

# EISB Academic Honesty Policy



Academic honesty is central to the IB learner profile. All members of EISB community must strive to be “principled” acting with “honesty and integrity, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. “

**The students need to learn and practice academic honesty as part of their ATL skill development and academic honesty must be demonstrated on day-to-day life of the students.**

At EISB, we foster and build upon a supportive learning environment that not only allows students to receive information, BUT also offers guidance to develop academic writing and study skills within both the MYP and DP.

## What is academic misconduct?

Academic misconduct is a behaviour that results in, or may result in, the student or any other student gaining an unfair advantage (or a behaviour that disadvantages other students) in one or more assessment components.

### Forms of academic misconduct include:

- **Plagiarism** – this is defined as the representation, intentionally, or unwillingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgement.
- **Copying** - using work of another student, with or without his or her knowledge and submitting it as one's own
- **Duplication of work** – the presentation of the same work for different assessment components and/or diploma requirements
- **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
- **Falsifying data** - creating or changing data which have not been collected in an appropriate way
- **Collusion** – supporting malpractice by another pupil, as in allowing one's work to be copied or submitted for assessment by another. That is, the abstract, introduction, content and conclusion or summary of a piece of work must be written in each pupil's own words and cannot therefore be the same as another student's.
- Any other behaviour that gains an unfair advantage for a pupil or that affects the results of another student (for example, falsifying a Service as Action record).
- Taking an unauthorised material into an examination room/ test room.
- Disruptive behavior during tests and/or examinations.
- Disclosure of information about the content of an examination or test paper within 24 hours after a written examination/test.

## Promoting Academic Honesty within EISB

Within EISB, we promote and foster academic honesty by adhering to these essential points:

- Following our school policy and procedures in reference to academic honesty. This policy is accessible on our school website
- Using Managebac, student diaries and devising an academic calendar to communicate planned assignment deadlines
- Having regular meetings with faculty members to verify and ensure all parties have a clear understanding of our academic honesty policy and IB expectations.

- Provide regular meetings/briefings with students and student parent body.
- All EISB students are required to:
- Understand what constitutes academic misconduct
  - Know how to conduct research
  - Know how to acknowledge sources
  - Know the consequences of being in breach of EISB Academic Honesty policy
  - Act in a responsible and ethical manner throughout their participation in both MYP and DP

The students are introduced to the principles of the Academic honesty in MYP 1.

Within the first year of the Diploma Program, it is designed that staff will concentrate on the following with the students:

	Semester 1	Semester 2
<b>DP 1</b>	Introduction to DP Academic Honesty requirements (during CAS residential trip)  Citation, citations for images, quotation, paraphrasing, referencing.  Outcome: the self-test	Word doc tutorial, citation manager tool  Outcome: individual Extended essay templates
<b>DP 2</b>	Extended essay final draft /Turnitin check up	TOK, written assignments, all internal assessments/  Turnitin check up

## Disciplinary Consequences of Academic Misconduct

**Academic misconduct** is considered academic theft and results in a zero grade. If any form of the academic misconduct occurs at school during the exam or in a summative assignment, the teacher will inform the Head of Secondary and the respective Coordinators (MYP and DP) and they will confer with the student/s on the paper/ assignment in question. The Head of Secondary will notify the parents in writing of the incident and the consequences.

After a student's work has been determined to contain any form of the academic misconduct, the Head of Secondary may impose one or more of the following consequences:

- Resubmit the paper/assignment to be completed: The student will revise and resubmit a properly documented paper/assignment.
- No grade on the paper/assignment: The student will receive a zero on the paper/assignment.

If any form of academic misconduct occurs on an external assessment, EISB informs the appropriate organisation and will support any consequences imposed.

(In all instances of misconduct, EISB will adhere to the IB DP Academic honesty document)

### References:

*IB Africa, Europe and the Middle East Regional Conference. October 2015*

*Academic Honesty in the Diploma Programme*

*EISB Quotations and Citation Rules*

*MYP: From principles into practice (for use from September 2014/January 2015)*



