



Academic Integrity Policy

English Secondary and IB

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Introduction

In keeping with our school's mission, we expect all members of our community to accept responsibility for their actions and be respectful of others. We encourage personal integrity as well as good practice in teaching, learning and all forms of assessment. We believe that the International Baccalaureate® (IB) Learner Profile¹ attributes are the foundation for teaching and learning and contribute to making us all responsible members of the local, national, and global communities to which we belong.

The English Secondary *Code of Conduct* is shared with families at the start of each school year. This signed contract is an agreement between the school, the student, and the parents/legal guardians. The importance of academic integrity is highlighted along with the expectations that students are required to produce authentic work. It is clearly stated that all breaches of academic integrity will be sanctioned accordingly, either internally within the school or in collaboration with the relevant external examining body.

All staff promote the understanding and the practice of academic integrity. Throughout the school, pupils are taught that information and ideas taken from external sources require appropriate acknowledgement. Teachers and students alike are encouraged to use anti-plagiarism software such as Turnitin®² to ensure the integrity of any work and to give feedback as part of the learning process. In addition, whilst we fully encourage the spirit of cooperation, pupils are reminded of the difference between collaboration and collusion.

In Years 7 - 11 and at the start of the IB Diploma Programme, incidents of academic malpractice are used as learning opportunities, with students being encouraged to reflect on the reasons why it is important to maintain integrity. However repeated transgressions will lead to a student being sanctioned under the terms of the school *Code of Conduct*, depending on the severity of the incident.

Academic Integrity in the IB Diploma Programme

Within the IB Diploma Programme, academic integrity is always expected. Ultimately the IB Diploma Programme Coordinator is responsible for all matters relating to academic integrity in Years 12 and 13.

At the start of Year 12, students attend a mandatory seminar on academic integrity run by the IB Diploma Programme Coordinator where they are introduced to the school and the IB Academic Integrity policies³ and are informed of the possible disciplinary sanctions. They are required to sign an Academic Integrity

¹ <https://www.ibo.org/benefits/learner-profile/>

² <https://www.turnitin.com>

³ <https://www.ibo.org/globalassets/new-structure/programmes/shared-resources/pdfs/academic-integrity-policy-en.pdf>



Declaration (*see Appendix 1*) which details their responsibilities, including the obligation to report any academic misconduct to their teachers, personal tutor or the IB Diploma Programme Coordinator. The relevant parts of the IB Academic Integrity policy are also shared with parents/legal guardians.

Further academic integrity seminars are run by the IB Diploma Programme Coordinator at key points during the programme. For example, students are taught about intellectual property and how to cite and reference during the skills lessons which prepare them for the Extended Essay. Academic integrity is reinforced in all IB lessons.

Before any coursework is submitted to the IB for moderation or assessment, students are reminded of their responsibilities towards academic integrity as outlined in both the school and the IB Academic Integrity policies. They are required to sign a declaration that the work they submit is their own, and that they understand the consequences of academic malpractice (*see Appendix 2*). Software (Turnitin®) is used by teachers and supervisors to check for plagiarism. Students are also encouraged to check for accidental plagiarism. Once a student has officially submitted the final version of their work to either a teacher, the IB Diploma Programme Coordinator, or directly to the IBO, it cannot be retracted.

Academic Malpractice in IB Coursework

If the authenticity of official IB coursework is in doubt, the IB Diploma Programme Coordinator will supervise an academic integrity investigation which consists of the following steps:

- collection of any relevant documents (e.g. another sample of writing known to have been produced by the student, a first draft or plan of the assignment, the data collected during an experiment, the sources cited etc).
- an interview conducted by the IB Diploma Programme Coordinator with the student and the subject teacher/supervisor or Director or Deputy Director of English Secondary. The student will be asked to explain in detail the method and the conclusions of the work they have submitted. A written account of the meeting will be agreed on by all of those present.
- an interview of other students or teachers if deemed relevant to the investigation. This interview is conducted by the IB Diploma Programme Coordinator and the subject teacher/supervisor or Director or Deputy Director of English Secondary.

In the event of suspected collusion, the students involved will be isolated from each other and interviewed separately. Students have the right to ask a parent or another member of the school community to be present during any interview.



If the investigation raises concerns about the integrity of the work and there is enough time before the final submission deadline, the student will be required to create a new piece of work under supervision. Otherwise, the IBO will be informed that the student has not completed the subject in question, and they will not be awarded the diploma that examination session. Additional sanctions may also be imposed by the school.

Academic Integrity in public examinations

Mandatory training and information sessions run by the IB Diploma Programme Coordinator or IGCSE Examinations Officer ensure the proper conduct of both invigilators and candidates during public examinations. A copy of the latest examination regulations is shared with all invigilators prior to the start of the examination session.

Any misconduct during examinations will be reported directly to the appropriate examination board for full investigation.

Academic Integrity and AI

Generative AI represents a compelling advancement in education, providing students with innovative tools to enhance their learning.

Students are instructed on the ethical use of generative AI whilst being encouraged to use it in assignments if deemed appropriate. They are, however, instructed to be transparent and disclose the utilisation of such tools, including proper citation and referencing with the specific prompt used and the data the response was generated.

This policy forms part of the English Secondary Staff Handbook and the IB Student and Parent/Guardian Handbook.



Appendix 1 :

Academic Integrity Declaration

All IB learners strive to be 'principled' acting with 'integrity and honesty', with a strong sense of justice and respect for the individual, groups and individuals.

Student name: _____ Exam Session: _____

Read the following statement carefully before signing.

By my signature, I declare that I am aware that I am bound by the terms of the IIL Academic Integrity (2024) policy, and that the policy has been explained to me, including the procedure for an investigation.

I am aware that all assessments must be carried out honestly.

I am aware that I may be required to do the following to justify my work:

- Discuss my work with the teacher
- Explain my methods and summarize my results
- Repeat the same/similar task for a separate set of data
- Produce a list of resources used to obtain my results

By my signature, I declare that I am aware that I am bound by the terms of the IBO Academic Integrity policy (2023) and that the policy has been explained to me.

I am aware that all work submitted must be **entirely my own work and in my own words**. Where the ideas or work of another person are represented within my work, the source(s) of those ideas or the work must be fully and appropriately acknowledged.

I am aware that academic misconduct includes:

- **Plagiarism:** The representation of the ideas or work of another person as your own.
- **Collusion:** Supporting malpractice by another candidate, for example, allowing your work to be copied or submitted for assessment by someone else.
- **Duplication of work:** The presentation of the same work for different assessment components and/or diploma requirements.
- **Malpractice:** Including the falsification of data and not following regulations for tests and examinations.

I am aware of the Penalty Matrices which could be applied if I commit academic misconduct.

I understand that it is my responsibility to report any possible academic misconduct to the IB DP Coordinator.

Signed: _____ Date: _____



Appendix 2 :

IB Candidate Declaration (May 2024 exam session)

I, the undersigned, consent to:

- **the programme coordinator or another authorised school staff member** uploading my work to the IB's eCoursework system.
- the IB's processing, use, disclosure, and transfer of my personal data, including without limitation any sensitive personal data and/or education records (as described in the IB's privacy policy and the Privacy Supplement). This includes worldwide cross-border transfers and storage and access of such data outside of my country of residence.
- the terms and conditions for eCoursework as described in the IB "Additional terms for eCoursework".

I also confirm that:

- I am at least 15 years old.
- I have verified my exam registration to be correct.
- the version of any materials I pass to my programme coordinator or another school staff member or which I upload myself **is the correct and final version.**
- the version of any materials I pass to my programme coordinator or another school staff member or which I upload myself is my own work and that I have correctly acknowledged the work of others. **I understand that failure to do this will be investigated as a potential breach of IB regulations and could result in the diploma not being awarded.**

Signature:

Print name:

Date :