

INTERNATIONAL SCHOOL ALMERE THE NETHERLANDS

This document has been created to help students, teachers and parents understand the expectations of the International School of Almere, and it is written in line with International Baccalaureate guidelines.

Academic Honesty

Why do we have this policy?

In your development at the International School Almere we will help you grow both in terms of your academic education and as a person. One way we aim to help you grow as a person is to instil an understanding and appreciation of Academic Honesty.

A basic principle of the International Baccalaureate programmes is to reinforce the necessity to respect the work of others and to develop your own unique voice.

Therefore it is vital that you understand what it is to be academically honest and what the consequences are if you fail to do so.

It is therefore important that all ISA students, parents and guardians should read, and sign this document to confirm their understanding of the issues and consequences of infringement.

Have the confidence and take the time to let everyone know what you are capable of.

- 1. What is Academic Honesty?**
- 2. What is Academic Dishonesty?**
- 3. What is working in Collaboration?**
- 4. What happens if you are academically dishonest?**
- 5. What we expect of you**

1. What is Academic Honesty?

Academic honesty is clearly defined by the International Baccalaureate –

An authentic piece of work is one that is based on the candidate's individual and original ideas with the ideas and work of others fully acknowledged. Therefore all assignments, written or oral, completed by a candidate for assessment must wholly and authentically use that candidate's own language and expression. Where sources are used or referred to, whether in the form of direct quotation or paraphrase, such sources must be fully and appropriately acknowledged.

(1.4 p2 IBO Academic Honesty)

Being academically honest means using your **own** ideas and thoughts, AND giving credit to the people whose ideas and thoughts you use.

For example, when you write an essay it is important to separate your ideas from those of others. After you think of your idea, question, or topic you should then search for relevant material in places such as books, magazines, the Internet, visual art, films etc. that can help you support your answer. But remember, when you use any of the ideas or images from your research, you must make sure to clearly document where you found them in your works cited list and as in-text references when applicable.

A clear separation of *your* ideas/work and those of others need to be documented with all papers you hand in. (See the ISA guide to how to write essays papers, The MLA handbook and Easybib.com.)

2. What is Academic Dishonesty (Malpractice)

Academic dishonesty can take many different forms and if students are not careful they may unintentionally plagiarise.

Candidates must understand that passing off the work of another person as their own is not acceptable and constitutes malpractice. (2.3 p3 IBO Academic Honesty)

Plagiarism

Intentional – Knowingly using other peoples work and claiming it as your own and by not referencing where it came from. . Students who leave their essays to the last minute often resort to plagiarism due to time pressure. Make sure you start your assignment as soon as possible so this does not happen to you.

Unintentional – This can happen if you reference incorrectly. Please make sure you understand referencing correctly. If you are not sure, ask your teacher or the librarian and they will be able to help.

Collusion – Giving someone your work or letting them copy your work to hand in as their own.

Duplicity - Handing in the same work for two different projects

Other Misconduct including but not limited to –

Cheating e.g. - Concealing notes or using unauthorised equipment during a test or exam, looking at other students' papers, asking for answers during a test...

Falsifying information e.g. - changing data to suit your needs

3. What is working in Collaboration?

Working in collaboration is a group of students working on an assignment together and every team member is named in the list of authors. This is very different to when a group of students work on an assignment and only one author is named. This is **malpractice**.

4. What happens if you are academically dishonest?

Academic dishonesty is not tolerated at the International School of Almere we take this offence very seriously.

For MYP students

We will inform your parents or guardians and take every measure required to prevent reoccurrence.

If necessary the assessment or exam will be retaken using pen and paper only, without the aid of any research tools and in a controlled environment. The grade awarded will be based these new results.

The International Baccalaureate states -

If plagiarism is found by a moderator, the piece of work is not moderated. The school is contacted by the IB Organization and asked to deal with the issue. (20.2 p5 General regulations: MYP)

For Diploma Students

If infringement has been found and confirmed (unintentional plagiarism) then no marks will be awarded for the part in question and the student will be eligible for a grade. (para 27/28 p 7 General regulations : DP)

Malpractice can lead to the withdrawal of the IB diploma. The International Baccalaureate states –

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. (3.5 p IBO Academic Honesty)

Candidates themselves must bear the consequences if they submit any work for assessment that is not their own, regardless of whether the plagiarism was unintentional or deliberate. The same principle applies to collusion. (6.1p9 IBO Academic Honesty)

If malpractice has been found before a student has signed the cover sheet confirming that the final version is theirs, then the school will resolve internally.

However if the coversheet has already been signed, then the school must hold an investigation and forward all information to the IB Organization. (para 30.1 p 8 General regulations : DP)

Once the IB organization is involved then the following steps are taken

- 30.2 *Candidates suspected of malpractice will be invited, through the coordinator, to present a written explanation or defence.*
- 30.3 *Cases of suspected malpractice will be presented to the final award committee. After reviewing all evidence collected during the investigation, the committee will decide whether to dismiss the allegation, uphold it, or ask for further investigations to be made.*
- 30.4 *If the final award committee deems evidence of malpractice insufficient, the allegation will be dismissed and a grade will be awarded in the normal way.*
- 30.5 *If the final award committee decides that a case of malpractice has been established, no grade will be awarded in the subject(s) concerned. No IB diploma will be awarded to the candidate, but a certificate will be awarded for other subject(s) in which no malpractice has occurred. The candidate will be permitted to register for future examinations at least one year after the session in which malpractice was established.*
- 30.6 *If a case of malpractice is very serious, the final award committee is entitled to decide that the candidate will not be permitted to register for any future examination session.*
- 30.7 *If the candidate has already been found guilty of malpractice in a previous*

session this will normally lead to disqualification from participation in any future examination session.

30.8 *An IB diploma, or a certificate, may be withdrawn from a candidate at any time if malpractice is subsequently established. (p 8 General regulations : DP)*

5. What we expect of you?

The reputation we are building at IS Almere is one of academically honest students. We expect all students to exercise high levels of truthfulness if they are to fit with our philosophy.

Sometimes it can be unclear how to reference correctly. If you are in any doubt please ask your teachers or the librarian and they will be able to help you. If you do not you may be unknowingly plagiarising someone else work.

We expect that you take this policy seriously and to start your academic career with confidence.

Please sign the below to confirm you have read and understood this document

Student name

Signature Student

Signature Parent/Guardian

Date

Works Cited

IBO, Academic Honesty, 2007 IBO, 01 May 2011,
http://occ.ibo.org/ibis/documents/general/specific_interest/malpractice/g_0_malpr_sup_0707_1_e.pdf

IBO, General regulations: Middle Years Programme, 2007 IBO, 01 May 2011,
<http://www.ibo.org/become/guidance/documents/mypgenregs.PDF>
IBO, General Regulations: Diploma Programme, 2007 IBO, 16 June 2011,
http://www.ibo.org/become/guidance/documents/DP_regs_en.pdf