To be considered in respect to the following documents

- Academic Honesty Guide (IBO 2011)
- The Conduct of IB Diploma Exams
- IB Learner Profile
- General Regulations: Diploma Programme
- Handbook of Procedures

Mountain Creek SHS as an IB World School embraces the IB mission and endeavours to develop ‘inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect’. Further, through promotion of the IB Learner Profile, MCSHS endeavours to nurture students that are ‘principled, who act with integrity and honesty, with a strong sense of fairness and justice and that take responsibility for (their) actions and consequences.’ (IBO Digital toolkit)

Academic honesty is a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment (IBO 2009)

School Responsibilities

For the development of Academic Honesty the following is in place:

1. General Regulations: Diploma Programme is available to all parents, students and community members on MCSHS website
2. Concept of Academic Honesty as good academic practice and in the IB Context is addressed with parents and community in annual IB Information Meetings
3. Students undergo Academic Honesty training at the beginning of the IBDP and again to coincide with Extended Essay training
4. Agreed definitions, as found later in this document will be available to students and families
5. All candidates in Year 12 will work towards the IB standard as set down in ‘Conduct of Exams – Notices to Candidates’ during Mock exams
6. All IB Teaching staff will have access to and are expected to be familiar with the documents listed at the beginning of this policy and are responsible for the teaching of subject specific Academic Honesty.

7. Students and their parents will understand the consequences of academic dishonesty.

Candidate Responsibilities

The candidate’s responsibility is to provide authentic pieces of work:

- based on the candidate’s individual and original ideas with the ideas and work of others fully acknowledged.
- written in the candidate’s own language and expression
- with sources used or referred to fully and appropriately acknowledged

Definitions

1. Authentic Authorship
   - Writing that is done entirely by the stated author. All ideas and thought processes included in the piece written by the author are also the authentic work of the stated author. Nothing has been taken, borrowed or re-shaped from another work by a different author.

2. Plagiarism
   - an act or instance of using or closely imitating the language and thoughts of another author without authorisation and the subsequent representation of that author's work as one's own
   - presenting someone else’s work as your own
   - not acknowledging the thoughts, ideas, words of another

3. Collusion
   - Working with another student or group of students in an academically dishonest manner. This is different to collaboration two or more students work together on one assignment. They then submit one report, project, etc. with each of the student's names listed/cited on the assignment. It is the assumption that each member involved in the collaborative assignment participated equally and is deserving of equal credit for the work submitted.

Collusion may include, but is not limited to:
- Allowing another student to copy your homework.
- Allowing another student to use your essay for one of his/her classes.
- Allowing another student to see your exam paper during the examination period.
- Allowing a sibling to use work that you had completed in a previous year or at a previous school.
4. Duplication of Work
- Copying another student's work and claiming it as your own.

5. Malpractice
- Malpractice is a broad category and includes all behaviours that would result in an unfair advantage for a candidate. It includes but is not limited to the following instances:
  - Taking unauthorized material into an examination room (such as cell/mobile phone, written notes).
  - Leaving and/or accessing unauthorized material in a bathroom/restroom that may be visited during an examination.
  - Using an unauthorised technological device e.g. phone during an exam misconduct during an examination, including any attempt to disrupt the examination or distract another candidate.
  - exchanging information or in any way supporting the passing on of information to another candidate about the content of an examination.
  - failing to comply with the instructions of the invigilator or other members of the school's staff responsible for the conduct of the examination.
  - impersonating another candidate.
  - stealing examination papers.
  - using an unauthorized calculator during an examination, or using a calculator when one is not permitted for the examination paper.
  - disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours of an examination.
  - submission of the same work for different assessment components.

6. Intellectual Property
- "Intellectual property (IP) refers to creations of the mind: inventions, literary and artistic works, and symbols, names, images, and designs used in commerce (World Intellectual Property Organisation 2013).
- IP is divided into two categories:
  - **Industrial property**, which includes inventions (patents), trademarks, industrial designs, and geographic indications of source
  - **Copyright**, which includes literary and artistic works such as novels, poems and plays, films, musical works, artistic works such as drawings, paintings, photographs and sculptures, architectural designs, performances

Scenarios (from Academic Honesty Guide IBO 2011)

1. Plagiarism
Plagiarism is defined as the representation of the ideas or work of another person as the candidate’s own.

1.1 Scenario—There is clear evidence in the form of source material to support a decision that the candidate has plagiarized text without any attempt to acknowledge the source(s). This includes the use of unacknowledged text in oral examinations and the use of other media, such as graphs, illustrations and data.
**Principle**—If there is clear evidence of plagiarism with no acknowledgment of the source(s), the candidate will be found guilty of malpractice without regard for any alleged lack of intent to plagiarize. A statement from the candidate, teacher or coordinator stating that the copying was the result of an oversight or mistake by the candidate will not be considered as a mitigating factor.

**Penalty**—No grade will be awarded in the subject concerned.

1.2 **Scenario**—There is clear evidence in the form of source material that text (or other media) has been plagiarised without correct citation (for example, placing text within quotation marks, or indenting the text). However, the amount of plagiarism is minimal and the bibliography includes the source or at least an attempt to show the correct source.

**Principle**—If the amount of text (or other media) copied is minimal in the judgment of the final award committee and there is an attempt to acknowledge the source(s), the candidate may be found guilty of an academic infringement. However, a substantial amount of copying will result in a finding of malpractice; a decision that would be reinforced if some copied text has no form of acknowledgment.

**Penalty**—If a candidate is found guilty of an academic infringement, zero marks will be awarded for the assessment component concerned. The candidate will still be eligible for a grade in the subject concerned.

1.3 **Scenario**—A candidate takes text from the Internet and translates it into another language for use in his/her work without acknowledging the source.

**Principle**—Regardless of whether text has been translated by the candidate, the ideas or work of another person must be acknowledged. This is still plagiarism.

**Penalty**—No grade will be awarded in the subject concerned.

1.4 **Scenario**—An alleged case of plagiarism where the examiner, coordinator and/or teacher believe the candidate has plagiarized all or part of the work, but there is no evidence in the form of a source (or sources) that has been copied.

**Principle**—No candidate will be found guilty of plagiarism unless there is clear evidence in the form of source material that has been copied. A case of alleged plagiarism will only be brought to the attention of the final award committee when there is evidence of plagiarism; suspicion of plagiarism is not sufficient.

**Penalty**—No penalty.

2. **Collusion**

Collusion is defined as supporting malpractice by another candidate, as in allowing one’s work to be copied or submitted for assessment by another.

2.1 **Scenario**—A candidate allows another candidate to copy all or part of his/her work. The candidate who copies the work then submits that work as his/her own.

**Principle**—A candidate who allows his/her work to be copied constitutes behaviour that results in, or may result in, another candidate gaining an unfair advantage, which constitutes malpractice.

**Penalty**—Both candidates will be found guilty of malpractice and no grade awarded for the subject concerned.

3. **Duplication of work**

Duplication of work is defined as the presentation of the same work for different assessment components and/or IB requirements.

3.1 **Scenario**—A candidate hands in work that is the same or substantially similar for two different assessment components.

**Principle**—Depending on the specific requirements of a subject, a candidate may use the same topic for different assessment components, but that topic must be researched, written or otherwise presented using an entirely different approach. Using work that is the same or substantially similar for two different components is not acceptable.

**Penalty**—No grade will be awarded in the subjects concerned.
Authentication of Candidate’s work

Teachers and supervisors should follow the flow diagram below as a standard practice for checking authenticity of a candidate’s work before coversheet is signed.

*Please note that some assessment components can only be completed once (so cannot be reworked or attempted again). In these instances a non-submission of component must be obeyed. Please see relevant subject guide for clarification.

(Handbook of Procedures 2014)
Action in the instance of suspected Academic Honesty (internal procedures)

1. Report suspected dishonesty to the IB Co-ordinator in writing
2. Investigation by IB Co-ordinator
3. If there is seen to be academic dishonesty in any way the student will receive a ‘nil’ score on the assignment or exam
4. Record of the event and investigation is entered on ONE SCHOOL