

# ACADEMIC HONESTY POLICY

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**Policy area:** 2 – Teaching & Learning

**Date established:** June 2015

**Date last revised:** November 2016

**Date of next revision:** June 2017

This policy will be reviewed in full by the Director of Education every year, or more frequently if there are changes in policy. This policy was last reviewed and agreed by the Head of College in November 2016. It is due for review in June 2017.

## Signed

David Shandley  
Head of College  
Date: 29 November 2016

## Overview

### Policy statement

Academic honesty is a fundamental principle of learning and a necessary foundation at Newland College. We make a concerted effort to maintain high standards of integrity, both to protect the value of the educational process in which we are engaged and to maintain the credibility of our learning community.

### Rationale

Students at Newland College, in accordance with the IB Learner Profile, will be '*Principled*'. This means they will act with integrity and honesty and are ultimately responsible for the authenticity of their work and acknowledgement of their sources. Newland College is committed to academic honesty and this policy has been designed in accordance with the IB Academic Honesty guidelines to ensure that all students, parents and teachers in the IB Middle Years Programme are aware of what Academic Honesty entails.

### Applicability

This policy applies to all Newland College teaching staff, parents and students.

## **Organisational guidance**

IBO academic honesty policy (Diploma Programme)

## **Access**

This policy is available on request from the College office. We also inform parents and guardians about this policy when their children join Newland College, through our newsletters and our website.

The policy is provided to all teaching staff (including temporary staff and volunteers) at induction alongside our Code of Professional Conduct.

## **Failure to comply**

Teaching staff and students are expected to be familiar with this policy. Failure to abide by it will result in intervention by the Senior Leadership Team.

# ACADEMIC HONESTY POLICY

## 1 Academic Honesty

1.1 Although the following list is not exhaustive, academic dishonesty can, in general, take several forms:

<sup>35</sup><sub>17</sub> **Plagiarism:** taking work, words, ideas, pictures, information or anything that has been produced by someone else and submitting it for assessment as one's own.

<sup>35</sup><sub>17</sub> **Copying:** taking work of another student, with or without his or her knowledge and submitting it as one's own.

<sup>35</sup><sub>17</sub> **Exam cheating:** communicating with another candidate in an exam, bringing unauthorised material into an exam room, or consulting such material during an exam in order to gain an unfair advantage.

<sup>35</sup><sub>17</sub> **Duplication:** submitting work that is substantially the same for assessment in different courses without the consent of all teachers involved.

<sup>35</sup><sub>17</sub> **Falsifying data:** creating or altering data which have not been collected in an appropriate way.

<sup>35</sup><sub>17</sub> **Collusion:** helping another student to be academically dishonest.

## 2 Plagiarism

2.1 **Plagiarism** is the use of someone else's ideas, words or other original material without clearly acknowledging the source of that information. With regards to **plagiarism**, students should remember that:

- using the words and ideas of another person to support one's arguments while following accepted practices is an integral part of any intellectual endeavour, and integrating these words and ideas with one's own in accepted ways is an important academic skill
- all ideas and work of other persons, regardless of their source, must be acknowledged
- CD-Rom, e-mail messages, web sites on the Internet and any other electronic media must be treated in the same way as books and journals
- the sources of all photographs, maps, illustrations, computer programmes, data, graphs, audio-visual and similar material must be acknowledged if they are not the candidate's own work
- passages that are quoted verbatim must be enclosed within quotation marks and references provided
- turning in someone else's work as your own is plagiarism

## 2.2 Why is plagiarism wrong?

- Plagiarism is **stealing** another person's words, ideas or other material.
- Plagiarism is **lying** that the words/ideas/material you used are your own.
- Plagiarism is **cheating** yourself out of an opportunity to learn.

## 2.3 Preventing plagiarism

To prevent plagiarism, we recommend this checklist:

- i) Consult with your teacher
- ii) Plan your assignment
- iii) Take good notes
- iv) Make it clear who said what
- v) When in doubt, cite sources
- vi) Know how to paraphrase correctly
- vii) Evaluate your sources of information

2.4 Newland College uses the MLA (<http://www.mla.org/>) format for works cited. Each student will be taught how to cite sources used in their research assignments.

2.5 Newland College uses Turnitin software ([http://www.turnitinuk.com/en\\_gb/login](http://www.turnitinuk.com/en_gb/login)) to check submitted assessments against internet sources. The level of similarity between submitted work and internet sources will be considered when grading work. An excessive level of similarity will be considered as plagiarism.

## 3 Consequences of academic dishonesty

### 3.1 *Plagiarism, Duplication, Falsifying Data*

First offence: Meeting with MYP Coordinator  
Parents are contacted.  
Submitted work is graded, minus the plagiarised content.  
Work is to be completed and resubmitted (without a fresh grade).

Second Offence: As above plus meeting with parents.

Third Offence: As above, plus internal suspension.

Repeat offence: External suspension, on college record.

### 3.2 Copying, collusion, exam cheating

- First offence: Meeting with MYP Coordinator.  
Parents are contacted.  
Submitted work is graded, minus the plagiarised content.  
Work is to be completed and resubmitted (without a fresh grade).  
Possible internal suspension depending on severity of case.
- Second offence: As above, plus external suspension for one day, on college record.
- Third offence: As above, plus external suspension for two days, on college record.

## 4 The responsibilities of staff, students and parents

- 4.1 **All Newland College teaching staff, students and parents** will make sure that they are aware of the contents of this document and what academic dishonesty means. They should also make themselves aware of the consequences of academic dishonesty.
- 4.2 **Parents** are encouraged to speak to their children about the need to be honest and why it is important to be so in terms of academic progress.
- 4.3 **Teachers** will explain what this policy means to students in the specific terms of the work that they are asking students to produce. They will also speak to students regularly during the drafting of work, when the student/teacher interaction is more collaborative than evaluative. They will also model good practice.
- 4.4 **The MYP Coordinator** will ensure that academic honesty and dishonesty is explained to staff, students and parents at relevant times, giving examples of both good and bad practice where possible. They will investigate any suspected breaches of the standard in an open and fair way. Their recommendations to the Director of Education should be clear and reasoned.
- 4.5 **The Director of Education, in consultation with the relevant coordinator**, will decide each case on its merits, and will communicate his or her decision clearly to all of those concerned with reasons for any findings.

- 4.6 **Students** will recognise that they are ultimately responsible for their own work and that the consequences of any breaches of the standard of academic honesty will be theirs alone. They should speak to teachers regularly about their work and show drafts of it at various stages in the production process. They should ask teachers for advice if they are at any time unsure of what they have done in relation to referencing sources.

## References

IBO academic honesty policy (Diploma Programme) – available from the IBO website: [occ.ibo.org/ibis/documents/general/.../g\\_0\\_malpr\\_sup\\_0707\\_1\\_e.pdf](http://occ.ibo.org/ibis/documents/general/.../g_0_malpr_sup_0707_1_e.pdf)

IBO Academic honesty in the IB educational context

IBO Academic honesty – principles to practice

Academic honesty in the IB: <https://www.youtube.com/watch?v=Wnn9CX6HrTw>