



Katedralskolan Skara IB Diploma Programme



Skara, September the 19th, 2016

Academic Honesty Policy for the IB Programme at Katedralskolan Skara.

The IBO mission statement:

The International Baccalaureate Organization aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the IBO works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

The IB Learner Profile:

IB Learners strive to be: inquirers, thinkers, communicators, risktakers who are balanced, caring, reflective, knowledgeable, principled, open-minded.

To live up to the values and standards of The IB Mission Statement and the IB Learner Profile it is necessary to know and show academic honesty in every respect, in every subject and in every detail of the IB studies.

What is academic honesty?

Academic honesty is defined by the IBO document, **Academic Honesty: Guidance for Schools**, as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. It is influenced and shaped by a variety of factors including peer pressure, culture, parental expectations, role modelling and taught skills.

Students must understand what academic integrity is and what the most common violations are. A strong policy on academic honesty is also necessary to maintain the integrity of the IB's assessment.

It is the responsibility of each student, staff member and administrator to understand these policies. A lack of understanding is not an adequate defense against a charge of academic dishonesty.

Good practise of academic honesty includes:

- **Legitimate collaboration:** you collaborate when carrying out experiments. The report/lab report reflecting the group work has to be written by the individual student though.
- **Intellectual property:** every individual owns the right to his/ her ideas. You are free to use them, but you have to acknowledge whose ideas you use.
- **Acknowledging original authorship:** when citing you use footnotes and reference indicators in an appropriate way. If you hesitate always ask you teacher/supervisor. (You will have a session on these matters in the beginning of IB2.)



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What is academic dishonesty?

Academic dishonesty can be many things. According to the IB, malpractice can be defined as *behavior that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment component.*

Malpractice includes:

- **plagiarism:** *this is defined as the representation of the ideas or work of another person as the candidate's own*
- **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*
- **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).*

Process of teaching Academic Honesty to our students.

When the students come to the preparatory year at Katedralskolan, all subject teachers have the responsibility to inform them about the rules and expectations concerning academic honesty. We also have an information point at our "minicamp"/introduction days for the first graders in connection with the dramatization of the IB learner Profile. When the students then start the IB1, we have a programme day for both IB1 and IB2. One very important part of this day is an information session on Academic Honesty. One more thorough session of working with Academic Honesty and what it stands for is at the introduction of the Extended Essay which is done in December of IB1. Furthermore, every subject teacher keeps the students updated all through the courses and especially when something is to be handed in or presented. They are also taught procedures in finding material and to be careful when finding and using sources by all subject teachers and by our librarian. All written assignments and other written work handed in are always checked by on-line program which can trace plagiarism and hence possible mistakes can be detected and dealt with already from the preparatory year.

Responsibility

Both the candidate and the teacher have the responsibility to authenticate IB assessed work. A cover sheet has to be signed for all externally assessed material by the student and the teacher except for the exams in May.

*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.*

Candidates themselves must bear the consequences if they submit any work for assessment that is not their own, regardless of whether the plagiarism was deliberate or the result of poor research skills. The same principle applies to collusion.



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To avoid problems and to make it possible for the teachers to detect and deal with possible plagiarism all candidates will post their work via the student on-line platform so it can be checked with a plagiarism program to ensure authenticity.

Consequences

Plagiarism (and other forms of malpractice) must not be viewed as a trivial offence with only minor consequences. It must be viewed as a serious academic transgression with a community attitude that shows no tolerance and imposes severe penalties when it is discovered.

If academic dishonesty is detected or suspected the teacher should report to the IB Coordinator immediately. Together with the IB Head and the Subject Teacher a sanction will be decided. A meeting will be held where evidence is presented. The candidate can bring one person for support. All subject teachers will be informed. These could be possible sanctions:

First occasion:

A written warning will be sent home to be signed by the candidate and his/her parents.

The work will not be assessed, marked or considered as an assessment component. No feedback will be given.

Grading sanctions. The grades can be lowered.

Second occasion:

The candidate will not be registered in the subject concerned and will thus have a failing grade in that subject and consequently not achieve a full Diploma.

If malpractice is suspected after the work has been submitted and the cover sheet has been signed, the IBO will start an investigation and decide the consequences. If malpractice is detected after the Diploma has been awarded or marks have been given the Diploma can be withdrawn.

Further information can be found on the school's webpage (:Katedralskolan.nu; Filarkiv; Dokument IB) in the IB documents Academic Honesty and Ethical Practice.

I confirm that I have read and understood the Academic Honesty policy of Katedralskolan in Skara

Student's Signature

Legal Guardian's signature

This form should be signed and handed in to your mentor within 5 days.