

## Glenview Park Secondary School Academic Honesty Policy

### **Purpose:**

Academic honesty is a set of values and skills that are embedded within the IB learner profile. Glenview Park 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 GPSS 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, work or paraphrased information 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 GPSS Academic Honesty Policy. Both the candidate and parent/guardian will be expected to sign a waiver of acknowledgement with respect to the policy.

- 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.
- 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.
- 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.
- Warn candidates about the consequences of violating the academic policy.
- Will provide a coversheet for each externally and internally assessed component.

**The candidate will:**

- Ensure that all work submitted for assessment is authentic and where necessary, correctly acknowledge. This includes but it 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.

### **Investigating Malpractice:**

The staff at Glenview Park 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”.

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:

- Complete Academic Honesty Workshop on your own time prior to submission to IB.
- 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) **This also applies to incidences of academic misconduct during exams without the requirement of the coversheet.**

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

### **Further Information:**

For complete documentation including investigation procedures, offences and their penalties please refer to, “Academic Honesty In The IB Educational Context”, (August 2014).

<https://ibo.org/globalassets/digital-toolkit/brochures/academic-honesty-ib-en.pdf>

**Acknowledgment of GPSS Academic Honesty Policy**  
(to be signed by Parent/Guardian and Student)

I have read and fully understand the GPSS Academic Honesty Policy. In doing so, I agree to adhere to and uphold this policy as a candidate student registered in the IB Programme at GPSS.

**Candidate**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Parent/Guardian**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_