

Academic Honesty Policy

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Preamble

Enko Maputo 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 Maputo 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 is not limited to the following:

- Providing or receiving unauthorised assistance in course work and lab work, or unauthorised assistance during exams or quizzes.
- Using unauthorised 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 versions 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 the 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 Enko Maputo 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

- assists through recommending suitable, academic materials and helps locating them;
- supports effective referencing and citing.

All parents

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

Coordinators and the Head of School

- need to support teachers and students in upholding and implementing the values of Enko Maputo Academic Honesty Policy;
- take appropriate action in case of breach of the policy or misconduct.

3. Best practice of academic honesty

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

- a) confident in working with information and ideas be it be their own or the ideas of others;
- b) responsible;
- c) reflective;
- d) engaged intellectually (Cambridge teacher and learner profile).

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

- a) be principled;
- b) 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 Enko Maputo 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 Enko Maputo community will:

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

- | | | |
|--------------|--------------|---------------------|
| ➤ Podcasts | ➤ Interviews | ➤ Journals |
| ➤ Broadcasts | ➤ Books | ➤ Newspapers |
| ➤ Lectures | ➤ Maps | ➤ Internet searches |

- b) be familiar and consistently apply the Enko Maputo citation guidelines as learned in Academic literacy classes (refers to avoiding **plagiarism**);
- c) refrain from submitting the same piece of work for different assessments (avoiding **duplication**);
- d) refrain from engaging in inappropriate collaboration between students (avoiding **collusion**);
- e) ensure the authenticity of all information or data collected for assignments (avoiding

fabrication);

f) 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.

a) Plagiarism

Plagiarism is the representation of ideas or work of another person as the candidate's own.

<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><u>Danger</u>: absence of quotation marks and in text citation will count as plagiarism. <u>How to avoid problems</u>: Always use quotation marks for direct quotes and acknowledge the sources using MLA within the essay.</p>
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b) 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 realised that with some changes his Chemistry investigation could easily turn into an extended essay. He decided to do exactly that to save time and energy.</p>	<p><u>Danger</u>: getting credit twice for the same work, for two different assessments is cheating even if the work is still yours. <u>How to avoid problems</u>: 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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c) 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 distinguishes their work from Anna's and end</p>	<p><u>Danger</u>: Non-coincidence similarities will inevitably occur. This is an offence that affects both the copier and the copied. <u>How to avoid problems</u>: Structure assistance for peers differently, don't freely distribute electronic copies of work, warn friends of potential consequences of copying.</p>
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up copying Anna's work exactly as it is.	
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d) Fabrication

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

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 the 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><u>Danger:</u> poor time management prevented Lesly from fabricating his data. This would make his assignment invalid.</p> <p><u>How to avoid problems:</u> Collect data as early as possible; consult with supervisor about timings and unforeseen demands.</p>
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e) Impersonation

Impersonation is the false representation of authorship.

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><u>Danger:</u> Teachers know their students' ability. Both students have committed academic dishonesty.</p> <p><u>How to avoid problems:</u> Seek help to understand and not answers to questions. unforeseen demands.</p>
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f) Examination malpractice

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

Charlie is busy in the Mathematics examination when he realises 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><u>Danger:</u> 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><u>How to avoid problems:</u> remember your tools. If you forget, do your best without them because it inconveniences other students. Be familiar with both the IB and IGCSE examination regulations.</p>
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g) Breach of time zone exam regulation

Annie has just finished her IB History. 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	<u>Danger:</u> Breach of time zone regulation on exam content. It is ethically wrong to give others an unfair advantage over others.
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she answered particularly well.	<u>How to avoid problems:</u> at this point, it is too late. If traced, this would be dealt with by the Examining Body.
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h) Unwise Use Internet Sources

Sometimes students search the internet for ideas on research topics.	<u>Danger:</u> Whilst this is a good way to start, it contaminates the students' thinking. <u>How to avoid problems:</u> Start work with your own ideas and do some research on the internet after you've started.
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i) Breach of Limits of Teacher Assistance

Sometimes students do assignments on deadline day.	<u>Danger:</u> A teacher might end up offering to edit and give help in a manner that is not acceptable with the examination authorities. <u>How to avoid problems:</u> Proactively manage your time, seek clarifications early, and refrain from relying on last-minute teacher assistance.
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5. Formal Procedures

- a) 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.
- b) The Coordinator will evaluate each individual case in consultation with the teacher and the Head of School and make a decision on it.
- c) 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.
- d) 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).
- e) Records of breaches of this policy will be kept by the relevant Coordinator.

6. Referencing at Enko Maputo

Referencing and citation at Enko Maputo will be based on the MLA system (www.mla.org).

There are many sources showing this 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
1) Internally assessed work, not used for final (IB or IGCSE) assessment			
Collusion	Scores of zero/lowest grade for both students	1 st offence: student write a report 2 nd and further offences: letter to parent/guardian, mentioned in semester report	none
Plagiarism	Scores of zero/lowest grade		none
Duplication	Scores of zero/lowest grade for second assignment which is later averaged with re-submitted work		Re-submission of second assignment
Fabrication	Scores of zero/lowest grade		none
Impersonation	Scores of zero/lowest grade (for both students if work was made available intentionally)		none
2) Externally assessed/externally moderated work (final IBDP work, IGCSE coursework)			
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	Scores 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	Scores of zero for both students if assessment is used for semester grade		
Duplication	Scores of zero for both students if assessment is used for semester grade		
Fabrication	Scores of zero for both students if assessment is used for semester grade		
Impersonation	Scores of zero for both students if assessment is used for semester grade (for both students if work was made available intentionally)		
3) Examination malpractice			
Class test	Score of zero/lowest grade	Letter to parent/guardian,	none

		mentioned in end of term report	
Internal exam	Score of zero/lowest grade	Suspension ¹ , mentioning in end of term report	none
External exam	Report to Examining Board	Suspension from school, mentioning in semester report	none



Rua das Rosas 59 200, Sommerschield 2
 Maputo, Mozambique
 maputo@enkoeducation.com
 www.enkoeducation.com/maputo/
 +258 845 40 91 51

¹ 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 internal suspension from classes to outright expulsion, depending on circumstances.