



Academic Honesty Policy

The Codrington School is committed to academic honesty and aims to ensure that our students become principled learners who understand and develop the required skills.

“Since misunderstanding of plagiarism is widespread and opportunities for finding and using others’ work in ways that breach IB values are now greater than in the past, there is a need for explicit attention to requiring and supporting honest academic work in the PYP, MYP and DP”

Jude Carrol – IB position paper 2012

Academic Dishonesty and Malpractice - Terminology

- **plagiarism:** this is defined as the representation of the ideas or work of another person as the candidate’s own
- **collusion:** this is defined as supporting malpractice by another candidate, as in allowing one’s work to be copied or submitted for assessment by another
- **duplication of work:** this is defined as the presentation of the same work for different assessment components and/or diploma requirements
- any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record).

Source: IB Academic Honesty Paper 2011

What is the difference between Collusion and Collaboration

Collaboration is often actively encouraged and as long as the work is stated as being by a group, then this is permitted. However, if collaboration involves a final piece of work to be completed independently, the different pieces have to be just that – different, despite the fact that it may be based on the same or similar data as other candidates in the group. For example, if two or more students have exactly the same introduction to an assignment, this is collusion (or plagiarism), and not collaboration.

Other Aspects of Malpractice identified by the IB Academic Honesty paper:

- 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
- 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 member 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 after the examination.

N.b. Some aspects of this policy may not actually be applicable to all areas of the school e.g. PYP or MYP in which there are no external examinations.

Academic Honesty and the Learner Profile

Academic honesty and the development of the skills to know what this is and how to avoid it is an essential part in the development of aspects of the learner profile. In particular this relates to being:

Principled – They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them i.e. acknowledging others work and not taking it as your own

Reflecting – They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

How are students informed of the different types of malpractice? – The plagiarism Spectrum

Students are guided through the latter stages of the PYP, the MYP and the DP to develop their understanding of “What is academic honesty?” This is through a whole school policy and staff promoting it.

At MYP and DP, the school utilizes the services of Turnitin.com to assist students and staff to develop their skills to reduce plagiarism. As such we also utilize information and training information from them to provide advice on and/or examples of what constitutes academic dishonesty, intellectual property, plagiarism, the duplication of work and authentic authorship.

For example. The table below is taken from the White paper – Defining Plagiarism, The Plagiarism Spectrum.

Tagging 10 Types of Unoriginal Work

The Plagiarism Spectrum identifies 10 types of plagiarism based on findings from a worldwide survey of nearly 900 secondary and higher education instructors. Each type of plagiarism has been given a digital moniker to reflect the significant role that the internet and social media play in student writing.



Clone

Submitting another's work, word-for-word, as one's own



Hybrid

Combines perfectly cited sources with copied passages without citation



CTRL-C

Contains significant portions of text from a single source without alterations



Mashup

Mixes copied material from multiple sources



Find - Replace

Changing key words and phrases but retaining the essential content of the source



404 Error

Includes citations to non-existent or inaccurate information about sources



Remix

Paraphrases from multiple sources, made to fit together



Aggregator

Includes proper citation to sources but the paper contains almost no original work



Recycle

Borrows generously from the writer's previous work without citation



Re-tweet

Includes proper citation, but relies too closely on the text's original wording and/or structure

Source: http://turnitin.com/assets/en_us/media/plagiarism_spectrum.php

What Conventions of Citation are Students expected to use?

Students are taught and expect to utilize the MLA system of citation.

What are the responsibilities of the school Head and Coordinators

They must ensure that all students

- understand what constitutes academic honesty, an authentic piece of work and intellectual property
- understand what constitutes malpractice (particularly plagiarism, collusion and misconduct during an examination)
- to ensure that training is in place for teachers to understand issues of academic honesty and provide ways in which these can be detected
- to ensure that the policy is followed by all and that teachers pass on skills to students
- know the consequences of being found guilty of malpractice.

What are the responsibilities of the teacher

- to confirm that, to the best of his or her knowledge, all candidates' work accepted or submitted for assessment is the authentic work of each candidate.
- As a result of the school investing in Turnitin (plagiarism detection software) teachers are expected to detect any plagiarism, collusion or duplication of work.
- Teachers are also expected to support and act on the school's policy on good academic practice and provide students with advice whenever necessary.
- Teachers must act as good role models for the candidates.

What are the responsibilities of the student

- The student is ultimately responsible for the submission of their work, and therefore they need to make sure that they do everything in their ability to submit work that follows the guidelines of academic honesty.
- ensuring that all work submitted for assessment is authentically theirs
- fully and correctly acknowledging the work and ideas of others
- students may be required to submit their work using Turnitin. Failing to do this could result in an accusation of plagiarism, and/or a refusal to accept your work within school and/or to submit your work to the IB.
- Once a student has 'signed off' the official IB DP coversheet, indicating that and internally assessed piece of work is authentically his/hers, there is no opportunity to re-submit different work, if the first submission is deemed to be plagiarised.
- 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.

The Role of the Librarian

The school librarian in conjunction with the Language A teachers will work towards ensuring that students are given instructions and guidance on research paper writing methods, and guidelines on reading and writing skills, good academic practice and ways of locating, evaluating and using information effectively without committing malpractice.

Prevention of Academic Dishonesty

The Codrington School, in line with IB recommendations and practice, may submit random or selected pieces of work to Turnitin.com for verification and evaluation of sources. Students should be able to submit electronic copies of any work to either the teacher or the relevant curriculum coordinator for such verification at any time. It is recommended that students keep all rough notes and drafts that they produce in preparing work for submission to teachers or examiners in order to be able to defend themselves against charges of malpractice.

Procedure for Investigating Suspected Cases of Academic Dishonesty

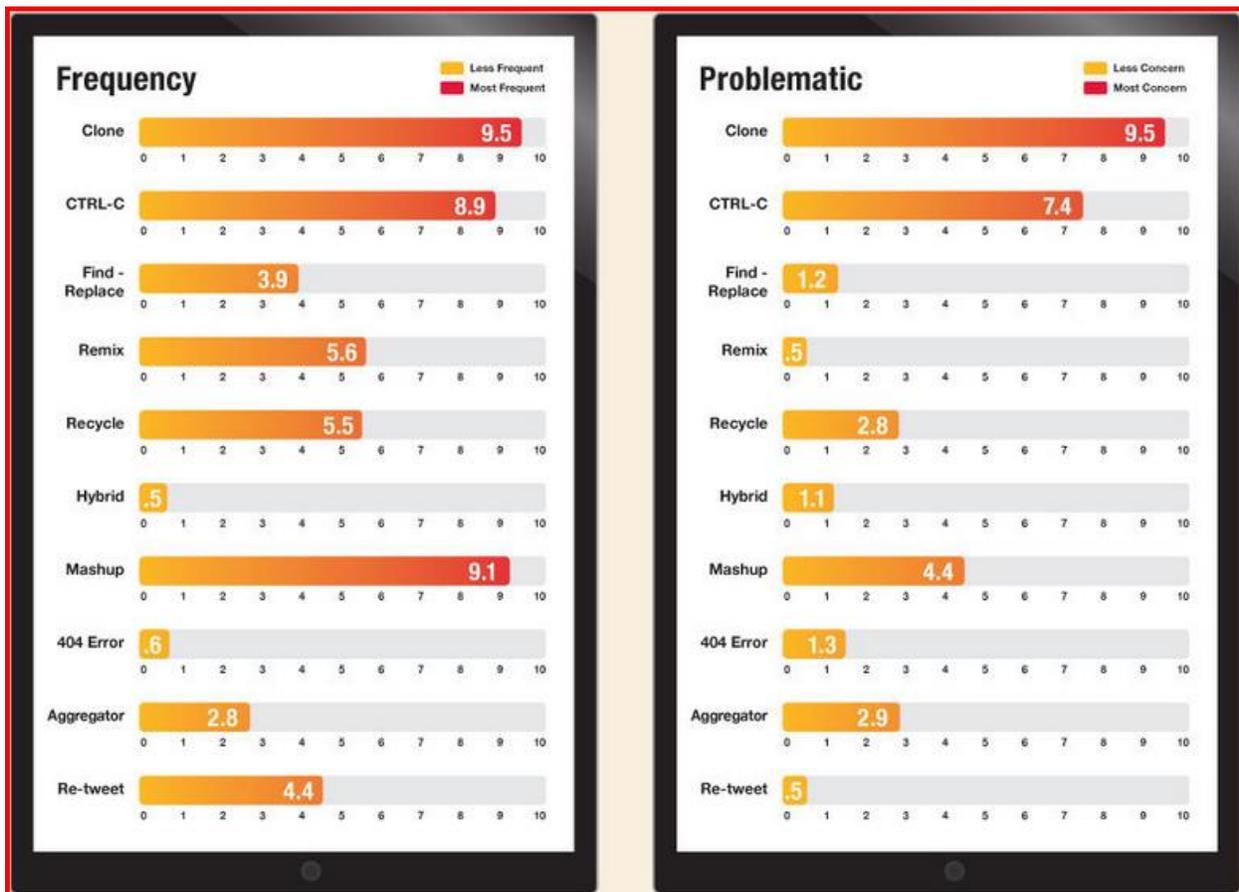
If a teacher, or another member of staff, suspects that a student may have breached the school's standards of academic honesty, he or she will inform the relevant Coordinator. The latter will investigate the matter, and will inform the student of the concerns of the teacher, giving the student the chance to reply to the accusations. If it can be shown that inappropriate work has been submitted, the Coordinator will make a recommendation to the Secondary School Principal as to whether or not the case is one of academic dishonesty, or of an academic infringement. Again in line with the IB's policy and practice, the determining difference between these two possibilities will be one of intent. The Principal will decide the outcome of the case.

The Consequences of Academic Dishonesty

Internal Consequences

The school recognizes that there are different levels of severity regarding academic honesty. The sanctions will therefore be a reflection of the level of “intent”. In reference to the previous quoted example of the Plagiarism spectrum, we will be guided by the level of concern. (See diagram)

Internal consequences will be at the discretion of the school; they will be a reflection of the severity of the academic dishonesty and malpractice, the level of intent and whether the dishonesty and malpractice is repeated behaviour.



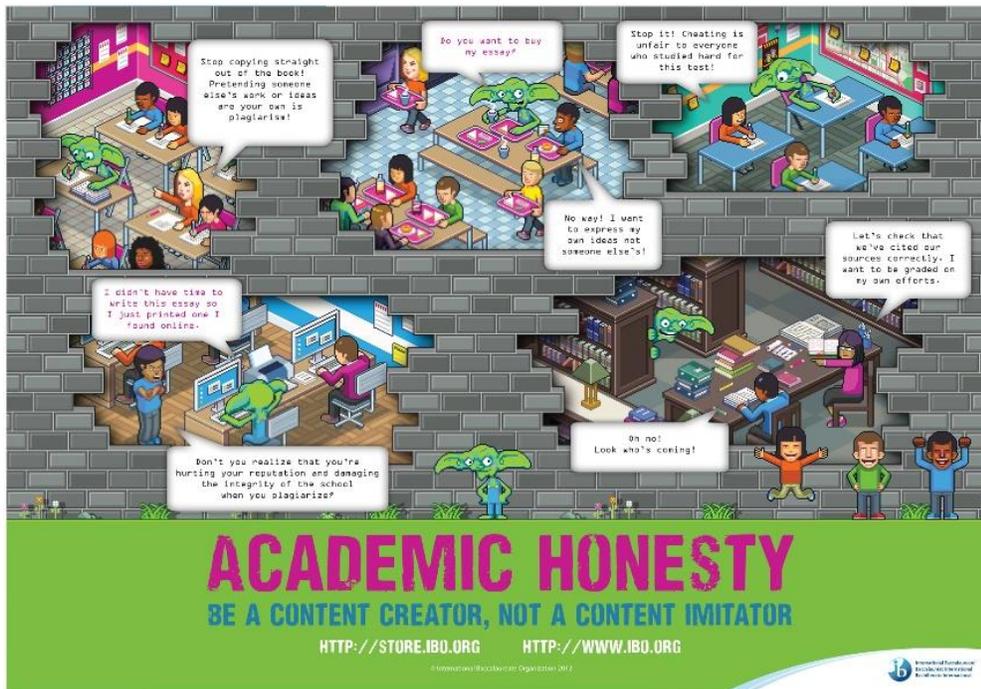
IB Diploma specific consequences

Any evidence of plagiarism or malpractice from DP students could result in that student being removed from the programme. If a teacher or the DP coordinator suspects that a student's work is plagiarised they will be asked first to resubmit it. In the case of work that is to be sent for external assessment, the school reserves the right not to submit it if any malpractice is suspected. In this case the student will normally not receive a grade for that course and will therefore not receive an IB Diploma. A second violation will result in the student being removed from that particular IB DP course, and his or her being disallowed from being able to take an IB certificate in that subject. In addition the student will not receive credit towards the high school Diploma for the course. If a student submits work to the IB which is later recognized as having been produced dishonestly, the IB will not award a Diploma to that student.

Students should recognize that they are ultimately responsible for their own work and that the consequences of any breaches of the standard of academic honesty will be theirs alone. They should speak to teachers regularly about their work and show drafts of it at various stages in the production process. They should ask teachers for advice if they are at any time unsure of what they have done in relation to referencing sources.

Turnitin.com

The Codrington School currently uses “turnitin.com” as a useful tool for electronically collecting work that will be submitted to Diploma Examiners. All Extended Essays and ToK Essays will be submitted this way, and subject teachers will tell students if they want any particular piece of work to be submitted through “turnitin.” We encourage students to use the draft submission facility prior to the deadline. This will identify all their quotations, with their sources.



Academic Honesty and the Teacher – Ensuring Intellectual property is respected

Copyright

The school adheres to copyright law and expects all employees and students to do the same. Employees should consider, in advance, what is to be copied, the amount and purpose for copying materials, and the instructional purposes for which it is intended. Illegal use or duplication will not be allowed. Routine copying that substitutes for purchase and deprives the owner of financial benefits is prohibited. Employees may be held accountable for willful violation.

Definition

Copyright is defined as the author's/artist's legal right to the reproduction and dissemination of work. Under the International Copyright Agreement, all mass copying that is done methodically is prohibited. If time permits, materials such as workbooks, quizzes or tests must be purchased and may not

be copied for students. Copying may not replace anthologies, compilations or collections. Copying may not be directed by a higher authority, but may be done spontaneously by a teacher to meet a guideline that could not have been met in a timely manner if the printed material was purchased.

Copyright Law

General copyright practice will be adopted at The Codrington School until we are completely clear on the legal situation. General practice is that the public reproduction of a published work is permissible provided no profit is involved for the organizer. There is no obligation to compensate the artist if the number of persons involved for a social or educational purpose is strictly limited.

The duplicating of minor parts of a published work is permissible for educational/ instructional but not for administrative purposes. Limitations apply, however, to sheet music and data processing software.

Audio-visual data: Copies of bought CD's, DVDs etc may be made for educational purposes only if reproduction rights have been purchased.

Music/Plays: The author/artist of a work is entitled to fair compensation from manufacturers of sound and reproduction equipment. When such equipment is used in the school, the author may claim fair compensation from the users of such equipment. The amount of compensation depends on the nature and the volume of usage.

Software: The copying of data processing software requires the permission of the copyright holder. Data processing software or essential parts thereof may not be copied. No copies of data processing software may be used for educational purposes, for examination use, or for personal use. Unless otherwise specified in the software licensing agreement, safety copies for such programmes may not be made but must be purchased from the manufacturer. There are no exceptions to this. Data processing software must not be copied by hand or by keying it into a computer in any form.

Printed Material: A sufficient number of copies of printed material may be made for one school class, or may be shared among several classes or teachers. However, no more copies than are needed for one class or examination may be made; one copy for each student and one for the teacher.

Individual copies of minor parts of a published work, or of a newspaper/magazine article, may be made for private, personal or scientific use. Copies are permitted when a work has been out of print for at least two years. Works officially out of print may normally be copied. For personal use in schools a maximum of seven copies may be made.

Duplicating entire books and magazines is not allowed. This includes duplicating the main part of a book or magazine. However, copying by hand, on the typewriter, or by manually keying text into a computer is permitted.

Sources:

"Academic Honesty Paper" (2011) IBO, Switzerland

Carroll, Jude. "Academic honesty in the IB. A position paper." (2012): n. page. Print.