Appendix 1.

Academic Honesty “Violation Charge” Form

Student Name: _____

Teacher Name: _____

Course: _____ Semester: _____ Year: _____

Date of Incident: _____ Date Student Informed of Violation: _____

T E A C H E R	Charge:	<input type="checkbox"/> Plagiarism <input type="checkbox"/> Collusion <input type="checkbox"/> Duplication of work <input type="checkbox"/> Unfair Advantage	<input type="checkbox"/> Cheating <input type="checkbox"/> Information falsification <input type="checkbox"/> Falsification of academic dishonesty <input type="checkbox"/> Other
	In an attachment: Please describe the incident and efforts to inform student of the charge and include all relevant documentation/evidence.		
	Penalty assigned by PLS:	<input type="checkbox"/> Oral or written reprimand <input type="checkbox"/> Reduction in course grade <input type="checkbox"/> Failure of the course without privilege of withdrawal	<input type="checkbox"/> Rewriting a paper, retaking an exam/test/quiz, or redoing an assignment <input type="checkbox"/> Failure or reduction in grade given for paper, exam or assignment without privilege of make-up <input type="checkbox"/> Replacement of/payment for materials harmed or destroyed
Teacher’s Signature: _____ Date: _____ <input type="checkbox"/> Due to the serious nature of violation, I request an Academic Honesty hearing in addition to the above penalty. <input type="checkbox"/> If a hearing is held, I would like to be present at the hearing.			
The teacher takes the original form to the DP Coordinator office. The teacher keeps a copy for his/her file and gives a copy to the student, as noted in the “Hearing Procedures” in the Student Handbook. The original and file copies are to remain confidential within the policy and procedure system.			

S T U D E N T	<p>I have been informed of the charge and penalty assigned. By signing below, I understand that I have two weeks to respond. I understand that I am not admitting to guilt. If the charge is upheld, I understand that the Academic Honesty Board cannot reduce the penalty.</p> <p>Student's Signature: _____ Date: _____</p> <p><input type="checkbox"/> I request a hearing before the Academic Honesty Board.</p> <p><input type="checkbox"/> If I do not ask for a hearing at this time, I understand that I have up to two weeks to make this request.</p> <p>If student does not sign the form after notification by the teacher or if the student signs the form and fails to request a hearing within two weeks after receipt of this form, the charge and penalty stand. If a hearing is timely requested, the Academic Honesty Board will notify all participants of the hearing date. If the AHB agrees with Teacher's findings, the Board will not overturn the decision of the teacher assigning the penalty at the course level. If the AHB disagrees with the teacher, It will void the penalty imposed on the student.</p>
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A C A D E M I C A F F A I R S	<p>If this is a repeat offense, the AHB hearing will take place. For repeat offenses, or serious first-time offenses, the AHB may assess penalties beyond those listed above. A note regarding the offense will be sent to the DP Coordinator.</p> <p>Received in DP Coordinator Office: <u> Yes/No </u> Date: _____</p> <p>Repeat offense? Yes/No</p>
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