

## **International Baccalaureate Academic Integrity Policy Holy Heart of Mary High School**

### ***Principles of Academic Integrity***

Students enrolled in IB courses at Holy Heart of Mary High School are expected to submit authentic work that represents the student's individual and original ideas and clearly acknowledges the work of others.

Holy Heart of Mary IB students are expected to demonstrate personal honesty and integrity. This is to be reflected in the individual student's participation in all forms of assessment within each of the IB courses, Theory of Knowledge (ToK), Extended Essay (EE), Creativity, Action, Service, and the provincial curriculum. Examples of forms of assessments include, but are not limited to, the following:

- In-class and take home assignments
- All homework
- Quizzes, tests and exams
- All written and oral work
- Lab work and write-ups
- CAS activities, reflection and documentation
- EE and ToK essays
- All IB Internal and External Assessments

The principles of academic integrity are communicated within the school community via the processes described:

- Holy Heart of Mary's code of conduct is communicated to the students and posted in classrooms, the main office, and prominent areas of the school.
- The IB Coordinator provides documentation to the IB teachers with regard to principles and practices of academic integrity as defined by the International Baccalaureate Diploma program.
- In September, the IB Diploma Coordinator conducts a discussion regarding the importance of academic honesty with both the junior and senior year students and their parents.
- The IB publications *Academic Integrity* and *Diploma Programme Assessment Procedures* are posted on the school website. Students and parents are encouraged to familiarize themselves with these documents and to become aware of the consequences of academic misconduct.
- IB teachers hold discussions stressing academic integrity to students. They positively emphasize the benefits of students conducting themselves with integrity and academic honesty in all forms of assessment.
- IB teachers reinforce good academic practices and provide examples of conventions for acknowledging sources.
- The extended essay supervisor provides information on ways to acknowledge sources in the extended essay.
- The IB Coordinator reaffirms the values inherent in students conducting themselves as principled individuals via CAS activities and informs students about appropriate conduct during the exam sessions.
- IB students are informed that plagiarism software may be used by teachers to investigate misconduct.

## ***Academic Integrity – Student Academic Misconduct***

Misconduct includes:

- Plagiarism: is the representation of the ideas or work of another person as the candidate's own
- Collusion: 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 Advantage: any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record).

IBO regulations clearly state the expectations of each IB student:

*All IB community members, including students, should aim to achieve and develop the IB learner profile attributes...IB students are expected to be able to distinguish between what is right and what is wrong. In the context of academic integrity, one of the most important attributes is to be "principled" and all students participating in IB programmes are expected to act honestly, responsibly and ethically....*

*When completing school work, students must also adhere to the subject guidelines, rules and regulations, always acknowledging the sources of information that were used and the help they have received from third parties during the process. In collaborative projects, they must exhibit a balanced behaviour recognizing the collaboration of other team members and granting fair recognition to their participation....*

*Students that engage in practices contrary to the IB's academic integrity principle are not only missing the opportunity to understand and accept their own strengths and weaknesses, but are also disadvantaging those students who complete assessment honestly and fairly. ("Academic Integrity," 2019)*

## ***Procedures for dealing with incidents of Student Academic Misconduct***

Any incident of misconduct on any school-based or IB assessment 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 NL English School District's policies
- the student is required to agree that all future assessments will be completed following all of the principles of academic honesty in order to remain in the IB Diploma or IB course
- a record of the incident is kept by the school administration

An incident of misconduct 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 academic misconduct
- 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 the teacher for the subject area concerned, CAS Coordinator, or the Extended Essay supervisor, a statement from the IB Coordinator, a statement from the candidate (student), a summary of an interview with the student regarding the alleged misconduct
- the student is subject to a penalty that will be determined by IB upon receipt of all relevant materials. If a final piece of work has plagiarized content or was not completed according to the subject guide requirements, that component should be awarded an “F” on the IB internal assessment mark entry system or marked as non-submission in the case of externally assessed components, such as the extended essay, or theory of knowledge essay, and as a consequence the student would not be eligible for a final grade in the subject concerned.

An incident of malpractice or misconduct 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 International Baccalaureate Curriculum and Assessment Centre

### **Resources**

International Baccalaureate Organization. *Academic Integrity*. Cardiff: IBO, 2019.

International Baccalaureate Organization. *Diploma Programme Assessment Procedures 2022*. Cardiff: IBO, 2021.

### **Note:**

All IB students at Holy Heart of Mary High School are subject to the regulations contained in the official IBO documents entitled, “Academic Integrity” (2019) and “Diploma Programme Assessment Procedures 2022.”

Acknowledged as a working document, Holy Heart of Mary’s IB Diploma Program Academic Integrity Policy is reviewed annually by the IB coordinator, IB teachers and school administration.

The academic honesty policies for various schools available online and those posted on the IBO’s My IB site were viewed and it was concluded that in many cases we concurred with their phrasing of some policy components. Holy Heart of Mary’s IB Diploma Program Academic Honesty Policy is available on the school’s website.