



# Chester International School

## *Academic Honesty Policy*

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<b>Review period:</b>	Annually

Name	Signature	Date

# Academic Honesty Policy

## **Applies to**

The whole School

## **Related documents**

Assessment Policy

## **Availability**

This policy is made available to parents, staff and students in the following ways: via the School website, in a student area on Canvas, in the staff online handbook, and on request a copy may be obtained from the Student Support Desk.

## **Monitoring and Review**

This policy will be subject to continuous monitoring, refinement, and audit by the Principal in consultation with the Director of IB and the IB Coordinator.

The Trust undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

**Version date:** January 2021

**Date of next review:** January 2022

Chester International School is committed to academic honesty, and will ensure that all students in the IB Diploma Programme, IB Career-related Programme, and IB Middle Years Programme are aware of what this entails. As IB students, we act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences, striving to be principled. We also use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

While we trust that all students enrolled in the school will submit work of their own that is appropriately referenced, we feel that it is necessary to give guidelines as to what this means and what the consequences will be if any work does not meet this standard.

### **Academic Dishonesty and Malpractice**

Academic honesty refers to the authenticity of work submitted by students for the purposes of evaluation and/or assessment. All work submitted should be the students' individual work, except in the case of collaborative assessed tasks. In the case of collaborative tasks, each student's individual contribution should be clearly identified. Where a work is inspired by, derived from, or supported by evidence from the work of another, the source work should be clearly referenced.

Although the following list is not exhaustive, academic dishonesty can take several forms:

- **Plagiarism:** taking work, words, ideas, pictures, information or anything that has been produced by someone else and submitting it for assessment as one's own;
- **Copying:** taking work of another student, with or without his or her knowledge and submitting it as one's own;
- **Exam cheating:** communicating with another candidate in an exam, bringing unauthorized material into an exam room, or consulting such material during an exam in order to gain an unfair advantage;
- **Self-plagiarism:** submitting work that is substantially the same for assessment in different courses without the consent of all teachers involved;
- **Falsifying data:** creating or altering data that has not been collected in an appropriate way;
- **Collusion:** helping another student to be academically dishonest.

### **Conventions for Citing and Acknowledging Original Authorship**

As a diverse and flexible learning community, Chester International School makes use of a range of different methods for citing and acknowledging original authorship. The principles of academic honesty described in this policy apply equally to all members of the community. However, it is recognised that different conventions for referencing may be preferred by different subject disciplines, and to the work produced. As standard, students will be taught to use the APA in-text citation referencing system, including building bibliographies for work completed.

### **Prevention of Academic Dishonesty**

Chester International School, in line with IB recommendations and practice, may submit random or selected pieces of work to external bodies for verification and evaluation of sources. We recommend 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.

Chester International School uses turnitin.com as plagiarism detection tool for electronically collecting work that will be submitted to IB examiners. All internal and external assessments will be submitted this way, and other assignments as determined by the subject teacher.

We encourage students to use the draft submission facility prior to the deadline. This will detect any instances of inadequate referencing and other forms of plagiarism.

### **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 Director of IB and the IB 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 Director of IB or IB Coordinator will make a recommendation to the Principal as to whether or not the case is one of academic dishonesty, or of an academic infringement. The relevant coordinator will contact the IB and follow their instructions regarding an investigation. 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**

Any student who is found to be engaged in academically dishonest practices will have a record of this put into his or her student file, and this will be communicated to the student's parents.

If a student commits a second violation and/or is found to be consistently academically dishonest, the student may be removed from the programme, and will be disallowed from being able to take an IB certificate in that subject.

If the work has been submitted as an official piece of IB coursework, it will not be accepted. If there is time for him or her to do so, the student may be allowed to resubmit another piece of work in its place. If there is not time for the student to produce new work, he or she will normally not receive a grade for that course and will therefore not receive the relevant IB award in accordance with IB policy.

If a student submits work to the IB that is later recognized as having been produced dishonestly, the student will not achieve an award.

Students are ultimately responsible for their own work and 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. Our staff are trained and practised in IB processes and students should ask teachers for advice if they are at any time unsure of what they have done in relation to referencing.

## **Policy Review**

We will review our Academic Honesty agreements and policy annually. This is a working document. The information contained in policy documents will be published on our website, and available in the ways aforementioned. The information published will be updated annually and any changes to the information occurring during the year will be updated as soon as possible.

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