



Cameron Heights IB Academic Honesty Policy

Purpose:

Academic honesty is a set of values and skills that are embedded within the IB learner profile. The Waterloo Region District School Board and Cameron Heights recognizes the importance of these attributes in all courses and believes in building integrity and positive character in every student. This policy includes a variety of offences that are considered malpractice when dealing with academic honesty. The responsibility of the staff and students, with respect to honouring these values and ensuring that IB standards are being met, will be addressed. It is a goal of Cameron Heights to promote good academic practice and consistent standards to avoid incidences of malpractice.

Instances of Malpractice:

Plagiarism - Occurs when the candidate submits work as his/her own that includes the ideas or work of another person without giving credit. This includes information from books, journals, emails, DVD's and the Internet. Credit must also be given for any images, charts, data or graphs that are used.

Collusion - Occurs when one candidate allows his/her work to be copied or submitted for assessment by another student. In the case where the subject teacher requires students to collaborate, each student must submit final work that has been produced independently. Students may work together to gather data or research a topic but each piece of work being assessed must be written in the candidate's own words.

Duplication of work – Occurs when the same work is presented for different assessment components and/or diploma requirements. For example, if the student submits the same or a very similar piece of work as an internal assessment in a subject area and for an extended essay, this would be viewed as malpractice.

Fabrication of data – Occurs when a candidate does not use authentic data but instead produces false data to be used in an assignment.

Cheating on exams – Occurs when a candidate takes unauthorized material into an exam, exchanges information in any way with another student or uses an unauthorized calculator.

Responsibilities:

The coordinator will:

- Inform candidate and parent/guardian about the Cameron Heights Academic Honesty Policy and post the policy on the school website.
- Organize and deliver information sessions, in collaboration with the teacher librarian, during both years of the diploma to reinforce the importance of academic honesty and consequences. Sessions will be of a preventative nature educating students about locating reliable sources, paraphrasing and acceptable citation styles.
- Ensure that exams are securely locked up until needed and will inform students of all rules regarding exam procedures, and post those rules throughout the school and on the school's website.
- Report suspected malpractice to the IB information desk once exams have been written or an internal or external assessment submitted with a signed cover sheet.
- Inform the candidate and parents (if student is not of legal age) if the candidate is under investigation by IB for possible malpractice.

The subject teacher will:

- To the best of their knowledge confirm that all work submitted by the student is authentic and original. Where possible, students will submit work using detection software such as *turnitin.com*. Subject teachers may require that both the candidate and parent/guardian sign a waiver of acknowledgement with respect to this policy.
- Model academic honesty and support the learner's profile during their daily lessons.
- Inform students with respect to the convention that they will be expected to follow when preparing all assignments. Each department will select a convention that is best suited to their subject area, such as MLA, APA or Chicago style. In order to provide additional assistance to students, the teacher librarian will be informed with regards to each department's choice.
- Ensure candidates are aware of the consequences of violating the academic policy.

The candidate will:

- Ensure that all work submitted for assessment is authentic and where necessary, correctly acknowledge. This includes but is not limited to the following; books, Internet, DVD's, emails, journals, online databases, charts, graphs, images and data.
- Ensure that on collaborative assignments, the final work submitted is produced independently and written in his/her own words.
- Take responsibility for his/her actions and seek help from the subject teacher, teacher librarian or coordinator when needed.
- Sign a coversheet for each externally assessed component and all internally assessed components to confirm that his or her work is authentic. This includes assignments that are uploaded by the candidate onto IBIS. Electronic "signatures" are considered as valid acknowledgement by the candidate that the work is his/her own.

Investigating Malpractice:

The staff at Cameron Heights believes in preventing malpractice through education and teacher modeling. In the unfortunate event that academic dishonesty does occur, staff and administrators will refer to page 43 of the "Assessment, Evaluation and Reporting Handbook" (May 2013).

If a student is suspected of cheating or plagiarizing, the teacher will inform administration and meet with the student to determine the nature and extent of the incident and the student's understanding of the situation and intent.

Consequences:

- Will be progressive in nature and may include redoing part or all of the assignment or assessment.
- Student may be requested to complete an alternative assignment or assessment.
- May limit student access to recognitions, such as school awards and scholarships.

Administrators and/or teachers will communicate information to the parent/guardian about the infraction and the consequences.

In the case that the malpractice occurs on an assessment piece specific to the IB Programme after the candidate has signed the cover sheet, the coordinator will report to the IB information desk for investigation. At this point IB will initiate an investigation following the steps stated in Section 7: The procedure for an investigation (*IBO Diploma Programme Academic Honesty*)

IBO's final award committee will review each case regarding suspected malpractice and then decide to either uphold or dismiss the allegation.

Prevention and Education Regarding Academic Misconduct and Malpractice in all Courses:

Cameron Heights Collegiate follows the procedures in the following documents: *Growing Success, 2010* published by the Ontario Ministry of Education, as well as the *Assessment, Evaluation and Reporting Handbook, May 2013*, published by the Waterloo Region District School Board. Specific details regarding plagiarism and the consequences for students can be found on Page 21 of the *WRDSB AER Handbook, May 2013*. Links to these documents are available to Staff, students and parents on the WRDSB website at the following link:

<http://www.wrdsb.ca/learning/report-cards/about-report-cards-grades-7-12/assessment-evaluation-reporting-handbook/>

At Cameron Heights, statements based on these documents are provided to students on our Course Outlines and on our website. The following summary must be provided for all of our courses to all students at the beginning of each school year.

Cheating and Plagiarism

Students are expected to submit their own original, best work to demonstrate their learning.

- (a) The Learning Skills section of the provincial report card will be used to reflect incidents of cheating and plagiarism.
- (b) Students caught cheating on tests or assignments will be required to demonstrate their learning through an alternative evaluation (should time permit).
- (c) Students who plagiarize will be required to re-demonstrate their learning. At the school's discretion, this may require the student to re-do all or part of the assessment or complete an alternative assessment. Additionally, students may face potential consequences for plagiarizing including disciplinary action (e.g., suspension) and loss of access to academic awards and scholarship opportunities.

IB Teachers at Cameron will provide students with opportunities to brainstorm, outline and write multiple drafts of assignments as “checks” along the way toward a final draft, following the regulations outlined by IBO. Teachers also use tools such as *turnitin.com* for all assignments submitted to IB. During the IB Examination Period, all teachers are provided with the most current copy of *The Conduct of IB Diploma Programme Examinations* to read prior to supervising IB examinations. All IBO policies and procedures are strictly followed for all internal and external assessments in all subject areas.

In addition, links to IBO’s Academic Honesty Policies and Pamphlets and be found on the Cameron Heights Website, under the IB tab (<http://chc.wrdsb.ca/ib/academic-honesty/>).

References:

Academic honesty, IBO. September 2007.

Assessment, Evaluation and Reporting Handbook, May 2013, published by the Waterloo Region District School Board. (<http://www.wrdsb.ca/learning/report-cards/about-report-cards-grades-7-12/assessment-evaluation-reporting-handbook/>)

Growing Success, 2010 published by the Ontario Ministry of Education.

The Diploma Programme: From principles into practice, p. 12, Academic Honesty Section.

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