

Endeavor International School

IB Academic Honesty Policy

Academic Honesty

In all our actions at Endeavor International School we encourage students toward a life governed by values of honesty, personal integrity, and respect for others and the integrity of their work. Having a formal academic honesty policy also helps to ensure that all students have an equal opportunity to demonstrate the knowledge and skills they acquire during their studies. In all their studies at Endeavor International School, students must demonstrate academic honesty and avoid any form of academic malpractice.

Academic Malpractice

Malpractice includes:

- Plagiarism: is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper and explicit acknowledgment, as the student's own
- Collusion: is supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another.
- Duplication of work: the presentation of the same work for different assessment components and/or diploma requirements.
- Unfair Advantages: any other behavior that gains an unfair advantage for a candidate or that affects the results of another candidate (taking unauthorized material into examination room, communicating with another student during the examination).

Student Responsibilities and Rights

The student is ultimately responsible for ensuring that all work submitted for assessment is authentic, with the work and ideas of others correctly acknowledged. Students are required to write out the following honor pledge on all assignments:

“ I declare that I have neither given nor received any help or unfair advantage on this test/work which I now submit”

For CAS, the student keeps a honest record of his/her achievements including a list of the principal activities undertaken, number of hours of service, and shows evidence of achievement of the eight CAS learning outcomes.

It is important that every student at Endeavor International School is familiar with the procedures in acknowledging the work of another author, especially when writing research papers as they are the most frequent failure to give credit to the source of information.

In a case of an incident of malpractice, the student has the right to have a parent, peer or a teacher present in any discussion of the incident particularly if the consequences are especially heavy.

Teachers Responsibilities

All teachers at Endeavor International School share the responsibility of knowing the school's honesty policy and reinforce it.

They have to teach proper citation of the variety of sources in their discipline areas and reinforce the honesty policy of the school.

Teachers must warn candidates about the consequences of being careless when recording sources or displaying disregard for the origin of material within their work.

Teachers should positively emphasize the benefits of students conducting themselves with integrity and academic honesty in all forms of assessment.

Teachers should be models for the students and use the MLA (or other) bibliographic convention when providing the students with materials.

In order to provide students with helpful instruction for avoiding charges of plagiarism, a booklet containing the school's guidelines on academic integrity (and citation methods) is presented and distributed to every student during the first week of classes.

IB Coordinator Responsibilities

The IB coordinator and the administrators are expected to:

- Know the regulations provided by IBO for assessments and exams.
- Educate students and parents what is malpractice and how to prevent it, and what the consequences are. The Honesty Policy is posted on the school website.
- Support IBO in prevention, detection and investigation of malpractice.
- Review the honesty policy every other year.

Procedures-Reporting, Recording and Monitoring

Any incident of malpractice on a school-based assessment or homework will be addressed in the following ways:

- The IB teacher informs the IB Coordinator and the school administrator that a candidate is suspected of engaging in malpractice
- A meeting is conducted between the student, parent, IB teacher, IB Coordinator, and school administrator.
- The school's administrator provides consequences that act in accordance with the IBO policies

- In order to remain in the IB program, the student will agree to comply with all of the principles of academic honesty for the future work.
- A second infraction for the same student will result in the failing grade for the school year and a report in their file.
- A third infraction for the same student may result in dismissal from the IB program and the school.

An incident of malpractice on any IB Internal Assessment once the declaration of authentication has been signed is addressed in the following ways:

- The IB Coordinator informs the school administration that a student is suspected of malpractice
- The IB Coordinator reports the incident to the IB Information Desk for investigation
- The IB Coordinator and school administrator conduct an investigation including an interview with the student and parent
- The IB Coordinator completes a report which includes a statement from each: the teacher for the subject area concerned, the IB Coordinator, the student and a summary of the interview with the student.
- The student is subject to a penalty that will be determined by IB upon receipt of all relevant materials. If a student is found guilty of malpractice:
 1. No grade will be awarded for the subject concerned
 2. No diploma will be awarded to the candidate

An incident of malpractice during an IB exam is addressed in the following ways:

- The IB Coordinator informs the school administration and the student's parent
- The IB Coordinator reports the incident to the IB Information Desk at the IBO

Resources:

- <http://www.ibo.org/globalassets/digital-toolkit/brochures/academic-honesty-ib-en.pdf>
- https://www.unis.org/uploaded/02_ACADEMICS/2014-15/IB/IB_Academic_Honesty_Policy.pdf

Appendix A: Student and Parent Handbook, Academic Honesty

In all our actions at Endeavor International School we encourage students toward a life governed by values of honesty, personal integrity, and respect for others and the integrity of their work. Having a formal academic honesty policy also helps to ensure that all students have an equal opportunity to demonstrate the knowledge and skills they acquire during their studies.

In all their studies at Endeavor International School, students must demonstrate academic honesty and avoid any form of academic malpractice.

As an affirmation of this principle, students are required to write out the following honor pledge on all assignments:

“ I declare that I have neither given nor received any help or unfair advantage on this test/work which I now submit”

The following are examples of academic dishonesty:

- Plagiarism, submitting someone else’s words, ideas, or research as they were one’s own without acknowledging the source.
- Using unauthorized notes in a test or copying from another student’s work during a test, paper, or homework.
- Giving unauthorized aid to another student or allowing another student to copy a test, paper, or homework.
- Using of translating software without the permission of the teacher.
- Submitting the same work for credit to more than one teacher.

In order to provide students with helpful instruction for avoiding charges of plagiarism, a booklet containing the school’s guidelines on academic integrity (and citation methods) is presented and distributed to every student during the first week of classes.