

International Baccalaureate Organisation (IBO)

A Brook Learning Trust Academy Academic Honesty Policy

BLT Policy Statement

At Brook Learning Trust we bring together our unique academies in our belief in the power of education to change lives and communities. It is our steadfast purpose to challenge and defy the barriers that constrain the educational progress of any child. We set high aims for aspiration and secure collective responsibility for all our children's achievements. Our work is underpinned by the values of Integrity, Respect, Courage, Optimism, Excellence and Accountability.

IBO Mission Statement

The International Baccalaureate Organisation aims to develop enquiring, knowledgeable and caring young people who help to create a better and more peaceful world through international understanding and respect.

To this end, the IBO works with schools and academies, the government and international organisations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

Academic Honesty at The Ebbsfleet Academy

The Ebbsfleet Academy, guided by the philosophy of the IBO, places great value and importance on academic honesty. All stakeholders at the Academy are aware of the importance of academic honesty: these include students, teachers, exam invigilators and parents. In practice, this means that:

- All Ebbsfleet Academy IB students understand what academic honesty is – its importance, significance and meaning
- All work produced by IB students is their own authentic work
- All work is cited correctly and fully acknowledged because students are taught how to reference properly
- Following rigorous examination preparation throughout academy, students are fully aware of expectations of conduct during examinations
- This policy refers to all work set by the academy and the IB, including homework; internal assessment; and all elements of the core and of home learning

Definitions of Academic Honesty and Misconduct

Academic honesty requires those involved to act with integrity in relation to school work, ensuring that every piece of work completed is the pupil's own and not copied from friends, books or the Internet. It follows that academic misconduct is defined as the submission of work that has not solely been completed by the student to whom it is attributed.

All kinds of cheating and/or plagiarism are academically dishonest and are classified under the following headings:

- **Malpractice**
Covers the gaining of an unfair advantage in any class, homework assignment or examination. Examples of malpractice are: unauthorised help from friends, parents, etc, and the use of electronic aids during examination or any other items prohibited under the rules of the examining body.
- **Collusion**
Occurs when a candidate knowingly allows his/her work to be copied/used by another student.
- **Plagiarism**
Describes the presenting of another's words and/or ideas as one's own without crediting the source. Unreferenced use of material from any media refers.

Students are aware that the following behaviours constitute academic dishonesty:

- Fabricating data
- Falsifying core portfolios
- Misbehaving during an examination
- Copying the work of another candidate
- Failing to follow an invigilator's instructions during an examination
- Talking to another candidate during an examination and/or when instructed by an invigilator to be silent

Malpractice in School

Consideration must also be given to the conduct of the IB coordinator and of teachers and examination invigilators. Examples of unacceptable practice by these persons will include:

- Unauthorised rescheduling of examinations
- Failure to keep examination material secure
- Opening an examination paper prior to the scheduled date/time
- Providing a candidate with extra support without the knowledge/prior agreement of the IBO
- Leaving candidates unsupervised during an examination
- Allowing extra time to candidate/s to answer examination questions
- Allowing extra time to candidate/s without formal authorisation from the IBO.

Roles and Responsibilities

Under the terms of this policy, **students** are responsible for the following:

- Ensuring that all the work you submit is entirely your own
- Ensuring that you acknowledge your sources and the ideas of others as appropriate and in line with academy guidelines
- Submitting your work per pre-published deadlines
- Compliance with all internal academy time frames

Students should be aware that teachers have the right to refuse submitted work if it is, in their opinion, plagiarised

Under the terms of this policy, **teachers** are responsible for the following and are expected to:

- Be vigilant regarding the style of students' work, noting changes in content and presentation that more readily match the work of a more mature/experienced person
- Check and monitor work regularly to ensure that it is students' authentic production

- Alert the IBCP Coordinator if it is suspected that a student has practised plagiarism, collusion or another means of malpractice
- Take note of each candidate's use and acknowledgement of sources and re-enforce good academic practice

When setting work, class/homework assignments that are not to be submitted to the IBO for assessment, teachers should

- Withhold students' work submitted for the final IB Diploma if there is a reason to suspect malpractice on the part of the student
In this case, the IB suggests several courses of action including allowing the candidate to revise the assignment and to re-submit the revised work

Under the terms of this policy, **parents/carers/guardians** are responsible for the following and are expected to:

- encourage children to seek support from their class teachers or the IBCP Coordinator if they experience difficulties with the course
- Ensure that children are aware of and are working towards meeting their deadlines
- Ensure that, when working with information published in online journals etc, children do not copy and paste material and fail to acknowledge the source
- To advise children, as far as is possible and with the advice of teachers, how to set about researching and planning their work
- Communicate with the academy, especially with class teachers and the IBCP Coordinator, to ensure a full understanding of IB requirements

Internal Sanctions

These are sanctions that may be imposed by the academy when there have been incidents of malpractice relating to home/class work, mock examinations, etc.

First offence: the student will be expected to undertake the work anew, having been reminded of the terms of this policy

Second offence: the student's parent/carer/guardian and the Principal will be notified, and a note entered in the student's file. A period of internal isolation period may be sanctioned.

Third offence: the student's examination entry may be cancelled; he/she may also be excluded from the programme.

External Sanctions

External sanctions will be applied if a malpractice occurs at a later stage, either once work has been submitted to the IB or when final version of IAs are handed in with little or no time before the final submission date.

Investigations will take place when:

- The IBCP Coordinator informs IBCA that misconduct may have taken place during an examination
- An examiner suspects malpractice and can provide evidence to justify this suspicion
- If a member of staff identifies that students' work is not their own and can provide evidence

POLICY REVIEW AND RATIFICATION

Policy will be reviewed annually and ratified by the Academy Council in December

New policy	March 2017
This review by SLT	November 2018
Summary of amendments to this iteration:	No changes made
Ratified by the Academy Council	December 2018
Next review	November 2019