

International Baccalaureate Academic Integrity Policy ¹

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 integrity with both the junior and senior year students and their parents.
- The IB publication *Academic integrity policy* is posted on the school website. Students and parents are asked to familiarize themselves with this document and to become aware of the consequences of academic dishonesty.
- 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 the work and ideas of others and attributing sources.
- The extended essay coordinator provides information on ways to acknowledge sources in the extended essay.
- The CAS Coordinator reaffirms the values inherent in students conducting themselves as principled individuals via CAS activities and the IB Coordinator informs students about appropriate conduct during the exam sessions.
- IB students are informed that plagiarism software may be used by teachers to investigate misconduct.

¹ Date of last review: April 2023

Academic Integrity – Academic Misconduct²

The International Baccalaureate Organization defines misconduct as “deliberate or inadvertent behaviour that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment. Behaviour that may disadvantage another student is also regarded as academic misconduct. It is also an act that potentially threatens the integrity of IB examinations and assessments that can happen before, during or after the completion of the assessment or writing time of the examination, both paper based and on-screen.

Academic Integrity (2019)

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 behavior 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 responsibilities of each IB student:

Students are not just recipients of content, but are also expected to create content and complete assessments that are authentic and genuine, and a true reflection of their personal level of achievement....

Roles and Responsibilities

The Role of Candidates

Candidates are expected to:

- have a full understanding of their school’s and the IB’s policies with respect to academic integrity
- respond to acts of student academic misconduct and report them to their teachers and/or programme coordinators
- respond to acts of school maladministration and report them to their teachers and/or programme coordinators
- complete all assignments, tasks, examinations and quizzes in an honest manner and to the best of their abilities
- give credit to used sources in all work submitted to the IB for assessment in written and oral materials and/or artistic products
- abstain from receiving unpermitted assistance in the completion or editing of work, such as from friends, relatives, other students, private tutors, essay writing or copy-editing services, pre-written essay banks or file sharing websites
- abstain from giving undue assistance to peers in the completion of their work
- show a responsible use of the internet and associated social media platforms

² Date of last review: April 2023

The Role of School Administration

- Establish an academic honesty policy.
- Provide teachers with effective training opportunities.
- Ensure teachers and students adhere to the school's academic honesty policy.
- Share with legal guardians the aim of the academic honesty policy.
- Ensure everybody understands academic honesty and consequences for IB students if they engage in academic misconduct.

The Role of the Teacher Librarian

- The Teacher Librarian has a key role in helping students become familiar with the research process and teach them the fundamentals of academic honesty.
- The Librarian provides guidance to students throughout their scholastic path and is a valuable resource in conducting teaching and learning of specific conventions accepted in a community of learners.

The Role of Teachers

- Talk to students about plagiarism and how to properly conduct a research paper or prepare an oral presentation.
- Set clear expectations for assignments and provide guidance to candidates on how to correctly cite sources.
- Be vigilant for changes in writing style, and identify work that goes beyond the student's ability.
- Read the final version and verify authenticity of any work submitted to IBO. (EE, TOK papers, Internal Assessment).
- Teachers are strongly encouraged to make use of digital authentication via Google Classroom when checking on major IB assignments.
- Although the candidate is ultimately responsible for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged, it is the responsibility of each teacher to confirm that, to the best of his or her knowledge, all candidates' work accepted or submitted for assessment is the authentic work of each candidate.
- Be role models of academic honesty and integrity.

The Role of Parents

- Read and become familiar with the Academic Honesty Policy and all IBO documents related to the IB Diploma rules and regulations.
- Support teachers and administrations in talking to their children about the importance of academic integrity.
- Cooperate with the school in the case of their child being found to commit malpractice either intentionally, or by inappropriate documentation of sources.

³ Date of last review: April 2023

Investigating Alleged Academic Integrity Violations

The IB Coordinator and school administration will act upon all reports of alleged student academic misconduct. Once the report or allegation is received the Coordinator will initiate a thorough, fair and transparent investigation to collect the evidence needed to reach an impartial and proportionate outcome.

- All parties under investigation shall receive the relevant information that the school has about the allegation and any relevant evidence on which the IB allegation is based. This information will be anonymized when relevant.
- All individuals under investigation will be given the opportunity to present a written statement where they can document their version of events.
- In the case of a student who is the subject of an investigation, the school will ensure that adequate support is given, such as inviting parents or legal guardians to the interviews needed to complete the investigation.
- The investigation will be conducted following the instructions of the IB; it will be carried out in an impartial and unbiased manner, focusing exclusively on the evidence used for the allegation. The investigation will usually only focus on the subject in which irregularities were found. The exception to this is when a student assists a peer in engaging in academic misconduct for a subject in which they are not registered.
- Those responsible for the investigation will work in a discreet manner and using the available evidence, make sure that the process is thorough and fair for those under investigation.
- When communicating to the parties involved in the investigation, the school will also inform them of the probable duration and possible consequences of the investigation process.

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 has engaged in misconduct
- 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 and IBO policies
- the student is required to agree that all future assessments will be completed following all of the principles of academic integrity in order to remain in the IB Diploma Programme 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 on the cover sheet has been signed is addressed in the following ways:

- the IB Coordinator informs the school administration that a student is suspected of 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 (see above)
- 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 academic misconduct is determined:
 1. no grade will be awarded in the subject concerned
 2. in the case of a DP candidate, no diploma will be awarded to the candidate

An incident of 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.

⁴ Date of last review: April 2023

Resources⁵

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

International Baccalaureate Organization (September 2021, updated February 2022), *Diploma Programme Assessment Procedures 2022*, Cardiff: IBO.

International Baccalaureate Organization (April 2015), *Diploma Programme: From principles into practice*, Cardiff: IBO.

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*” 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 integrity policies for various schools available online and those posted on the former OCC and My IB sites 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 Integrity Policy is available on the school’s website.

⁵ Date of last review: April 2023