



## 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 the Parents' portal, on the Staff portal, within the Parents Policies Folder in the reception area, and on request a copy may be obtained from the School Office

### **Monitoring and Review:**

- This policy will be subject to continuous monitoring, refinement and audit by the Principal Designate in consultation with the IB Diploma Coordinator and IB Career Programme 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, by 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.

Signed:

Date:

Ms. Kate Ryan  
Principal Designate

Mr. Tony Lamberton  
CEO Christleton Learning Trust



Christleton International Studio is committed to academic honesty and will ensure that all students in the IB Diploma Programme are aware of what this entails. 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

Although the following list is not exhaustive, academic dishonesty can, in general, 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 which have not been collected in an appropriate way;
- **Collusion:** helping another student to be academically dishonest.

### Prevention of Academic Dishonesty

Christleton International Studio, 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.

### 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 IB DP or IB CP 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 IB DP/CP 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 co-ordinator 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 has found to be academically dishonest in any of the above ways, or otherwise, will have a record of this put into his or her student file, and this will be communicated to the student's parents.

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 will 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 an IB DP/CP Diploma.

A second violation will result in the student being removed from that particular IB course, and his or her being disallowed from being able to take an IB certificate in that subject. 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](#)

Christleton International Studio 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.com"

We encourage students to use the draft submission facility prior to the deadline. This it will also detect any instances of text inadequately referenced and thus plagiarized by identifying all their quotations, with their sources.

### [Academic Honesty Policy Review](#)

As a staff, we will review our Academic Honesty agreements and policy annually. This is a working document. We will publish this information on our website. The information published will be updated annually and any changes to the information occurring during the year will be updated as soon as possible.

[Version:](#) August 2016

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