



Bexley Grammar School

Academic Honesty Policy Guidance for Sixth Form

Bexley Grammar is keen to ensure that we work closely with all stakeholders to ensure that we promote the principle of academic honesty with our IBDP students. It is vital that all Diploma Programme candidates understand the basic meaning and significance of concepts that relate to academic honesty, especially intellectual property and authenticity.

The guidance contained in the document is adapted from the International Baccalaureate academic honesty policy. This can be accessed using the following link. Students, parents and staff must read this policy in conjunction with the IBDP guidance.

<https://www.ibo.org/globalassets/digital-toolkit/brochures/academic-honesty-ib-en.pdf>

Study in Year 12 and 13 calls for more independent learning. Researching and writing essays, reports and coursework projects is an important part of your Diploma programme of study. Using your own words, ideas, diagrams, maps and data to produce work which embodies your own conclusions can be very satisfying and a source of personal pride. The production of such work is an essential academic skill.

Most academic work in the Sixth Form will involve using the ideas and words of others to support arguments and conclusions, and to ensure these are properly acknowledged is an integral part of such work. It is important that you acknowledge such sources in an academically honest way. Other people's work is protected by law through copyright, and this includes work taken from electronic sources such as the internet.

What is Academic Honesty?

Academic Honesty is a difficult concept to define and it is perhaps easier to explain what is academically dishonest.

In general, you must not:

- Copy work from another student
- Give another student your work to copy
- Do work for another student
- Submit work done by a relative, other student or friend
- Duplication of work
- Pretend that any work/idea/writing of someone else are your own (plagiarism is the representation of the ideas or work of another person as your work)

These are explored more thoroughly in regard to the IB Diploma Programme in the examples below:

Examples of duplication of work

- The presentation of the same work for different assessment components constitutes malpractice. For example, if a student hands in a piece of work for a history assignment and then, later, hands in the same, or almost the same, piece of work for his or her Extended Essay, it is malpractice.

Examples of collusion:

- Students are expected to work independently for most assessment components. However, in some cases, for example in the group 4-project, collaboration is encouraged. Nevertheless, the final product must always be the student's own.
- The IBO states that "This means that the abstract, introduction, content and conclusion/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. For example, if two or more candidates have exactly the same introduction to an assignment, the final award committee will interpret this as collusion (or plagiarism)".
- In IB Maths, group work "is not appropriate for the mathematics HL or mathematics SL portfolio. For mathematical studies SL, group work must not be used for projects. Each project must be based on different data collected or measurements generated."

Examples of plagiarism:

- Using information from the internet – either directly or in a restated form – without acknowledging the source. This also includes photos, music, graphs, maps and the like.
- Copying one sentence or more from a book or the internet without acknowledging the source in quotation marks and in the bibliography.
- As a rule of thumb: using 5-8 words in a row from a book/the internet/somewhere else without acknowledging the source constitutes plagiarism.

Doing any of the above is being academically dishonest.

All students studying the IB are given assemblies and guidance from the IB Coordinator, TOK Coordinator and the Librarian which help explain what constitutes academic honesty and will assist students in avoiding malpractice.

Internal Assessment

Research Skills

Individual subject teachers will regularly demonstrate and remind students of appropriate ways to carry out research and acknowledge sources. Through working closely with students, staff are able to use their professional judgement in the first instance, if they suspect any breach of academic honesty guidelines. The school also has plagiarism detection software which may assist staff in ensuring that all submitted work is original. Students are encouraged to use the Library, where the Librarian can support all students in how to use school library resources and reference correctly. There are guides on research methods, plagiarism, referencing and creating bibliographies available for students to take from the Library, and copies of these are also available on the IB

Google Classroom site. Each student is given a copy of the IB Extended Essay guidelines, which treats the subject of documenting sources and the potential for plagiarism.

All supervisors for the extended essay are graduate, qualified teachers who are able to instruct students on an individual basis on academic honesty, referencing and the expectations of an academic piece of writing.

Teacher Responsibilities

Subject teachers know their individual students, their capabilities and their writing styles. Vigilance by the subject teacher makes academic dishonesty less likely. Subject staff will ensure that tests are organized to minimise malpractice. Staff have a duty to ensure that their advice to students on academic honesty is up-to-date and reflects best practice, for example URLs to be given and dates and times information is accessed where required. Many teachers also request their students to submit assignments via Turnitin, a plagiarism detection service.

Extended Essay/Coursework Rules

For the extended essay students will be given an “extended essay guidelines” booklet. The booklet contains helpful advice on referencing, citations and bibliographies. Supervisors are recommended to conduct a viva voce (concluding interview). It is the responsibility of the supervisor to sign and authenticate that the work is original. The essay will not be accepted without the signature of a supervisor. An authentic piece of coursework is based on your own individual and original ideas, with the ideas and work of others fully acknowledged. All work written or oral, completed for assessment must wholly and authentically use your own language and expression. Where sources are used or referred to, whether in the form of direct quotation or paraphrase, such sources must be fully and appropriately acknowledged.

Before beginning to write ask what kinds of external help are permissible. Use your own words wherever possible. If you want to quote the words of others you must reference them correctly. Similarly, photographs, illustrations, maps, graphs, charts, audiovisual material and software must be acknowledged if they are not your own work.

You must include a bibliography at the end of your work which lists the full details of the publications you have used. You will need to refer to many sources to produce an Extended Essay or coursework of a high standard, but you must list all the resources that you use.

If you work as part of a group on a project even if the data is the same, your introduction, account or description and conclusion must be your own. Sometimes you may need to work together as a member of a team, but you must submit your own work or you may be considered as colluding and guilty of malpractice.

Do not use essays or parts of essays from the internet. Teachers are very experienced in marking students work and pick up changes of style and vocabulary. If they are in doubt they can use computer tools to check phrases/sentences. The school uses Turnitin, the most advanced site to detect plagiarism. Your Extended Essay/Coursework must be your own work and you will have to sign a declaration that this is so.

Take care of your work and keep it safe. If it is stored on a computer keep your password safe, do not lose or mislay your USB drive. Do not leave spare copies lying around in the computer rooms and destroy those which you do not need.

What happens in a case of malpractice?

If malpractice is suspected, the nature of the malpractice is reported to the IBO by the external examiner or the IB coordinator.

The allegations of malpractice are investigated **very thoroughly**. If a student is found guilty, the outcome is either:

1. The student is found guilty of academic infringement. This results in a zero on the component or part of the component, but the student is still eligible for a grade in the subject.
2. The student is found guilty of academic malpractice. If found guilty of malpractice, the student will not be awarded the IB Diploma.

Academic malpractice is a very serious offence which may result in the student not being eligible for the IB Diploma. Examiners are aware of signs of plagiarism in assignments and the IB runs electronic checks on IB students' work in exams.

In-class work and home assignments

In accordance with school policy, the following sanctions will be carried out in cases of academic malpractice:

1. The teacher gives the student an oral warning.
2. If a case of academic malpractice happens again, the student is given a written warning.
3. A third attempt to cheat results in expulsion.

Breach of the guidelines is a serious matter and can lead to students not being awarded their Diploma. It is important therefore that all students in Year 12 and 13 not only understand what is meant by academic honesty but abide by the guidelines

Members of staff are available to give you further advice so that you can always present authentic work. These include:

- Ms. J A Stoddard (Theory of Knowledge Coordinator)
- Your subject teachers and Head of Department
- Mrs. T Leffen (Administrative Officer IB)
- Mrs. R Carey (School Librarian)
- Your Extended Essay Supervisor

External Assessment

Unfair Practice can be defined as behaviour which gains an unfair advantage for a candidate or which affects the assessment results of another candidate (for example, taking unauthorised material into an examination room, misconduct during an examination, disclosure or receipt of confidential information about examinations, obtaining unauthorised access to examination material, the use of a calculator or other means of arriving at an answer when this is precluded in the syllabus/component, disruptive behaviour in the examination room, failure to abide by the

instructions of an invigilator, impersonation of another person or forgery of their signature, failure to abide by the conditions of supervision designed to maintain the security of the examinations, the inclusion of offensive or obscene material in scripts or coursework) also constitutes malpractice.

If the final award committee of the IBDP decides that a case of malpractice has been established, no grade will be awarded in the subject concerned (no lesser penalty for malpractice is available to the final award committee.) In the case of a Diploma Programme candidate the consequence is that no diploma will be awarded to the candidate. However, a Diploma Programme courses results will be awarded for other subjects in which no malpractice has occurred.

(Adapted from the *IB Handbook of Procedures*)

Policy last updated May 2019.

To be reviewed and updated in May 2021.

(Acknowledgements to the IBO Diploma Programme, document “Academic honesty in the IB educational context” May 2019).

I would be grateful if you could sign and return the acknowledgement below that you have read and understood the school’s academic policy.

I acknowledge that I have read the Bexley Grammar School and the IBO academic honesty policy.

Signed _____ Date _____