



British International School Ukraine, Academic Honesty Policy

'Across all programmes, IB learners' work needs to exemplify the values of honesty and integrity, both of which underpin the IB curriculum.' (Carroll 2012:2)

The practice of academic honesty is fundamental to the 'world class education'[1] that the British International School in Ukraine (BISU) provides. We are committed to ensuring that all IB Diploma, IGCSE, Key Stage 3 and PYP students are principled learners who are fully aware of what the term 'academic honesty' means and the consequences to them if they produce work that is contrary to it.

1. What is Academic Honesty?

Academic honesty is a 'set of values and skills that promote personal integrity and good practice in teaching, learning and assessment.' (IBO 2011:2). In line with these values, BISU requires its learners to:

- Produce authentic written work that fully acknowledges thoughts, words and ideas that are not their own.
- Follow exam board guidelines regarding conduct during public examinations.
- Sign an academic honesty contract and ensure that they do not engage in any of the forms of academic dishonesty outlined in it.

2. Forms of Academic Dishonesty and Malpractice

In order for learners at BISU to be principled, they must act with integrity at all times and avoid engaging in the forms of academic dishonesty outlined below[2]. Each of these involves malpractice on the part of the learner. Malpractice itself is defined as 'behaviour that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment component.' (IBO 2011:3).

2.1 Plagiarism

Plagiarism is 'the representation of the ideas or work of another person as the candidate's own.' (IBO 2011: 3). All use of thoughts, words and ideas that are not the learner's own must be referenced. To make sure they do this properly, learners must follow the *BISU Referencing Guide*.

2.2 Copying

Copying involves one or more learners replicating another learner's work with or without their knowledge and submitting it as their own.

2.3 Collusion



Collusion involves aiding another student to be academically dishonest by 'supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another.' (IBO 2011: 3).

2.4 Duplication of work:

Duplication of work is defined as 'the presentation of the same work for different assessment components.' (IBO 2011:3).

2.5 Cheating

Cheating involves bringing unauthorized material into the examination room, using such material during the exam or communicating with other learners during the examination.

3. Responsibilities of Teachers, Parents and Learners

All BISU staff should ensure that they have read this policy and fully understand its contents. In the PYP teachers will develop Essential Agreements with their students. It is a requirement that secondary school students and their parents sign the relevant academic honesty contract and return it to the school.

Parents are advised to discuss the academic honesty contract with their children prior to signing it.

Tutors employed by parents to support their children's learning outside of school must also respect the principles of academic dishonesty outlined above. Failure to do so may affect their tutee's attainment grades.

Learners should be aware that they are ultimately responsible for the content of work they submit. They should also be aware of the consequences of academic dishonesty or malpractice. These are outlined below.

Teachers should use the information contained in the policy on an ongoing basis throughout their teaching work and ensure that they refer to it wherever it is relevant to the task being completed.

Senior members of staff should ensure that all teaching staff fully understand what academic honesty is. Time should be devoted to it during professional development sessions.

4. Procedure for Investigating Instances of Academic Dishonesty

If a member of staff is concerned that a learner may have acted in an academically dishonest way, he/she should inform the relevant coordinator (KS3, IGCSE, IBDP). The coordinator will work with the member of teaching staff to investigate the teacher's concerns. The learner will be given an opportunity to reply to any allegations of academic dishonesty. If it is proved that a learner is guilty of academic dishonesty, the consequences outlined below should be used.



5. Consequences of Academic Dishonesty

In the PYP consequences will be reviewed in line with the *Behavioural Management Policy*. Teachers are advised to turn instances of malpractice into individual 'teachable moments' and in doing so reinforce the contents of this document.

In the secondary school consequences will also be reviewed in line with the Behavioural Management Policy. However, at both IGCSE and IB Diploma Level official guidelines produced by the examining bodies will also be adhered to.

The Cambridge and Edexcel exam boards that BISU uses provide clear procedures to be followed in instances of academic dishonesty in relation to both coursework and examinations and the consequences to the student of such conduct. Sanctions are issued at the discretion of the exam board and include warnings, deduction of marks and potential disqualification.

The IBO also has a procedure that should be followed in cases of the academic dishonesty of Diploma students. Sanctions can include no marks being awarded for that component of the subject, no grade awarded for the entire subject (and therefore no award of Diploma), a ban on sitting future examinations or the withdrawal of their Diploma qualification if academic dishonesty is established post-hoc.

References

Carroll, J (2012) *Academic Honesty in the IB* (International Baccalaureate Organisation), available at:

<http://blogs.ibo.org/positionpapers/files/2013/02/Academic-honesty-in-the-IB.pdf>

Cambridge International Examinations (2014), *Cambridge Handbook (International) 2014*, available at:

<http://www.cie.org.uk/images/151097-cambridge-handbook-2014-international-.pdf>

International Baccalaureate Organisation (2011) 'Academic Honesty: Diploma Programme' (International Baccalaureate Organisation UK Ltd: Cardiff), available at:

<http://www.hcis.edu.sg/files/pdf/Academic%20Honesty%20Policy.pdf>

Joint Council for Qualifications (JCQ, 2013) *General and Vocational Qualifications Suspected Malpractice in Examinations and Assessments Policies and Procedures (2013)*, available at:

http://www.rewardinglearning.org.uk/microsites_other/admin_handbook/docs/malpractice.pdf



- [1] Please see school's mission statement.
- [2] Please note that this list is not exhaustive.