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Scots College Academic Honesty Policy

Feb 2017

Rationale

Scots College is committed to academic honesty and will ensure that all students in the IB PYP, MYP, DP and the NCEA are aware of what this entails.

While we expect students to produce work which is clearly their own, at all times, we feel it is necessary to set out guidelines as to what this actually means and its importance, and what will be the consequences if work completed does not meet policy standards.

Definitions

Intellectual property every new work produced and published either in hard copy or electronically is someone's intellectual property. This means that while anything can be used as a reference source, it must be acknowledged fully both in the body of the assignment, and in the bibliography which must accompany every completed body of work by our students.

Malpractice

This list covers some of the forms in which malpractice occurs:

- Plagiarism - taking work, words, ideas, picture, information or anything which has been produced by someone else and submitting it for assessment as one's own work.
- Collusion – helping another student to be academically dishonest i.e. by sharing answers or research information. When the task instructions ask or encourage students to work together to collect data, share resources or provide feedback to each other this will be considered “legitimate collaboration” rather than collusion.
- Duplication of work – using the same work for different components and/or requirements when not permitted
- Lack of referencing – failure to acknowledge quotations, ideas, images, within the body of your work, or by omitting references from your bibliography. Also the inclusion of works not consulted in order to improve the look of a bibliography
- Unsourced images, citations, quotations and paraphrasing – this is a form of plagiarism
- Data falsification – creating or altering data which has not been collected in an appropriate way
- Exam or test cheating – communicating with another candidate in a test or exam, bringing unauthorised material into an exam room, consulting unauthorised material during an exam in order to gain an unfair advantage
- Copying – taking another student's work and passing it off as your own

Authenticity

Scots College expects that its students will comply with authenticity requirements by showing best practice in their time management, originality of work, use of research skills and inclusion of complete footnotes, citations and bibliographies. Students should be principled learners (IB learner profile) and act with integrity in undertaking their academic work.

Guidelines

- Students and staff will have the academic honesty policy available at all times. The assessment policies for the Prep, Middle and Senior Schools will also be available.
- Scots College Style Manual will be available to all students and staff.
- Students will be assisted by teachers and library staff in correct use of the Style Manual and in acknowledging and quoting from sources used.
- Academic staff will actively promote the value of academic honesty among students with reference to the IB learner profile.
- Academic staff will take preventive approach to academic honesty e.g. using Turnitin with students to check work before the final submission; formal presentations regarding citing conventions and academic honesty to the DP students during their programmes (IB Coordinator and IB Assistant to run these); display of academic honesty posters in classrooms.
- Teachers are to ensure that NCEA and DP students complete authenticity statements (on cover sheets) for all assessment components, other than examination scripts.
- All teachers are to engage in departmental level discussions around implementation of academic honesty policy.

Procedures for cases where malpractice is suspected

- The teacher will retain the evidence of the breach and discuss the situation with their HoD and the Assistant Principals Curriculum.
- The teacher will then notify the parent/guardian of the alleged breach of the rules.
- The Assistant Principals Curriculum will investigate the matter, keep a written record of the investigation and consult with other relevant specialists as required. (see Assessment Manual appendix D)
- The Assistant Principal Curriculum will make the final decision and notify the student and the parent/guardian in writing of the outcome of the investigation.

- The school will report a Not Achieved grade for an NCEA assessment if the breach is proven.
- If malpractice is suspected for a DP component once the coversheet and authenticity statement has been signed, the work cannot be retracted by the candidate. The matter then has to be reported by the DP Coordinator to the IBO.
- In the MYP acts of academic malpractice are to be treated as a learning opportunity. When the AP Curriculum Middle School suspects that academic dishonesty has occurred he or she will instruct the teacher concerned to contact the student's parent, Dean and tutor, then complete a behavioural note on the student's record. No grade will be entered for that task and a comment may be included in the student's report outlining the breach. This task is not to affect the teacher judgements on the student's total academic performance in that subject in anyway. They have simply lost an opportunity to provide more evidence of what they can achieve.

In the case of Academic Honesty breaches in the Senior School it should be noted that the IBO or NZQA may decide the final penalty. The consequences include:

- Non award of the IB Diploma should this be the course of study.
- Disqualification of entry to NZQA external examinations should this be the course of study.
- Other disciplinary action may be considered by the Headmaster.

Review Date

Annually – Assistant Principals, Curriculum and AP Teaching and Learning

Revisions tabled at TCC

Further support

Timetable and Curriculum Committee (TCC)

IB learner profile

References

International Baccalaureate Organisation (2009) *Diploma programme – Academic honesty*. IBO (UK) Ltd. Updated 2011.

International Baccalaureate Organisation (2015) *Diploma Programme: From principles into practice*. IB Publishing Ltd.