

Academic Integrity Policy

All members of the IB community must strive to be “principled”, acting with “integrity and honesty, with a strong sense of fairness, justice, and with respect for the dignity and rights of people everywhere. All members of the IB community must take responsibility for their actions and their consequences” (Diploma programme: From principles into practice (2015) and IB learner profile (2013)).

Vardafjell Upper Secondary School strives to align its school philosophy and principles to be consistent with those instated by the IBO, as described in all official IB documents (*Diploma Programme: From principles to practice (2015)*). It is our responsibility as a school to prepare our students for university studies and entry into the workforce. Hence our Diploma programme is focused on letting students develop a sense of freedom as well as helping them develop the needed skills to carry the responsibility of studying a course that emphasizes independence and self-reliance (*Academic honesty in the IB educational context (2014)*). The goal of this academic integrity policy is to develop positive behaviors in our IB students to ensure that they will demonstrate clearly that all their work is completed carefully, honestly and authentically (*Academic honesty in the IB educational context (2014)*). DP students must understand academic integrity and avoid any form of academic misconduct (*Diploma programme: From principles into practice (2015) and IB learner profile (2013)*).

At Vardafjell Upper Secondary School all IB staff as well as students are expected to respect all academic work and recognize the importance of acknowledging intellectual property. The school Academic integrity policy is based on the *Academic honesty in the IB educational context (2014)*.

Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical-decision making and behavior in the production of legitimate, authentic and honest scholarly work (Academic integrity (2019)).

All members of the school community share the responsibility of maintaining a high level of academic integrity. Rogaland county’s disciplinary regulations and the national Education Act provide the framework that helps regulate the practice at Vardafjell Upper Secondary School.



Expected practice

The IB students are expected to:

- Acknowledge any source used within any academic work by using one of the official referencing conventions
 - Vardafjell upper secondary school prefers that all students use the APA (American Psychological Association) referencing style
- Exercise academic honesty when attending classes, CAS experiences and other academic activities scheduled under the school's responsibility, eg. subject-specific components such as all internal assessment tasks
- Make sure that all work submitted for assessment is the result of independent work. Fair co-operation between students is not malpractice of academic honesty
- Comply with all internal school deadlines
- Follow all rules in the latest version of the *The conduct of IB Diploma Programme examinations*

Why is it important to cite?

- To show respect for the work of others.
- To give the reader the opportunity to follow up references.
- To help a reader to distinguish between the work of the creator and the work of others.
- To give the reader the opportunity to check the validity of the creator's interpretation.
- To receive proper credit for the research process.
- To establish credibility and authority of own knowledge and ideas.

Academic honesty – principles to practice (2014)

Student academic misconduct is defined as deliberate and inadvertent behaviour that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment (*Academic integrity, 2019*). Behaviour that may disadvantage another student is also regarded as academic misconduct (*Academic integrity, 2019*).

IB academic misconduct includes (but is not limited to)

- Plagiarism - The representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment.



- Collusion
 - Allowing another student to copy parts of one's work, or allowing another student to send one's own work for assessment
 - Producing assignments which contain paragraphs identical to another student's work or submitting someone else's work for assessment
- Duplication of work - Presenting the same work for different assessment components or diploma requirements
- 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. 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 is also regarded as misconduct. A clear set of rules, *The conduct of examinations – Notice to candidates*, is published well in advance and displayed throughout the school as well as in every examination room
- Other misconduct
 - Denying the peers access to information or material (for example books from the school's library or course material distributed by the teacher)
 - Falsifying CAS evidence or reflections, other sorts of records and/or official documents
 - Receiving too much help and guidance from another person when working with an assignment to be submitted for evaluation. This person can be a teacher, another student, a family member or a friend
 - Falsification: purchasing and/or submitting pieces of written work by someone else (including the use of ghost writers), misrepresenting actions or falsifying parent signatures

Consequences of academic misconduct

The school aims to prevent dishonesty and academic misconduct, which is also expressed in the county's disciplinary guidelines as well as the national Education Act. If a violation of academic honesty is suspected the school has the following procedures:

Coursework

In the event of academic misconduct - particularly plagiarism - being suspected, the teacher will raise their concern with the student in question before contacting first the student's personal tutor and then the IB coordinator. The teacher will be asked to gather



evidence and a meeting will be arranged with the student to discuss the situation. The student will be allowed to present their case and prove that the work is their own. If plagiarism has occurred and been admitted, a student may be given an opportunity to produce a new, independent piece of work where appropriate. The parents/guardians of students under 18 will automatically be informed by the student's personal tutor. If the malpractice takes place in the final version of a course work/IA/EE, the Head of school will be informed by the IB coordinator. If the malpractice is confirmed after hand-in of the final version, the student will be given an F for this coursework. No opportunity to re-write will be given after hand-in of final version of a document/work to be assessed as part of the student's final grade in any subject.

If coursework is signed off by the student as their own work but the teacher still suspects plagiarism, collusion, too much help, or cheating, 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.

The school reserves the right to not submit a piece of work that is not acceptable measured against IB standards.

All internal school deadlines must be kept. To get deadline extensions, the subject teacher in question must be contacted by the student well before the deadline, and a medical document is usually needed. The student's personal tutor and the IB coordinator must be informed of any deadline extensions. If extensions are needed linked to final deadlines set by the IBO, the subject teacher must immediately contact the student's personal tutor and the IB coordinator. The IB coordinator will immediately contact the IBO if the needed extension is due to cases of illness or accident when a student is genuinely prevented from completing work in time. A request for an extension to a deadline must be received at IB Cardiff before the normal deadline. An extension to a deadline will not be authorized retrospectively.

Subject tests or Mock examinations

If plagiarism or cheating in any form is discovered during a test/ mock examination, the student will be asked to leave the examination/test and will not receive a grade for this. The student will be invited to a meeting with the IB coordinator to discuss the situation. The parents/guardians of students under 18 will automatically be informed by the student's personal tutor.

Final IB examinations

An act of misconduct by a student during an IB examination will be reported immediately to the IB Assessment Centre by the IB coordinator, according to *The conduct of IB Diploma Programme examinations* as appropriate for each year.



A candidate will not be expelled from the examination room solely on the basis of suspected misconduct. However, the invigilator will immediately contact the IB coordinator, and the student will be formally cautioned but allowed to complete the examination. Without disturbing the other candidates, the matter will be raised with the concerned student at the end of the examination. This excludes disruptive behavior, which will be stopped immediately. The IB coordinator has the right to expel from the examination room any candidate whose behavior is interfering with the proper conduct of the examinations.

General regulations: Diploma Programme, article 20 (2014)

All IB students are expected to inform their IB coordinator immediately if an act that compromises the integrity of the examination is identified. This includes information shared in social media before the 24 hour limit after the written exams has passed.

School maladministration

The IB defines school maladministration as an action that infringes IB rules and regulations, and potentially threatens the integrity of IB assessments or examinations (*Academic integrity, 2019*).

Examples of this includes (but is not limited to):

- A subject teacher providing excessive assistance to their students during coursework production by providing templates or framework and/or providing multiples edits to the work
- Additional time being granted to students on exams without authorization from the IB (please refer to Inclusive education policy for more information on correct procedures).
- Insufficient number of and/or poorly trained invigilators for IB exams
- Failing to monitor student bathroom visits during IB exams
- Any non-compliance with the most recent version of conduct of examination rules, including unsecure storage of examination materials

Responsibilities

All members of the school community share the responsibility of maintaining a high level of academic integrity.



IB Students:

- The students are responsible for acknowledging all sources and ensure that all work submitted for assessment is their authentic work.
- The students must abstain from receiving non-permitted assistance in the completion or editing of work and must also abstain from giving undue assistance to peers in the completion of their work.
- The students must be familiar with the school's policy for Academic integrity and behave appropriately according to the policy.
- Before the start of the EE process, all students must attend a course on "What is academic integrity in the EE, sourcing and plagiarism"
- The students are expected to attend all information meetings (compulsory) concerning academic integrity and conduct of the exams
- All students, before submitting final work to the IB for assessment purposes, are required to sign all digital cover sheets in accordance with IB rules and regulations.
- All coursework and final drafts of IA/EE/TOK essay are to be submitted on itslearning and controlled by the plagiarism detecting software, and the students have to accept all measures of control on their work required by the IB coordinator
- Students are informed that the IB randomly checks candidates' work by using web-based plagiarism detection system

IB parents/legal guardians:

- Parents must accept that the principle of academic integrity is a fundamental part of the IB's educational philosophy
- Parents must support their children in planning a manageable workload so they can allocate time effectively
- Parents must understand what constitutes academic misconduct and its consequences (pages 2-5)
- Parents must understand what constitutes school maladministration and its consequences (page 5)

IB staff members:

- Throughout the two-year course all subject teachers are required to abide with and respect all sections of the IB document on Academic integrity when performing work on all external and internal assessment components. This is also the case for the core requirements in the IBDP such as Extended Essay, Theory of Knowledge and CAS work.



- It is the role of teachers to detect any forms of plagiarism. For this purpose, as one instrument of detection, students are required to submit final versions of all written work/components to the school LMP – *itslearning* – which has an integrated plagiarism detector function. Much guidance is also given to the students by their teachers on distinguishing between *collaboration* and *collusion*.
- Teachers are obliged to confirm that a student's work is their own.
- Teachers are expected to guide the students when needed and act as good role models.
- If a teacher provides too much help and guidance to a student when working with an assignment to be submitted for evaluation, it can be regarded as school maladministration. Over-editing, allowing multiple edits of a piece of work and providing clear templates/recipes are not allowed.

IB coordinator

- The IB coordinator is responsible for providing information and guidelines about the Academic Integrity Policy. The IB coordinator is also responsible for surveying correct behavior and start investigating processes when suspecting malpractice.
- As a pedagogical leader, the coordinator must ensure that the subject guides and all rules and regulations are strictly followed and that the IB regulations are applied consistently and fairly.
- At the beginning of the first year of the school's IB Diploma Programme, all new IB students are briefly introduced to the IB concept of academic integrity.
- The IB coordinator is responsible for providing information about rules of conduct of IB examinations, both to students, IB staff and exam invigilators. Separate examination preparatory meetings are organised to secure this information well in advance of the exam period. IB examiners must be vigilant and contact the IB coordinator immediately in any cases of suspected malpractice.

For more information on the investigations and the IB penalty matrices, please refer to the appendices included in the IBO publication *Academic integrity* (2019).

Ragnhild Aspen Alvsaker
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Revised November 2019
Next revision November 2020

This academic honesty policy (AHP) has been written based on the previous school policy, and also inspired by the Academic honesty policy at St.Olav Upper Secondary School, Senja Upper Secondary School, Copenhagen International School, Windermere School, and the IBO documents mentioned in the text above.



By signing this document, I accept the above described expectations linked to Academic Integrity as an IB Diploma Programme student/parent/legal guardian at Vardafjell Upper Secondary School

Date: Student signature:

Date: Parent/Guardian signature:

