



Academic Honesty Policy

Mission Statement

Our mission is to develop a lifelong learning community, encouraging individuals to explore their identities and roles as local actors and global citizens.

LGSi believes in a holistic approach towards learning through inquiry, expression and reflection by providing opportunities to develop and enhance the learning community as well as each learner's strengths.

Academic Honesty Philosophy

At LGSi we value academic integrity, embedding professional honesty, responsibility of ethical conduct and transparency in all our learners' practices.

Academic Honesty at LGSi

- Undertaking research honestly and producing authentic pieces of work
- Always respecting intellectual property by acknowledging all ideas and work of others. Source materials may include along with written texts, visual, audio, graphics, artistic, letters, lectures, interviews, broadcasts, maps. Forms of intellectual property include patents, trademarks, moral right, copyrights
- Showing proper conduct during examinations, assessments & class practices

Malpractice

“The IBO defines malpractice as behaviour that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components”.

Students can incur in the following forms of malpractice:

Plagiarism: this is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment

Collusion: this is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another

Duplication of work: this is defined as the presentation of the same work for different assessment components and/or diploma requirements

Paraphrasing: this is defined as the restatement of someone's work in another form. In order for it to be allowed, the source needs to be acknowledged

Fabrication of data: this is defined as manufacturing data for an experiment and for mathematical exploration/project

Disregarding the IB MYP & DP Examination Code of Conduct: this is defined as an infraction or disregard of guidelines as established by the IBO with respect to examination conduct

Disclosing information: to another candidate, or receiving information from another candidate, about the content of an examination paper within 24 hours after the examination

Examples of Malpractice:

- Submitting to IBO someone else's work
- Copying the work of another candidate
- Allowing a peer to copy your work
- Not acknowledging sources
- Asking another person to write your work
- Falsifying data used in an assignment
- Falsifying CAS records and journals
- Stealing examination material and/or exam papers
- Bringing unauthorized material into the examining room. Examples: notes, unauthorised software on a graphic calculator, cell phones
- Disrupting behaviour during exams
- Impersonating another candidate

Consequences

First offense

The work will not be marked and the student will be given a chance to resubmit.

Second offense

An automatic zero with no allowance to make up the grade for the second offense. The parents will be informed. An official complaint will be filed with the administrative office.

Third offense

An automatic zero with no allowance to make up the grade on the third offense. A meeting with the parents/guardians, coordinator and the Principal. This will be added to the official complaint filed earlier with the administrative office. For students of MYP 5, DP 1 & DP 2 suspension or expulsion depending on the manner of offense.

How to avoid malpractice

PYP students:

- take responsibility for their own work
- understand that assessment is about individual development not comparison with others
- recognise the difference between individual work and group work
- acknowledge the contributions of different group members
- do not copy the work of others
- use simple citations to acknowledge sources used
- apply academic honesty policy to verbal information, written texts and electronic materials

MYP students:

- take responsibility for their own work
- understand that assessment is an embedded part of learning and individual development
- show commitment and perseverance when working on individual assignments
- show commitment, perseverance and fairness when working with others and carry out assigned or voluntary roles and tasks responsibly
- distinguish between contributions - both input and output - of self and others when working on group assignments
- acknowledge the contributions – both input and output - of different group members
- reflect on and evaluate the contributions – both quality and quantity – of self and others
- reference all sources consulted whether or not they were assimilated into the final work
- apply academic honesty policy to verbal information, written texts and electronic materials

DP Students:

- take responsibility of their own work
- Work they submit is the student's own work
- will acknowledge sources fully and correctly
- work will be submitted through turnitin
- will make use of citation styles (MLA or APA)
- will respect internal deadlines

- when submitting work to IB examiner/teacher will be responsible for their work being authentic with full and correct acknowledgement of others work and ideas
- sign declaration of authenticity form

Head of School

- will establish a policy
- will provide training opportunities to teachers
- shares the policy with the school community
- ensures all stakeholders understand Academic honesty and consequences of misconduct

Coordinators/PLT:

- ensures Academic Honesty policy is aligned with IB expectations and is reviewed
- makes sure teachers, students & legal guardians are aware of the requirements of Academic Honesty
- ensure candidates & invigilators are provided with relevant information about regulations
- sets an internal assessment calendar for MYP 5, DP1 & DP2 with due dates

Librarian:

- plays a key role in helping students become familiar with the process and teaching them fundamentals of academic honesty
- guides students throughout academic year to ensure that academic honesty is being practised

Teachers:

- model and encourage academic honesty
- ensure marking and feedback is unbiased
- teach students citation / referencing formats appropriate for their age level
- create a safe and accepting learning environment where students confidently acknowledge and discuss their areas for development
- facilitate students' understanding that assessment is an embedded part of learning and individual development and is not about comparison with others
- encourage commitment, perseverance and fairness during group assignments
- monitor allocation of roles and tasks during group assignments
- distinguish between contributions - both input and output - of individuals during group assignments
- assess individual contributions - both quality and quantity - as well as collaboration skills
- provide opportunities for students to reflect on and evaluate the contributions of self and others
- include appropriate referencing of sources (verbal information, written texts and electronic materials) as an assessment criterion for all assignments

Parents:

- model and encourage academic honesty
- encourage children to take responsibility for their own work, acknowledging their strengths and areas for development
- understand that assessment is about individual development not comparison with others
- provide advice and support in moderation without doing the work for them
- monitor work done at home and remind children to follow the academic honesty rules
- Cooperate with school in case of malpractice

Bibliography:

Academic Honesty in the IB educational context, IBO 2014

Academic Honesty in the International Context, IBO 2014

Academic Honesty – principles to practice

ASM (American School Milan), 2016. *Academic Honesty Policy*.

Dr. Celina Garza – IB Academic honesty manager IB Assessment Centre - Cardiff . IBO AEM General Conference, Rome 2014

Effective citing and referencing, IBO 2014

LGSi, 2015. *LGSi Academic Honesty Policy*

Version History

Version	Year	Edits
5	2015	Edited by previous school management
6	2021	Edit to reflect the new school mission statement, addition of malpractices and consequences