



Academic Honesty Policy

This document gives details to the school community and informs that the policy of Gimnazija "Svetozar Markovic" is that all work produced by Diploma Programme students is their own and authentic work which has all the ideas and words of others fully acknowledged. All students are expected to understand meaning and importance of academic honesty, as well as the difference between collaboration and collusion and to obey the rules relating to proper conduct of examinations.

IB students are expected to be PRINCIPLED – to act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. IB students take responsibility for their own actions and their consequences.¹

The aim of this policy is to encourage students to look to their teachers and DP coordinator for support when completing work in order to prevent any possible form of malpractice.

IB defines **malpractice** as behavior that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components.

Academic misconduct may include:

1. **Plagiarism**
2. **Duplication of work**
3. **Collusion**
4. Any other behavior that is defined as malpractice, such as:

¹<https://www.ibo.org/contentassets/fd82f70643ef4086b7d3f292cc214962/learner-profile-en>

- Taking unauthorized material into an examination room, including a mobile phone, an electronic device, wearable technology, smart watches or other form of smart technology
- Disruptive behavior during examination
- Stealing examination materials
- Disclosure of information about the content of an examination paper within 24 hours after a written examination
- Copying the work of another candidate
- Making up data for an assignment
- Impersonating another candidate
- Including offensive material in a script
- Failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of an examination
- Concealing and/or using unauthorized software on a graphic calculator, particularly, but not only, during examinations

Defining forms of malpractice

Plagiarism – the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear, and explicit references.

Collusion - Supporting academic misconduct by another candidate – allowing one's work to be copied or submitted for assessment by another. There are occasions where collaboration with other candidates is required and permitted and it involves working together with other students, but copying someone else's work is collusion.

Duplication of work – submitting the same piece of work for different parts of Diploma Programme.

The simplest method of **avoiding plagiarism** is to acknowledge honestly, accurately and clearly by references in the body of your work, and/or in a bibliography at the end, each and every piece of material used in the production of your work. All ideas and work which belongs to other persons, regardless of their source, must be acknowledged.

Passages that are quoted verbatim must be enclosed in quotation marks and references provided. CD-ROM, web sites and other electronic media must be treated in the same way as books and journals. Sources of photographs, maps, graphs and illustrations must be acknowledged if they are not one's own work. Material cannot be paraphrased without acknowledging the source and it is not sufficient to only include the reference in the bibliography.

The Responsibility of Students and Teachers

All students are responsible for ensuring that all work submitted for assessment is authentic and for fully and correctly acknowledging the work and ideas of others. Students are expected to review their own works before submission for assessment to identify any passages, computer programs, data, photographs and other material which require acknowledgement in a timely manner. It is the student's responsibility, if academic dishonesty is suspected, to prove that all pieces of work are his/her own, and have not been plagiarized. To that end, students are introduced to the resources that support academic honesty policy. All students will receive guidance from the DP coordinator and teachers and their responsibilities will be to read, understand and become familiar with the rules of the school academic honesty policy as well as with all IBO rules and regulations documents, publications related to the IB academic honesty (*IBO Effective citing and referencing, August 2014; IBO Academic honesty in the IB educational context, August 2014*).

Students attend the Academic Honesty Workshops at the beginning of the Year 1 where they become familiar with the importance of academic honesty, the documents which support that policy, use of the plagiarism software and they learn how to cite. Students receive the Academic honesty student guide based on Handbook of procedures for the Diploma Programme to support this policy.

Before submitting the work to IBO, students must sign a declaration of authenticity form and when required by teachers and/or by the DP coordinator, students must submit their work to software available at school to check the possible plagiarism.

Having the most contact with students, all subject teachers are responsible for the implementation of the academic honesty policy by encouraging an open communication about this topic and by being vigilant for obvious changes in a student's style of writing so they could identify work which may not be the authentic work of the student.

"If the coordinator or teacher has reason to suspect that part or the whole of a candidate's work may not be authentic, that work must not be accepted or submitted for assessment."²

School responsibilities regarding academic honesty implementation

The school is responsible to implement and develop policies that support IB Diploma Programme, including academic honesty. The main responsibility of the school is to make academic honesty a school priority which is consistent with IB expectations. The school is responsible for investigating any suspected

² *Academic Honesty: Guidance for Schools*, published by the International Baccalaureate, (2003, 2011), Geneva: Switzerland.

breaches of the standard in an open and fair way. All IB students attend the workshop IB Academic Honesty Policy, delivered by IB DP Coordinator in the first year of the Programme. The academic honesty is public, available on the school's website and delivered to the parents or legal guardians of the students.

Parents' responsibilities regarding academic honesty implementation

Parents are invited to comply with this policy and to cooperate with the school on this matter. The responsibilities of the parents are to monitor the student's work at home, to review the principles of academic honesty with the student and encourage the student to practice honesty in all matters. Parents have the insight into this document which will be provided as a part of the Academic Honesty Agreement that parents and school sign at the beginning of the first year of Diploma Programme.

Monitoring, investigating and reporting malpractice

All subject teachers, students and administration are encouraged to reflect on the work they are completing, presenting and assessing. Because of this approach and school ethos which values academic integrity, the monitoring of academic honesty should be consistent, non-invasive and led by the students, in the first place. DP Coordinator has the responsibility for making records of each case of malpractice. Teachers hold responsibility for guiding students, for monitoring the work they hand in to ensure it complies with IB regulations and for reporting on any suspected case of misconduct.

Consequences of malpractice

A candidate's failure to acknowledge a source will be investigated by the IB as a potential breach of regulations that may result in a penalty imposed by the IB final award committee.

Consequences of academic misconduct in a formal examination context as outlined by the IBO are the following:

- If the academic malpractice is deemed to be minimal, "0" will be awarded for the assessment component, but a grade will still be awarded for the subject.

- If a candidate is found to have plagiarized all or part of any assignment then no grade will be awarded for the subject. This automatically means that no Diploma can be awarded.
- Misconduct during an examination will result in no grade being awarded for the specific subject involved – which means no Diploma can be awarded.
- If a candidate falsifies a CAS record, no Diploma will be issued until 12 months after the examination session have passed. The CAS record will need to be correctly completed.
- If the case of academic misconduct is very serious, the candidate may not be allowed to re-register for examinations in any future session
- An IB Diploma may be withdrawn from a candidate at any time if malpractice is subsequently established

An appeal may be made to the final award committee in the light of new factual evidence, within three months of the original decision.

The school has the right to apply other sanctions when dealing with malpractice internally including internal exams, tests, class work (internal assessments) and homework procedures which do not involve internally and externally assessed final pieces of official IB examination work. In that case, the sanctions will include:

1st Offense: DP Coordinator will be notified by the teacher and the misconduct will be noted in school records. Parents will be notified by the DP Coordinator and the conference with appropriate school personnel will be organised.

2nd Offense: The Head of school and the DP Coordinator will be notified by the teacher. The student will be given “0” for the work and the parents will be notified by the Principal. After 2nd Offence, the student will receive disciplinary consequences. This second misconduct offense will also be noted in school records.

3rd Offence: After the 3rd breach of academic honesty, the student will receive “0” for the relevant work, and may be recommended for dismissal from the IB Program.

This document is part of the **Academic Honesty Agreement** that parents and school sign and it shall be reviewed every year by DP Coordinator and Head of School in order to follow any potential changes in IB requirements.

Bibliography

Academic Honesty: Guidance for Schools, International Baccalaureate, (2003, 2011), Switzerland

“Diploma Programme Academic dishonesty”, International Baccalaureate, Cardiff, 2009.

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