

VILLANOVA

PREPARATORY SCHOOL

IB Academic Honesty Policy

As truth is one of the three core values of Villanova Preparatory School, a positive and trusting relationship between teacher and student is at the heart of the school. All Villanova students are expected to live by the principles of honesty and mutual trust. Doing another person's work deprives that person of the opportunity for learning and is, therefore, a form of injustice. A student should develop enough personal character to accept the grade they have earned in a given course or on a particular assessment. Members of the Villanova school community demonstrate academic integrity by striving to be principled individuals who "act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them" (IB Learner Profile). It is also a requirement of the International Baccalaureate Organization (IBO), as stated in the IBO General Regulations, Article 3.3 "Candidates are required to act in a responsible and ethical manner throughout their participation in the Diploma Programme ... which includes not engaging in academic misconduct (as defined in article 20)" The East IB faculty believes and expects that all IB students possess and will demonstrate academic integrity. The purpose of this policy, therefore, is to clearly communicate these specific expectations of students and how the faculty will work with students to ensure they maintain this ideal.

Definition of academic misconduct (malpractice):

In the IBO publication General Regulations: Diploma Programme (IBO, 2014), "academic misconduct is behaviour (whether deliberate or inadvertent) that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more components of assessment. Behaviour that may disadvantage another candidate is also regarded as academic misconduct. Academic misconduct is a breach of these regulations and includes, but is not restricted to, the following:

a. **plagiarism** – this is defined as the representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgment

b. **collusion** – this is defined as supporting academic misconduct by another candidate, for example, allowing one's work to be copied or submitted for assessment by another

c. **duplication of work**—this is defined as the presentation of the same work for different assessment components and/or DP core requirements

d. **misconduct during an IB examination** (for example, taking unauthorized material into an examination, behaviour that disrupts the examination or distracts other candidates, or communicating with another candidate)

e. **any other behaviour that gains an unfair advantage** for a candidate or that affects the results of another candidate (for example, falsifying a CAS record, disclosure of information to and receipt of information from candidates about the content of an examination paper within 24 hours after a written examination via any form of communication/media).

Responsibility of staff:

The IB Coordinator shall

- provide a copy of the IBO's publication Academic honesty in the IB educational context to all IB staff members and ensure they have read it and will understand and comply with it.
- communicate expectations of academic honesty to IB staff and students on a regular basis.

Teachers shall

- make students aware of what constitutes academic dishonesty in their respective classes and how it undermines the learning process.
- make students aware of the consequences of academic dishonesty.
- teach students how to use the words and ideas of others appropriately to support their own oral and written communication, and utilized approved methods of citing sources, providing clear and explicit acknowledgment for content.
- be vigilant about preventing and identifying malpractice at all grade levels and in all subjects.
- structure assignments and tests so as to minimize the opportunity for student dishonesty and malpractice; this includes requiring students to submit work, when practical, to a plagiarism prevention website such as Turnitin.com.
- read, understand, and comply with the IBO's Academic honesty in the IB educational context publication.

Responsibility of students:

Students shall

- not engage in any form of academic misconduct at any time; including collusion, duplication of work, plagiarism, and all other forms of cheating.

- learn correct methods of source citation, including for Internet sources, and ask teachers for guidance. Ignorance of standard practice as taught in the program shall not excuse students' responsibility for proper source citation.

- ensure "that they complete their work carefully, honestly and authentically." (IBO, p. 16).

- inform a staff member when they are aware that another IB student or students have demonstrated academic dishonesty.

- work collaboratively only in appropriate circumstances. Students are encouraged to form study groups, but they should always ask their teachers for clarification about what type of collaboration is appropriate before working with other students.

Process for investigating alleged malpractice:

If a teacher has reason to believe that academic dishonesty has occurred, the following steps will be taken.

- The teacher will investigate the suspected malpractice.

- The teacher will communicate the outcome of his/her investigation to the IB coordinator.

- If the teacher and IB coordinator are in agreement that malpractice has occurred, then the student will receive no credit for the assignment in question and disciplinary consequences will be enacted by the IB coordinator.

- Consequences for academic malpractice range from the student earning a zero on the work involved to immediate dismissal from the IB Program, depending on the severity of the infraction.

- The IB coordinator will communicate, in writing, disciplinary consequences to the student and his/her parents. This letter will be placed in the student's file in the coordinator's office but will not become a part of the student's permanent academic record.

- If a student is allowed to remain in the IB Diploma Program following a first incident of academic malpractice, a second incident of any type, on any assignment, at any time during the student's enrollment in the two-year Diploma Program, will result in the student's dismissal from Villanova's IB Diploma Program.

IB Diploma Assessments

In addition to the consequences described above, if a confirmed academic misconduct incident involves any work to be submitted for an IB Diploma assessment (including the Extended Essay, CAS, internal assessments, Theory of Knowledge essays, external assessments, and IB exams), the work will not be submitted to IBO which will result in no diploma being awarded. If academic misconduct is suspected, but the coordinator is not able to confirm it, the coordinator is required to report the incident to the IBO. The incident will be investigated by a final award committee at the IBO which "may decide not to issue a grade for a candidate in the subject(s) concerned" ... resulting in "no IB Diploma will be awarded to the candidate." General Regulations: Diploma Programme (21.7 & 21.8) I have read and fully understand the Villanova Preparatory IB Academic Honesty Policy and agree to comply with it.

Student's Name: _____

Student's Signature: _____ Date: ____/____/
20____

Parent's Name: _____

Parent's Signature: _____ Date: ____/____/
20____



Credits:

Bishop Amat High School Academic Honesty Policy

IB Learner Profile

Villanova Student Handbook, Academic Honesty Policy

Revised 2/13/2020

Wichita High School East IB Diploma Program 2018