

## Academic honesty policy

The IB Learner Profile is the starting point for Academic honesty policy of the Kirkenes vgs. The Academic honesty policy approved in the verification visit (2014) is used together with the IBO publication *Academic honesty in the IB educational context (2016 update)* in this updated version. When applying Kirkenes vgs Academic honesty policy, we encourage our candidates to be:

- **Inquirers** – who acquire the skills necessary to conduct inquiry and research and show independence in learning.
- **Knowledgeable** – who explore concepts, ideas and issues that have local and global significance.
- **Thinkers** – who exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.
- **Principled** – who act with integrity and honesty, take responsibility for their own actions.
- **Open-minded** – who appreciate their own cultures and are open to perspectives of other communities, seeking and evaluating a range of points of view
- **Risk takers** – who have the independence of spirit to explore new roles, ideas and strategies, and are brave and articulate in defending their beliefs.

When these qualities are applied to learning and candidate work, we hope to establish skills and behavior which support good practices to be found in the classroom, used for homework and continued to examination level. The good practices are expected to be introduced, modeled and used throughout the school.

### Academic honesty malpractice:

- **Plagiarism** is to represent an idea or work of another person as your own. All ideas and works of another person, photographs, maps, diagrams, illustrations and data must be acknowledged using a relevant referencing style.
- **Collusion** is when students produce internal assessment, essays or coursework for external assessment which contain for example identical paragraphs of interpretation. We do encourage co-operation and accept students to write essays on the same topic. Guidance should be sought from teachers if a student is in doubt of whether it is co-operation or collusion.
- **Excessive help from others.** It is okay to get help from others, as long as it is not excessive. This means that each piece of internal assessment must represent the student's own knowledge.

- **Cheating in examinations.** All students are expected to follow the set of rules for the conduct of examinations. Among other rules, it is prohibited to copying others, taking materials in to the examination and communication between students in the examination.

A further matter of academic honesty is **regular attendance at classes**. Students who fail to attend classes or CAS activities on a regular basis are not fulfilling their obligations to the IB Diploma Programme and the Learner Profile.

## **The responsibility for Academic honesty**

### **The IB Diploma Coordinator is responsible:**

- To make sure that the candidate:
  - Is briefed and understands what constitute academic honesty, an authentic piece of work and intellectual property.
  - understands what constitutes malpractice (particularly plagiarism, collusion and misconduct during an examination)
  - knows the consequences of malpractice.
- To communicate the academic honesty policy to the school community
- To keep record of cases of suspected malpractice and the procedures taken.

### **The teachers are responsible:**

- To make sure the students receive guidance and opportunity to practice on study skills, academic writing, how to conduct research and how to acknowledge sources.
- To ensure to the best of their ability that all work submitted for assessment to the IB is the authentic work of the student. This means that teachers will be vigilant for plagiarism, collusion and excessive help from outside sources. Teachers should use the plagiarism control function on electronic learning platform of the school for work that has to be handed in.
- To report possible malpractice to the candidate, homeroom teacher and the DP coordinator, when a candidate is suspected of plagiarism, collusion or excessive help.

### **The candidates are responsible:**

- To make sure that all sources used are acknowledged and that the work is authentically their own.
- Candidates are expected to comply with all internal school deadlines; this is for their own benefit and may allow time for revising work that is of doubtful authorship before the submission of the final version.

### **IB examiners are responsible:**

- To be vigilant and report to the IB any cases of suspected plagiarism, collusion or cheating. Students should also know that the IB randomly checks candidates' work using a web-based plagiarism detection system.

### **The Principal is responsible:**

- To conduct punitive measures in case of a continuous and serious malpractice of academic honesty.

## Consequences of academic honesty malpractice

- If a candidate plagiarises, colludes, or gets excessive help from others on a whole piece of work, this piece of work will not be marked. This is likely to have a seriously deleterious effect on their grade in the subject(s).
- In a first instance of academic malpractice, the piece of work will receive no marks and the candidate will be warned about reduced possibility of continued enrolment. The parents will be informed if the student is under aged. If the suspected malpractice is not serious and potentially non-intended, the student is given a chance to hand in a new version of the work.
- Subsequent instances of academic malpractice will put at risk the student's place in the school, and eliminate the possibility of continued enrolment from IB1 to IB2. If the academic misconduct takes place in the final year, predicted grade may not be given and/or the candidate may be withdrawn from the final exams.
- If an externally moderated/assessed work is signed by the student as their own work but the teacher still suspects plagiarism, collusion or the use of excessive help, the IB must be informed and there will be an investigation to collect evidence for a report to the IB's Final Award Committee. This will include statements from the student, the teacher and the IB Diploma coordinator. If the Committee decides that malpractice has occurred, no mark will be given for the subject and the Diploma will not be awarded.
- In case of a breach of examination regulations in the final exams, IBDP general regulations will be applied.