



**EVERY STUDENT IS A SUCCESS STORY**

## **Academic Integrity Policy**

## IBO Mission Statement

The International Baccalaureate® aims to develop **inquiring, knowledgeable and caring** young people who help to create a better and more **peaceful world** through **intercultural understanding** and **respect**.

To this end the organization works with schools, governments and international organizations 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.

## AIS Mission Statement

**Al Ruwad International School** prepares its students to be **responsible global citizens** with international mindedness and the strength of character to make **positive contributions** in our ever-changing world.

We are a **safe, caring, and diverse community of learners** that works to inspire a passion for **knowledge and lifelong learning**, instills **respect** for self and others, develops the whole child, and strives for academic, artistic, and athletic excellence.

## AIS Core Values



Care



Respect



Excellence



Identity and Citizenship



Responsibility



Lifelong Learning



## **ALRUWAD INTERNATIONAL SCHOOL ACADEMIC INTEGRITY POLICY**

“International Baccalaureate (IB) programmes encourage students to inquire and to think critically and creatively; students are then asked to give shape to their thinking through oral discussion or presentations, through visual representations and displays, and in multiple forms of writing. However, we live in an age in which we are all flooded by information and opinions and we need to help students navigate these waters so that they are able to confidently communicate about what they are learning, making visible and explicit how they have constructed their ideas and what views they have followed or rejected? This is essentially what academic integrity is: making knowledge, understanding and thinking transparent.”

*Academic Honesty in an IB Educational Context, 2014, P.1*

### **Aims of this Academic Integrity Policy**

Purpose:

Alruwad International School’s Academic Integrity Policy aims to pursue the best academic practices by teaching and modelling the values of respect and academic uprightness within the entire learning community and stakeholders avoiding occurrence of malpractice.

The Purpose of this document is:

1. To ensure that academic integrity is positively reinforced.
2. Guide students in acknowledging, through citations and referencing, the intellectual property of others. Developing understanding that we must not take credit for the work which is done by others.
3. Charts out role and responsibility of the student, teacher and parent community. Demonstrating the understanding of the learner profile attributes of being principled, balanced and inquirers.
4. Is a guide for Handling Incidents of Academic Disintegrity.

AIS is a candidate IB school which values and promotes Academic Integrity. We believe that Academic Integrity is the responsibility of all members of the school community encouraging teachers and students to conduct themselves in a responsible way and expect all students to avoid academic malpractice. Teachers and administrators will practice and model academic integrity. Parents also have a role to play by becoming informed of the policy and supporting students. All stakeholders together will create an environment that promotes academic integrity.

### Academic Integrity in the PYP

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 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 MLA (Modern Language Association) convention for citing and bibliography <http://www.bibme.org/citation-guide/mla>
- Students use information technology and library resources responsibly.

Academic disintegrity may be defined as claiming of other people's work or ideas as one's own, this requires constant correction and advice from the teacher. There is no academic consequence until 6<sup>th</sup> grade where students will sign a contract at the beginning of the year for their PYP final exhibition.

### Academic Integrity in the MYP

The MYP strives to create principled, balanced learners per the IB Learner Profile through a focus on intercultural awareness, communication, and holistic learning. Due to these areas of focus in the MYP, students will often be working in collaboration with their peers and using sources from experts all over the world to develop their understanding of statement of inquiry. Therefore, we expect students to meet the following expectations:

- Students take responsibility for their own work.
- Students work individually or collaboratively as 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 work together, to recognize and encourage contributions of others in the group.
- Students are expected to know that the purpose of an assessment, summative or formative, is to show what *they* know, understand, and can do and must provide their own work.
- Each group member takes responsibility for his or her roles/tasks and ensures that the other members of the group understand the task and their responsibilities.
- When a product is required from a group, the product should reflect each member's contribution.
- Each student's work should be explicitly acknowledged.
- Each student is capable of reflecting on his or her participation and the participation of the other members of the group.
- Students are able to reflect on the group's processing and communication.
- Students will always appropriately give credit to any outside or inside research used to inform their product.

The school will use the MLA (Modern Language Association) convention for citing and bibliography

<http://www.bibme.org/citation-guide/mla>

Academic disintegrity in the MYP may be defined as claiming of other people's work or ideas as one's own. It includes many behaviors including plagiarism, collusion and misconduct during assessment tasks. All essays, written work and projects will be submitted through a plagiarism checker: Turnitin.com, when done digitally.

### ***Consequences for plagiarism, collusion or misconduct.***

All incidents of plagiarism will have the following consequences:

- The student will be awarded a zero for the task.
- Ideally, the student must be given a different task that covers the same assessment criteria. This submission will be reviewed by the teacher for the purpose of providing feedback to the student. However, the student will not receive a grade for this work.
- Alternatively, the corrected work needs to be re-submitted in accordance with the criteria outlined in this policy.
- The homeroom teacher will be informed and will ensure that a record of academic misconduct will be placed on the students file.
- Parents will be informed.
- Continued academic disintegrity will be treated using a range of consequences as listed below:
- Student to be placed on a special report system where all submitted work is scrutinized for academic integrity.
- Student signs a formal letter of commitment about future conduct.
- Students participate in a guidance session on what academic integrity is and how it can be put into practice.
- Academic detentions
- Suspension from school
- Expulsion from school

### **Academic Integrity in the DP**

In addition, on what has been said above, malpractice in the DP is that which gains an unfair advantage for a student or that affects the results of another student. To prevent malpractice DP assignments and assessments will be submitted to Turnitin.com to verify their authenticity.

#### **Malpractice:**

- Taking unauthorized material into an examination room (for example, an electronic device other than a permitted calculator, own rough paper, notes, a mobile phone) regardless of whether this material is used or potentially contains information pertinent to the examination.
- Misconduct during an examination, including any attempt to disrupt the examination or distract another student.
- Exchanging or in any way supporting, or attempting to support, the passing on of information that is related to the examination.
- Falsifying a CAS (Creativity, activity, service) record.

- Copying the work of another student or author.
- Failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of the examination.
- Impersonating another candidate.
- Stealing examination papers.
- Using an unauthorized calculator, dictionary or formula booklet during an examination.
- Disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours of the end of the examination.
- Fabricating data for an assignment.
- Using others words and/or ideas without proper citation of your sources.
- Submitting others work as your own or the same work for two courses.

### **Authentic Authorship and Intellectual Property**

An authentic piece of work is one that is based on the student's individual and original ideas with the ideas and work of others fully acknowledged. Therefore, all assignments, written or oral, completed by a student for assessment must wholly and authentically use that student's 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. Students must be aware that the requirement to acknowledge sources extends beyond text taken from the Internet, CD-ROMs, books, magazines and journals. The concepts of intellectual property and academic integrity include, for example, the use of footnotes or endnotes to acknowledge the source of an idea if that idea emerged as a result of discussion with, or listening to, a fellow student, a teacher or any other person.

References must also include acknowledgement of the source of an idea that is not the student's own. For example, a student could provide a footnote or endnote in the following manner: "The basis of this idea was originally expressed by a fellow student during a theory of knowledge seminar." (Johnson p46)

### **Detection of academic malpractice**

The teachers support students in the preparation of their work for assessment and help to ensure that all students' work complies with the requirements of the course. Therefore, teachers are in the best position to judge whether a student's work is authentic. All final work and major drafts submitted will be run through turnitin.com to check for authenticity.

Students must be warned that the IBO checks students' work for plagiarism using a web- based plagiarism prevention system. An additional deterrent is the vigilance of examiners who are adept at identifying text and material that is not the authentic work of a student. Any breach of academic misconduct uncovered by IBO will result in a full investigation and a possible loss of grade for a component, subject or the Full Diploma. This is at the discretion of IBO.

Ultimately, the students are responsible for ensuring that the final version of any work is authentic, with the work or ideas of others fully and correctly acknowledged. Students themselves must bear the consequences if they submit any work for assessment that is not their own, regardless of whether the plagiarism was unintentional or deliberate. The same principle applies to collusion. Students are expected to comply with all 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. At all times, the advice to candidates must be to acknowledge as honestly and accurately as possible the ideas and work of others, even when the source cannot be stated with absolute accuracy. Students are expected to review their own work before submission for assessment to identify any passages, data, graphs, photographs, computer programs and so on that still require acknowledgment.

If the coordinator and/or a teacher has reason to believe that part or the whole of a student's draft work submitted for discussion prior to final submission might be deemed to be in violation of the principles of academic integrity and constitutes a case of malpractice, they must draw the student's attention to this risk and her/his duty to respect the policy and requirements of academic integrity.

Malpractice must be viewed as going well beyond a mere breaking of rules and into an area of far greater seriousness. Plagiarism must not be seen as simply an item in a long list of school rules in a handbook. It must be viewed as a serious academic offence with a community attitude that shows no tolerance and imposes severe penalties when it is discovered.

Penalties are imposed on a student found guilty of malpractice in order to:

- Ensure that the student does not gain an unfair advantage.
- Maintain the integrity of the examination session by excluding those students who have abused the system.
- Deter other students from taking the same action.

When marking regular class and homework assignments that are not being submitted to the IBO for assessment, teachers should take into account each student's use and acknowledgment of sources.

Once a student has submitted the final version of his or her work to a teacher it cannot be retracted. Teachers may detect malpractice while marking a draft, running a check, interviewing the student, noting unusual material during exams, hearing rumor, comparing assignments, etc. Any suspicion of malpractice that arises thereafter must be reported to and acted upon.

Consequences for behavior constituting malpractice in the DP may include some or all of the following according to the seriousness of the offence:

### **Consequences of academic malpractice**

#### **First Occurrence:**

- Teacher and/or supervisor discuss with the student for confirmation.
- Teacher files a report with the DP coordinator.
- DP coordinator informs parents about the occurrence and holds a meeting with the student and parents.
- The student is placed on behavioral probation and may serve a one day in school suspension.
- Plagiarized/ colluded sections of work will not be taken into consideration when the work is graded. The work will be graded using the set criteria for the task.
- An original piece of work must be submitted within 48 hours.

### **Second Occurrence:**

- Teacher and/or supervisor discusses with students for confirmation.
- Teacher files a report with the DP coordinator and the Principal
- The Principal forwards a letter recommending disenrollment to parents.
- Parents, the student, Principal and DP Coordinator meet to discuss the possibility of disenrollment from IB DP.
- Plagiarized/colluded sections of work will not be taken into consideration when the work is graded. The work will be graded using the set criteria for the task.
- Due to the breach of their behavioral probation the student serves a two day out of school suspension and is required to sign a behavioral contract concerning academic disintegrity.

### **Third Occurrence:**

- Teacher and or DP coordinator discusses with the student for confirmation
- Teacher files a report with the DP coordinator and the School Director.
- Director informs parents about the occurrence and holds a meeting with the student and the parents.
- Due to the second breach of their behavioral probation and breach of their behavioral contract the student will receive an indefinite out of school suspension.
- Recommendation of expulsion by the Principal.
- A Board of Appeal will be available at third occurrence level, composed of the Principal, Vice-Principal, and every meeting must contain both the parent and the appealing student. There must be "some reasonable doubt" for the parent to request this meeting.

### **Detection and Action by the IB taken from Diploma Programme Assessment procedures manual (2017)**

#### **Circumstances that will trigger an investigation by IB**

- A coordinator informs the Assessment Division, IB Global Centre, Cardiff, that academic misconduct may have taken place during an examination.
- An examiner reports possible plagiarism or collusion.
- A sample of assessment material randomly submitted to plagiarism detection software(s) (by the Assessment Division, IB Global Centre, Cardiff) reveals that the work of a candidate may not be entirely authentic. Before the IB will investigate a case of suspected academic misconduct, there must be clear evidence to justify a suspicion of wrongdoing.
- In the case of plagiarism, the evidence must be in the form of a source that appears to have been copied by a candidate.
- In cases of collusion, an investigation will only be pursued if the candidates' work shows clear similarities.

#### **The Investigation Process**

- If the IB starts an investigation into academic misconduct, the DP Coordinator is informed by email. The IB requires the coordinator immediately to inform the Head of School of the investigation.
- The IB will include full instructions for the investigation, including the steps to be taken by the coordinator, statement templates, etc , with the email.

- The evidence is then considered by the academic integrity sub-committee of the final award committee and the outcome is decided.
- If an allegation of a breach of IB regulations is established, a penalty will be applied. If it is decided that no breach has occurred, the subject result will be released in the normal way.
- If the final award committee decides that the evidence of academic misconduct is insufficient, the results will be confirmed and a grade will be awarded in the usual way. In all cases where the final award committee has established a breach of regulations, the head of school will be informed by email of the decision reached by the committee. The correspondence will be copied to the school's Diploma Program Coordinator, appropriate IB staff and the chair of the examining board. The final award committee, or its sub-committee, has full discretion to make these decisions.

### Roles and Responsibilities

**The Head of School and /or DP Coordinator:** As the paragon of academic integrity, they are responsible for:

- Making sure that the policy is completed and communicated clearly to the entire school community.
- Promoting good practice and a school culture of academic integrity.
- Delegating responsibility to various members of the school staff and for establishing a school culture where all students are aware of both the importance of academic integrity and the serious consequences of academic disintegrity.

**The Teachers:** Teachers are expected to model academic integrity and act as good role models for students by:

- Keeping themselves updated about referencing styles and methods of promoting academic integrity.
- Supporting and enacting the School's Academic Integrity Policy.
- Being vigilant towards malpractice, particularly towards plagiarism and cutting and pasting from the Internet.
- Guiding students and actively promoting a culture of academic integrity.
- Must teach students how to avoid plagiarism.
- Must teach them how to give credit/reference to a resource.
- Must clearly explain expectations in relation to assignments, including how assignments will be evaluated, due dates and implications of submitting work after the due date.
- Should adapt assignments to suit individual abilities, circumstances and learning styles

It is imperative that teachers frequently remind students about both the importance and the methods of academic integrity and those they are not simply acting as watchdogs guarding against malpractice. They will support and act on the School's policies on good academic practice and guide students accordingly whenever necessary. Teachers should be convinced that any work submitted to them is all the students' own work, and when doubts arise, the teacher should first hold a discussion with the student or students.

**The Parents:** Parents (or legal guardians) also play an important role in promoting academic integrity. Parents are often better able to establish the authenticity of their own children's work than teachers. Parents should:

- Read the Academic Integrity Policy and discuss it with their children.
- Model academic integrity and serve as role models for their children.
- Constructively discuss academic integrity with teachers and school officials and contribute to the school discourse about academic integrity and how to promote it.

**The Students:** The students must be aware of the Academic Integrity Policy (at age appropriate levels) and take it seriously. Students must be particularly aware of:

- Using the Internet correctly.
- Giving appropriate credit to anyone whose work has informed his or her own work.
- Avoiding malpractice.
- Seeking advice from knowledgeable adults when they have a doubt about how to credit or reference work.

Students must appreciate that academic integrity is an essential principle of education and is not merely about avoiding malpractice or avoiding getting caught.

### Interventions

The school offers the following guidance:

Beginning of the school year: Students read the academic integrity policy with their Parents (guardians) and sign that they have understood it.

Throughout the year: subject teachers teach and re-iterate citing and bibliography expectations every time research is undertaken. Grades are given for this in the appropriate objective assessment strand.

### Bibliography

From Principles Into Practice IB 2014

Academic Honesty in an IB Educational Context, 2014

Effective citing and referencing IB, 2014

Sreenidhi International School, <http://www.sis.edu.in/>

Wellspring Learning Community Academic Honesty Policy, January 2014

### Note:

**This Policy will be reviewed each 2 school years by the Pedagogical Leadership Team.**

## APPENDIX

### GLOSSARY OF TERMS

Academic Integrity is a set of values that promote personal integrity and good practice in learning and assessment.

Plagiarism - using the ideas or work of another person as your own, such as copying language from a book or website and not citing where it came from.

Collusion - supporting malpractice of another school member, such as allowing your own work to be copied by another.

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

Fabrication or Falsification-This includes any form of disintegrity where a student invents or distorts the origin or content of information used as authority.

Cheating- This includes any form of disintegrity where a student attempts to give the appearance of a level of knowledge or skill that has not been obtained.

Misconduct- refusing to follow directions, such as taking test materials from a classroom or using prohibited electronic devices.

Other Academic Misconduct- This includes all other academically dishonest, deceitful, or inappropriate acts which are intentionally committed.

Collaboration Vs. Collusion- Throughout the programs, there will be circumstances when collaboration is permitted, encouraged, or required. In such situations, it is critical to understand the difference between collaboration and collusion. All student work submitted must be produced independently, despite the fact that it may be based on the same or similar data as other students in the group.

The substance of the piece of work must be written in the student's own words; otherwise, the piece will be considered collusion, the teacher will identify it as such, and consequences will be provided.

**Alruwad International School**  
**Academic Integrity Guidelines**

The Alruwad International School community values personal and academic integrity in all of our classrooms, programs, and activities. We agree on the following principles of Academic Integrity. Understanding and gaining the practical skills to apply these concepts to the academic environment is our goal.

*Intellectual property:* Thoughts, words, expressions of creativity that are protected under copyright, patent, trademark or other laws.

*Authenticity:* An individual's original work, with full and appropriate acknowledgment of other's language, expression, and ideas.

*Collaboration:* Cooperating on a common academic project by sharing information, while maintaining one's own independent analysis.

*Malpractice:* Actions that give a student an unfair academic advantage or affects the results of another student. These may include, but are not limited to:

*Plagiarism:* Representing the ideas or works of another without proper acknowledgment or as one's own, whether intentional or not.

*Cheating:* Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

*Collusion:* An illicit agreement between students to copy one's original work for assessment by another.

*Fabrication:* Deliberate falsification of any information.

*Facilitation:* Assisting another student to violate the standards of academic honesty.

*Duplication:* Submission of the same required academic work for more than one course.

Despite our best efforts to teach the principles of academic integrity, the temptation for malpractice may be too great for some students to resist. **AIS teachers and administrators will exercise their good judgment and consistency to apply a wide range of academic consequences for violation of this academic integrity policy in accordance with the severity of the infraction.** In addition, the impact of a student's actions may have far-reaching effects on academics, class standing, potential recommendations for scholarship awards, and acceptance to a college or job of their choice.

I have read and understand Alruwad International School's IB Academic Integrity Policy.

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Student Signature

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Date

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Parent/Guardian Signature

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Date