



## ACADEMIC HONESTY POLICY

# Academic Honesty Policy

Academic honesty in the Diploma Programme (DP) is a set of values and behaviour informed by the attributes of the learner profile. In teaching, learning and assessment, academic honesty serves to promote personal integrity, engender respect for the integrity of others and their work, and ensure that all students have an equal opportunity to demonstrate the knowledge and skills they acquire during their studies.<sup>1</sup>

## Principles

Colégio Atlântico, based on the philosophy of IB, places great value on integrity and academic honesty. This must be reflected in the individual student's participation in all forms of assessment, not only in the core - Theory of Knowledge (TOK), Creativity, Action and Service (CAS), Extended Essay (EE) - but also in the academic disciplines. Academic honesty refers to lab work and proper conduct in exams, production of authentic pieces of work (written and oral), protection of all forms of intellectual property – intellectual and creative expression, as well as patents, registered designs, trademarks, moral rights and copyright.

CA will support students to develop responsibility and respect based on the values of academic honesty in order to understand the importance of authenticity and intellectual property, including hard and online resources. This is related not only to books, newspapers, music and movies but also to data, photographs, illustrations, maps, works of art, as well as information taken from web sites, social networks and other electronic media, and so on. CA will therefore promote several workshops for both parents and students regarding the development of principles such as integrity, respect and honesty related to academic work.

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<sup>1</sup> International Baccalaureate Organization (2015), *Diploma Programme: from principles into practice*

## Philosophy and Practice

Academic honesty is based in three of the IB Learner Profile:

- Thinkers: we use critical and creative thinking skills to analyse and take responsible action and complex problems. We exercise initiative in making reasoned, ethical decisions.
- Principled: we act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.
- Reflective: we thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.<sup>2</sup>

Academic honesty is also based in the IB approaches to learning and teaching. Students will develop skills that help them not only to learn but also to be responsible for learning. There are five approaches to learning in IB, namely through thinking, communication, social, self-management and research skills. There are also six approaches to teaching which are equally important in order to develop learning abilities. They are: inquiry-based, conceptually driven, contextualized, collaborative, differentiated and informed by assessment.

## Conventions for citing

When we cite, we should make clear what it is that we are citing. It must be clear to the reader just what it is that we owe to someone else, and whether we have quoted exactly or have used our own words and understanding of the original material.

- The reader must be able to distinguish clearly between our words/work and the words/work of others.
  - Quotations — the exact words as used by others—are indicated either by quotation marks or by displaying (indenting) the quotation.
  - Paraphrase and summary of others' work should similarly be distinguishable from our own words and ideas.
- Use of a style guide ensures that our citations and references are recorded consistently.

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<sup>2</sup> International Baccalaureate Organization (2016), *Academic Honesty in the IB educational context*

- Choice of introductory or parenthetical citation is often a matter of readability, emphasis and authority.

As noted in the definitions below, the citation in the text links to a full reference that will enable the reader to trace the exact material used.

The three main types of in-text citation are as follows.

#### 1. Author

In-text citation is done by an introductory and/or parenthetical citation providing:

- the last name of the author, and
- page number(s) from which the quotation or paraphrase is taken, if applicable.

#### 2. Author–date

In-text citation is done by an introductory and/or parenthetical citation providing:

- the last name of the author, and
- the year of publication from which the quotation or paraphrase is taken, and the page number, if applicable.

#### 3. Numbered footnote

In-text citation is done by:

- superscript note numbers that come after the referenced passage, and after the final punctuation mark, if used, and
- corresponding footnotes placed at the bottom of their page of reference containing all reference details from which the quotation or paraphrase is taken; when using a source for a second or subsequent time, a shorter footnote reference is sufficient.<sup>3</sup>

### Specific Roles and Responsibilities

All DP students in CA should understand the meaning of academic honesty and put it in practice.

#### SCHOOL

- inform the students and post in classrooms the code of conduct;
- inform parents about the academic honesty policy;
- give parents and students an agreement accepting the consequences of malpractice to sign;

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<sup>3</sup> International Baccalaureate Organization (2014), *Effective citing and referencing*

- provide documentation to IB teachers with the principles and practices of academic honesty;
- encourage IB teachers to reinforce actively good academic practices;
- ensure that school community understands the meaning of malpractice;
- inform students that plagiarism should be investigated by teachers using appropriate software;
- explain to both parents and students the penalties applied if the students do not follow the code of conduct regarding the academic honesty policy;
- practice with teachers and students the referencing system – *Modern Language Association* (MLA).

## TEACHERS

- guide students in the formation of good academic practices;
- ensure the work complies with IBDP regulations;
- use a plagiarism software if there is any malpractice suspect;
- discuss the matter with the student and investigate the situation if there is a suspect of malpractice;
- contact the DP coordinator if there is any evidence of academic dishonesty.

## STUDENTS

- follow the guidelines of academic honesty policy;
- avoid any form of academic misconduct;
- be aware that disrespecting the code of conduct presented in the academic honesty policy is a serious academic offense;
- know the penalties of academic misconduct;
- sign the agreement about academic honesty.

## Academic Malpractice

The IB defines academic misconduct as 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:

- a) **plagiarism**: it is the representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgment.
- b) **Collusion**: this is a 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**: it is a 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) **unethical behaviour** such as the inclusion of inappropriate material in any assessment materials or the breach of ethical guidelines when conducting research
- f) 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).<sup>4</sup>

**Other forms of academic misconduct include:**

- duplicating work to meet the requirements of more than one assessment component;
- falsification or inventing fictitious data for an assignment;
- taking unauthorized material into an examination room;
- disruption of an examination by an act of misconduct, such as distracting another candidate or creating a disturbance;
- exchanging, supporting, or attempting to support, the passing on of information that is or could be related to the examination;
- failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of the examination;

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<sup>4</sup> International Baccalaureate Organization (2016), *General regulations: Diploma Programme*  
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- impersonating another candidate;
- theft of examination papers;
- disclosure or discussion of the content of an examination paper with a person outside the immediate school community within 24 hours after the examination;
- use of essay-writing services (ghost-written or purchased essays) offering assistance in writing essays or other assessment materials.<sup>5</sup>

Legitimate collaboration is different from collusion. Collaboration means working together and it is widely encouraged at certain times. Nevertheless, a final work must be produced by each student. In other words, all the parts of the work must be written using own words. By contrast, if a candidate copies a piece of someone's work, or the whole, this is collusion, that is an academic misconduct.

### Consequences of malpractice

**First offence:** the student will be reminded of the academic honesty policy and will have the chance of redoing the work in two days. Parents will be notified by the school; the misconduct will be registered in the student's personal record.

**Second offence:** the student will be given zero in the work. Parents will be notified by the school; the misconduct will be registered in student's personal record.

**Third offence:** the student will receive no credit for IBDP and could be recommended for withdrawal.

### External sanctions

There are some cases that IB investigates an academic misconduct.

These are some of the most common circumstances that will trigger an investigation.

- A coordinator informs the Assessment Division, IB Global Centre, Cardiff, that academic misconduct may have taken place during an examination.

- An examiner reports possible plagiarism or collusion.

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<sup>5</sup> International Baccalaureate Organization (2018), *Diploma Programme assessment procedures*

- A sample of assessment material randomly submitted to plagiarism detection software(s) (by the Assessment Division, IB Global Centre, Cardiff) reveals that the work of a candidate may not be entirely authentic.

- Facilitating information to other candidates during the completion time of the examination.

Before the IB will investigate a case of suspected academic misconduct, there must be clear evidence to justify a suspicion of wrongdoing.

- In the case of plagiarism, the evidence must be in the form of a source that appears to have been copied by a candidate.
- In cases of collusion, an investigation will only be pursued if the candidates' work shows clear similarities.<sup>6</sup>
- In the case of sharing of IB examination paper content the candidate may not have grade for subject(s) concerned.

To know details about infringements and the level of penalty which may be applied by the IB read Appendix 1.

**NOTE:** This document should be read in conjunction with all other school policies – Admission Policy, Language Policy, Special Needs Policy and Assessment Policy.

This policy will be reviewed every academic year in consultation with the staff.

## References:

- International Baccalaureate Organization (2016), *Academic Honesty in the IB educational context*  
International Baccalaureate Organization (2019), *Academic integrity policy*  
International Baccalaureate Organization (2018), *Diploma Programme assessment procedures*  
International Baccalaureate Organization (2015), *Diploma Programme: from principles into practice*  
International Baccalaureate Organization (2014), *Effective citing and referencing*  
International Baccalaureate Organization (2016), *General regulations: Diploma Programme*

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<sup>6</sup> International Baccalaureate Organization (2018), *Diploma Programme assessment procedures*

# Appendix 1

## Student academic misconduct<sup>7</sup>

### Written and oral coursework and examinations

Infringements	Level 1 penalty Warning letter to the student	Level 2 penalty Zero marks for component	Level 3a penalty No grade for subject(s) concerned—see note 1	Level 3b penalty No grade for “parallel” subjects—see note 2
<b>Plagiarism</b> <i>Copying external sources.</i>	Not applicable.	Between 40–50 consecutive words and incomplete acknowledgement of copied source(s).	More than 51 consecutive words copied and no acknowledgement of source(s) given—see note 3.	Not applicable.
<b>Peer plagiarism</b> <i>Copying work from another student.</i>	Not applicable.	Between 40–50 consecutive words with no acknowledgement and/or attempt to cite the copied source(s).	More than 51 consecutive words copied or submitting somebody else’s work as one’s own.	Not applicable.
<b>Peer plagiarism</b> <i>Student lending or facilitating their work.</i>	Student took reasonable steps to prevent their work being copied.	Student took no steps to prevent their work being copied or actively encouraged the copying of their work.	Student actively tried to sell their work to be submitted by others.	Student actively tried to sell the work of third parties to be submitted by others.
<b>Collusion</b> <i>Coursework only and when working collaboratively.</i>	Work of students show close similarity.	Work of students has similarities—less than 30%—and/or identical sections.	Work of students has extensive similarities—more than 31%—and/or identical sections.	Not applicable.
<b>Submitting work commissioned, edited by, or obtained from a third party—see note 4</b>	Not applicable.	Student submits work heavily edited by a third party to circumnavigate the rules on teacher support. <i>A penalty will be applied for any student in the same or different school providing the service or facilitating work.</i>	Student submits work that was entirely produced or edited by a third party. <i>A penalty will be applied for any student in the same or different school providing the service or facilitating work.</i>	For a student in the same or another IB World School providing the service.

<sup>7</sup> International Baccalaureate Organization (2019), *Academic integrity policy*

<b>Infringements</b>	<b>Level 1 penalty Warning letter to the student</b>	<b>Level 2 penalty Zero marks for component</b>	<b>Level 3a penalty No grade for subject(s) concerned—see note 1</b>	<b>Level 3b penalty No grade for “parallel” subjects—see note 2</b>
<b>Inclusion of inappropriate, offensive, or obscene material</b>	Minor offence—see note 5.	Moderate offence—see note 6.	Major offence—see note 7.	Major offence.
<b>Duplication of work</b>	Not applicable.	Presentation of the same work for different assessment components or subjects. <i>Partial reuse of materials; penalties will be applied to both subjects with reused materials.</i>	Presentation of the same work for different assessment components or subjects. <i>Complete reuse of materials; penalties will be applied to both subjects with reused materials.</i>	Not applicable.
<b>Falsification of data</b>	Not applicable.	Presentation of work based on false or fabricated data.	Not applicable.	Not applicable.

## Conduct during an examination

<b>Infringements</b>	<b>Level 1 penalty Warning letter to the student</b>	<b>Level 2 penalty Zero marks for component</b>	<b>Level 3a penalty No grade for subject(s) concerned—see note 1</b>	<b>Level 3b penalty No grade for “parallel” subjects—see note 2</b>
<b>Possessing unauthorized material in the examination room—see note 8</b>	In candidate’s possession but surrendered or removed during the first 10 minutes of the examination.	In candidate’s possession but no evidence of it being used during the examination.	In candidate’s possession and evidence of it being used during the examination.	Not applicable.
<b>Exhibiting misconduct or disruptive behaviour during an examination—see note 9</b>	Not applicable.	Non-compliance with the invigilator’s instructions during one component.	Repeated non-compliance with the invigilator’s instructions during one examination or non-compliance during two or more examinations. <i>Penalties could be applied to multiple subjects if incidents happen during the completion of</i>	Not applicable.

Infringements	Level 1 penalty Warning letter to the student	Level 2 penalty Zero marks for component	Level 3a penalty No grade for subject(s) concerned—see note 1	Level 3b penalty No grade for “parallel” subjects—see note 2
			<i>different subject papers.</i>	
<b>Exchanging, passing, obtaining or receiving verbal or written information from other students during the examination completion time—or attempting to</b>	Not applicable.	Not applicable.	When candidates try, successfully or not, to share answers and/or examination content with others.  <i>Penalties will be applied to all candidates participating in the incident.</i>	For a candidate in the same or another IB World School aiding other candidates.
<b>Removal of secure materials such as examination papers, questions and answer booklets, from the examination room</b>	Not applicable.	Candidate attempting to remove secure materials, but identified by invigilators before leaving examination room.	Candidate successfully removing secure materials from the examination room.	Not applicable.
<b>Impersonating an IB candidate—both impersonator and person allowing impersonation</b>	Not applicable.	Not applicable.	For both candidates allowing or conducting an impersonation.	For the candidate conducting the impersonation.  <i>If the impersonator is not an IB student, the IB will try to establish their identity and inform the relevant awarding body that impersonator is or was registered for.</i>  <i>If the impersonator is an IB graduate, the IB will apply penalties retrospectively.</i>
<b>Failing to report an incident of academic misconduct</b>	Not applicable.	Not applicable.	When student is aware of the act of misconduct, but decides not to report it to their school administrators.	When student is aware of the act of misconduct, but decides not to report it to their school administrators.

## Conduct that threatens the integrity of the examination

Infringements	Level 1 penalty Warning letter to the student	Level 2 penalty Zero marks for component	Level 3a penalty No grade for subject(s) concerned—see note 1	Level 3b penalty No grade for “parallel” subjects—see note 2
<b>Gaining access to IB examination papers before examination’s scheduled time</b>	Not applicable.	Not applicable.	Candidate in possession of partial or complete live examination content.	When in possession of partial or complete live examination content.
<b>Sharing of IB examination paper content before or during the examination’s scheduled time, or within 24 hours after the examination</b>	Not applicable.	Not applicable.	Candidate sharing partial or complete live examination content through any means, including but not limited to, email, text messages and the internet, even when shared information is general.	Assisted the sharing of partial or complete live examination content.
<b>Assisting another student(s) in committing an act of academic misconduct—see note 10</b>	Not applicable.	Not applicable.	When a student assists the act of misconduct.	When a student assists the act of misconduct.
<b>Failing to report an incident of academic misconduct</b>	Not applicable.	Not applicable.	When student is aware of the act of misconduct, but decides not to report it to their school administrators.	When student is aware of the act of misconduct, but decides not to report it to their school administrators.

## Interfering with an academic misconduct investigation

Infringements	Level 1 penalty Warning letter to the student	Level 2 penalty Zero marks for component	Level 3a penalty No grade for subject(s) concerned—see note 1	Level 3b penalty No grade for “parallel” subjects—see note 2
<b>Not cooperating with an investigation, whether involved or not</b>	Not applicable.	Not applicable.	When a student shows any of these behaviours and/or refuses to submit a statement.	When a student shows any of these behaviours and/or refuses to submit a statement.

Infringements	Level 1 penalty Warning letter to the student	Level 2 penalty Zero marks for component	Level 3a penalty No grade for subject(s) concerned—see note 1	Level 3b penalty No grade for “parallel” subjects—see note 2
<b>Providing misleading or demonstratively false information</b>	Not applicable.	Not applicable.		
<b>Attempting to influence witnesses</b>	Not applicable.	Not applicable.		
<b>Showing threatening behaviour to the person carrying out investigation or to witnesses</b>	Not applicable.	Not applicable.		

### Forgery or falsification of IB grades or certificates

Infringements	Level 1 penalty Warning letter to the student	Level 2 penalty Zero marks for component	Level 3a penalty No grade for subject(s) concerned—see note 1	Level 3b penalty No grade for “parallel” subjects—see note 2
<b>Forgery or falsification of IB grades or certificates</b> <i>Attempt to fraudulently amend a result in a subject—electronic or hard-copy certificates and transcripts.</i>	Not applicable.	Not applicable.	Students may receive additional sanctions depending on the number of subjects affected.	

### Explanatory notes

- Level 3a penalty. This depends on the seriousness of the incident; the penalty can be extended to several or all subjects of the session.
- Level 3b penalty will be applied to IB students involved in a form of misconduct that benefits another student rather than themselves.
- As approved by the Final Award Committee in November 2013, the level 2 penalty is not applicable for extended essays (EEs). Due to the nature of the subject, only one assessment component (the level 2 and level 3a penalties) have the same outcome on the candidate’s final result, the non-award of diploma. Therefore, plagiarism cases in EEs will only be considered when a considerable amount (more than 100) of consecutive words lacks proper reference.
- Submitting work commissioned, edited by, or obtained from a third party. This list includes, but is not restricted to:

- friends, family members, or other students in the same or different school, college or university
  - private tutors
  - essay writing or copy-editing services
  - pre-written essay banks
  - file-sharing sites.
5. Minor offences may include but are not restricted to:
    - conducting research without permission of the participants
    - including offensive or obscene comments or graphic materials in any assessment component
    - inclusion of materials with excessive or gratuitous violence or explicit sexual content or activity that could be considered or perceived offensive by others.
  6. Moderate offences may include but are not restricted to:
    - conducting field experiments or investigations that inflict pain or risks the well-being or survival of live organisms
    - conducting research or fieldwork that damages the environment
    - including offensive or obscene comments or graphic materials in any assessment component.
  7. Major offences may include but are not restricted to:
    - producing any work that shows disrespect of personal, political and/or spiritual values, and/or contain offensive remarks about race, gender, or religious beliefs
    - falsification or fabrication of data in producing any work
    - inclusion of materials with excessive or gratuitous violence or explicit sexual content or activity that could be considered or perceived offensive by others.
  8. Unauthorized materials or items may include but are not restricted to:
    - mobile or cellular phones
    - notes
    - study guides
    - own rough or scratch paper
    - non-permitted dictionaries
    - other prohibited electronic devices such as smartwatches or smartglasses.
  9. Misconduct during examinations may include but are not restricted to:
    - failing to abide by invigilator instructions
    - disruptive behaviour
    - attempting to remove examination materials from the examination room
    - leaving the examination room without permission.
  10. Assisting other student(s) in committing an act of misconduct may include but are not restricted to:
    - facilitating information to other candidates during the completion time of the examination
    - distributing live examination content before, during or after the scheduled time of that examination through any means.