

# Academic Honesty Policy

## Preamble

*Enko Riverside School is committed to academic integrity and the personal and intellectual growth of students. The principal context in which this growth occurs is the school's curriculum. Academic dishonesty involves any attempt to obtain academic credit or influence the grading process by means that do not meet the expectations for academic integrity outlined in this policy.*

## 1. IMPORTANCE OF ACADEMIC HONESTY

Enko Riverside School is committed to academic integrity and the personal and intellectual growth of students. The principal context in which this growth occurs is the school's curriculum.

Academic dishonesty involves any attempt to obtain academic credit or influence the grading process by means that do not meet the expectations for academic integrity outlined in this policy. Academic dishonesty includes, but not limited to the following.

- Providing or receiving unauthorized assistance in course work and lab work, or unauthorized assistance during exams or quizzes.
- Using unauthorized notes, materials and devices during examinations or quizzes.
- Falsifying or inventing data to be presented as part of an academic endeavor
- Altering or adding answers on exercises, exams or quizzes after the work has been graded.
- Plagiarising the work of others and presenting it as one's own without properly acknowledging the sources. At its worst extreme, plagiarism is an exact copying, but it is also the inclusion of paraphrased version of the opinions and work of others without giving credit.

## 2. RESPONSIBILITIES

All Students

- are expected to be familiar with and understand the academic honesty policy, and the assessment policy.
- must accept full responsibility for the academic honesty of their own work.
- should actively seek guidance and help from Academic Literacy teachers, subject teacher as well as the librarian as appropriate.
- need to be familiar with Modern Language Association (MLA) style of referencing.

## All Teachers

- need to be familiar with and understand the academic honesty policy, and the assessment policy.
- must be firm, fair and consistent in applying this policy.
- should collaborate with Academic Literacy Teachers when needed or consult the ERIS scope and sequence document for Academic Literacy.
- have the responsibility to record issue pertaining to Academic Honesty and report to the Head of School (HoS) and the appropriate Coordinators.
- are expected to continuously place great emphasis on academic honesty and integrity in all aspects of the school.
- demonstrate academic honesty with resources, worksheets, photocopies etc. (e.g., through acknowledging sources).

The Librarian supports effective referencing and citing.

- assists through recommending suitable, academic materials and helps locating them.

## All Parents

- should familiarize themselves with ERIS Academic Honesty Policy.
- are expected to support their children with their tasks and other projects in line with the ERIS policy expectations.
- understand and accept any consequences in relation to Academic Dishonesty and support teachers in this.

Coordinators and the Head of School take appropriate action in case of breach of the policy or misconduct.

- need to support teachers and students in upholding and implementing the values of ERIS Academic Honesty Policy.

### **3 Best Practice of Academic Honesty**

The ERIS academic policy is based on IGSCCE and IB Diploma Program goals, outlines and expectations for teachers and students. The IGSCCE aims to support learners in becoming:

- Confident in working with information and ideas be it be their own or the ideas of others.
- Responsible
- Reflective
- Engaged intellectually (Cambridge teacher and learner profile)

The IB profile defines that all members of the IB community strive to:

- Be principled
- Act with integrity and honesty, with a strong sense of fairness (IB Learner profile)

Academic honesty thus helps to ensure that all members of the ERIS school community maintain integrity, complete the work that is involved in learning instead of evading that work through academic misconduct and have equal opportunities to accomplish academic work in learning, teaching and assessment.

To achieve this the ERIS community will:

provide clear acknowledgement of ideas, words and works of other persons quoted, paraphrased or summarized from sources including but not limited to:

- Podcasts
- Broadcasts
- Lectures
- Interviews
- Books
- Maps
- Journals
- Newspapers

Internet searches

- Be familiar and consistently apply the ERIS citation guidelines as learned in Academic literacy classes (refers to avoiding **plagiarism**)
- Refrain from submitting the same piece of work for different assessments (avoiding **duplication**)
- Refrain from engaging in inappropriate collaboration between students (avoiding **collusion**)
- Ensure the authenticity of all information or data collected for assignments (avoiding **fabrication**)
- Align themselves to examination regulations before, during and after examinations (following **exam regulations**).

#### **4 Types of Academic dishonesty**

The following scenarios are definitions and illustrations of the school's academic policy either being violated or on the brink of being violated. Students and teachers should be aware of what can go wrong and devise strategies to avoid academic dishonesty.

#### 4.1 Plagiarism

**Plagiarism** is the representation of ideas or work of another person as the candidate's own work to be copied or submitted for assessment by another.

<p>Linda needs some expert opinion to contrast with her own, for her Global Perspectives research paper. She visits "Mr. Google" and is happy to find what she is looking for. She extracts a couple of sentences which she uses and includes a work cited page at the end of her paper.</p>	<p><b>Danger:</b> absence of quotation marks and in-text citation will count as plagiarism.</p> <p><b>How to avoid problems:</b> Always use quotation marks for direct quotes and acknowledge the sources using MLA within the essay.</p>
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#### 4.2 Duplication

**Duplication** is the presentation of the same work for different assessed tasks.

<p>Jacob did his Chemistry individual scientific investigation on the structure and properties of carbon allotropes. The work was conducted very well, and the teacher praised his effort. When it was time to choose his extended essay, Jacob realized that with some changes his Chemistry investigation could easily turn into extended essay. He decided to do exactly that to save time and energy.</p>	<p><b>Danger:</b> getting credit twice for the same work, for two different assessments is cheating even if the work is still yours.</p> <p><b>How to avoid problems:</b> If you liked the topic discuss the topic honestly and sufficiently with your supervisor to make the work appropriately different from the previous one and put in the required effort.</p>
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#### 4.3 Collusion

**Collusion** is the support of malpractice of another candidate by allowing one's work to be copied or submitted for assessment by another.

<p>Anna is doing well in Math. Unfortunately, the same cannot be said of her best friends Esther and Selma. Anna lends her friends her Math exercise book with the intention of helping them understand how to solve the problems set but both Esther and Selma are unable to formulate a response that distinguish their work from Anna's and end up copying Anna's work exactly as it is. All three submissions are the same.</p>	<p><b>Danger:</b> Non-coincidence similarities will inevitably occur. This is an offence that affects both the copier and the copied.</p> <p><b>How to avoid problems:</b> Structure assistance for peers differently, don't freely distribute electronic copies of work, warn friend of potential consequences of copying.</p>
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#### 4.4 Fabrication

**Fabrication** is the use of inauthentic data, evidence, facts, quotes and other sources of information.

<p>Lesly has procrastinated in connection with his Economics Extended Essay to the extent that he has not gotten round to collecting data that he needs for his graphs. The deadline for EE draft to be submitted to his supervisor is next week and he does not have enough time to collect the data. He knows what kind of data he wants in order to advance arguments in his essay and is tempted to fabricate in order to get around his problem.</p>	<p><b>Danger:</b> poor time management could Lesly to fabricate his data. This would make his assignment invalid.</p> <p><b>How to avoid problems:</b> Collect data as early as possible; consult with supervisor about timings and unforeseen demands.</p>
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#### 4.5 Impersonation

**Impersonation** is the false representation of authorship.

<p>Nicholas finds mathematics a very difficult subject; but his good friend Antonio is a top mathematics student. Whenever homework is given Nicholas asks Antonio for help and more often than not Antonio ends up doing Nicholas's homework for him. The teacher notices a huge disparity between Nicholas's homework and exam performance and starts to investigate.</p>	<p><b>Danger:</b> Teachers know their students' ability. Both students have committed academic dishonesty.</p> <p><b>How to avoid problems:</b> Seek help to understand and not answers to questions.</p>
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#### 4.6 Examination malpractice

Examination malpractice is the taking of unauthorized material into an examination room or misconduct during an examination.

<p>Charlie is busy in the Mathematics examination when he realizes he needs a ruler to measure something. He has forgotten to bring a ruler and asks the invigilator to ask Stevie who is sitting in front of him if he can borrow his ruler.</p>	<p><b>Danger:</b> Invigilators and candidates often see nothing wrong with this practice but sharing or the facilitation of sharing is a breach of examination regulations.</p> <p><b>How to avoid problems:</b> remember your tools. If you forget do your best without them because it inconveniences other students. Be familiar with both the IB and IGSC examination regulations.</p>
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#### 4.7 Breach of time zone exam regulation

Annie has just finished her IB History examination. She is confident that she has done well and is elated. In fact, she is so happy that she takes to social media to share a question she thinks she answered particularly well.	<b>Danger:</b> Breach of time zone regulations on exam content. It is also ethically wrong to give others by giving them undue advantage over others. <b>How to avoid problems:</b> at this points it is too late. If traced, this would be dealt with by the Examining Body.
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#### 4.8 Unwise Use Internet Sources

Sometimes students search the internet for ideas on research topics and whilst this is a good way to start it contaminates the students thinking. This can be avoided by starting assignments with your own ideas and search the internet after starting.

#### 4.9 Breach of Limits of Teacher Assistance

A good example is when students do assignments on deadline day. A teacher might end up offering to edit and give help in a manner that is not acceptable with the examination authorities.

### 5 Formal Procedures

- 5.1 All cases of academic misconduct must be reported directly and in writing to the Coordinator of the programme and the Head of School. All evidence must be supplied in the form of documents or a report from the teacher concerned.
- 5.2 The Coordinator will evaluate each individual case in consultation with the teacher and the Head of School and make a decision on it.
- 5.3 A meeting will be called in which the student is presented with the evidence and invited to comment on the case. These comments may be taken into account in fine-tuning the decision. Decisions will be communicated and explained.
- 5.4 The Coordinator will make the case known to the entire teaching faculty so that any subsequent cases are viewed in the light of the previous one(s).
- 5.5 Records of breaches of this policy will be kept by the relevant Coordinator

### 6 Referencing at Enko Riverside School

Referencing and citation at Enko Riverside School will be based on the MLA system ([www.mla.org](http://www.mla.org)).

There are many sources showing the style. For example:

- University College Dublin (<https://www.ucd.ie/t4cms/Guide70.pdf>)
- Purdue University (<https://owl.english.purdue.edu/owl/resource/747/01>)
- Concordia University (<http://library.concordia.ca/help/citing/mla.php>)

## 7 Academic Dishonesty: Consequences, Penalties, Remedial Steps

Scenario	Consequences	Penalties	Remedial Steps
<b>1. Internally assessed work, not used for final (IB or IGCSE) assessment</b>			
Collusion	Scores of zero/lowest grade for both students	1 <sup>st</sup> offence: student writes a report  2 <sup>nd</sup> and further offences: letter to parent/guardian, mentioned in semester report	none
Plagiarism	Score of zero/lowest grade		none
Duplication	Score of zero/lowest grade for second assignment which is later averaged with re-submitted work		Re-submission of second assignment
Fabrication	Score of zero/lowest grade		none
Impersonation	Score of zero/lowest grade (for both students if work was made available intentionally)		none
<b>2. Externally assessed/externally moderated work (final IBDP work, IGCSE coursework)</b>			
a) If <u>not identified</u> by School ahead of submission: possible loss of component grade and IB Diploma or IGCSE certificate			
b) If identified by School <u>too late</u> to take remedial steps: notification of examining body, loss of component grade and IB Diploma or IGCSE certificate			
c) If identified by School <u>early enough</u> to take remedial steps: see below			
Collusion	Score of zero for both students if assessment is used for semester grade	Letter to parent/guardians, mentioned in report	Re-submission of assignment under supervised conditions but no additional support from teacher
Plagiarism	Score of zero if assessment is used for semester grade		
Duplication	Score of zero for second assignment if assessment is used for semester grade		
Impersonation	Score of zero/lowest grade if assessment is used for semester grade (for both students if work was made available intentionally)		
Fabrication	Score of zero/lowest grade if assessment is used for semester grade		
<b>3. Examination malpractice</b>			
Scenario	Consequences	Penalties	Remedial Steps

Class test	Score of zero/lowest grade	Letter to parent/ guardian, mentioned in end of term report	none
Internal exam	Score of zero/lowest grade	Suspension <sup>1</sup> , mentioning in end of term report	none
External exam	Report to Examining Board	Suspension from school, mentioning in semester report	none

Academic Honesty Policy, 11.09.2016, Academic Honesty Policy (Reviewed),  
09.06.2019, Next review: 2021

<sup>1</sup> The interpretation of “suspension” is, on a case-by-case basis, at the discretion of the Director of Studies and Senior Management Team and may range from a short