Academic Honesty Policy

Philosophy
The philosophy of the School is based on the belief in the importance of graduating honest, responsible and ethical world citizens. Since academic honesty is an indication of determining a person’s integrity and respect for others, we expect all ASG and BSA students to be familiar with what constitutes academic dishonesty and to maintain a proper academic conduct throughout their schooling and for life.

What is academic honesty?
Basically, academic honesty means doing your own work and having the knowledge you claim to have. It also includes acknowledging the efforts of others in an academic and principled manner.

What is malpractice?
The IB defines malpractice as behaviour that results in, or may result in, the candidate or any other candidate gaining unfair advantage in one or more assessment components. Malpractice includes:
- **Plagiarism:** to represent the ideas or work of another person as the candidate’s own.
- **Collusion:** to allow one’s work to be copied and submitted for assessment by another candidate.
- **Duplication of work:** to present the same work for different assessment components.
- **Misbehaviour:** any behaviour that gains an unfair advantage over other candidates.

What is intellectual property?
Intellectual property comes in different forms and is protected by law. Examples of intellectual property are: trademarks, copyright, registered designs, etc. All students must respect all forms of intellectual property and must be aware that the usage of any legally registered material is prohibited if in violation of the boundaries and conditions of this usage.

Legitimate collaboration:
It is encouraged that students collaborate with each other when working together on any assessment component. However, the final work must be produced independently.

Actions if IB students are found guilty of academic dishonesty and/or malpractice:
All IB students must make sure that they understand fully what academic honesty is, and the importance of presenting authentic work.

Authenticating candidates’ work:
It is the responsibility of the IB teachers in the PYP, MYP, DP and CP to ensure that all candidates’ work for assessment is prepared according to the requirements of the relevant subject guide. Therefore, teachers, supervisors and leaders are in the best position to judge whether candidates’ work is authentic.

For externally assessed components (Extended Essays, Written Tasks, TOK Essays, Personal Projects, E-Portfolios), the submission of work for assessment refers to the assessment of work by an examiner appointed by the IB.
For internally assessed components, the submission of work for assessment refers to the assessment of work by a teacher.

**Work identified as not authentic:**

**Before the submission of work for assessment:**
If the coordinator or teacher has reason to suspect that a candidate’s work may not be authentic, that work must not be submitted for assessment. The situation may be resolved within the school by allowing the candidate the opportunity to revise and resubmit the work.

**If this cannot be achieved in time to submit:**
- Work to an examiner to be uploaded by the required deadline, or
- Marks for internal assessment to be entered on IBIS by the required deadline, an F must be entered against the candidate’s name on the appropriate mark/attendance sheet (or to IBIS in the case of internal assessment).

**After the submission of work for assessment:**
If the coordinator or a teacher becomes aware of possible malpractice by a candidate after the work has been submitted to an examiner (or after marks have been submitted to IBIS in the case of internal assessment), the coordinator must send a full report to the IBO immediately. For internal assessment, this report must be sent regardless of whether the candidate’s work was part of the sample work sent to a moderator for the purpose of moderation.

We hope all ASG and BSA students will comply with all the rules and regulations regarding academic honesty and that they will be a part of their lives in school and beyond.

**References**

International Baccalaureate Organization. 2015. *What is an IB education?* Wales, UK.
