

# Academic Honesty Protocol

## Primary Section



**CRAIGHOUSE**  
SCHOOL

## **Academic Honesty Protocol: Primary Section**

### **Rationale**

This protocol must be read in conjunction with the Academic Honesty Policy and will be an integral part of the School Life Guide and the Academic Honesty Policy.

Honesty is one of the core values of Craighouse School. Being “principled” is one of the attributes of the IB learner profile and it means acting “with integrity and honesty, with a strong sense of fairness and justice” and taking “responsibility for our actions and their consequences” (IBO 2014).

Academic honesty means making sure that we show what is our own work and ideas. When we write a story for example, we might use an idea from a television show or we might include a character that we know. It is alright to do this, as long as we do not pretend that all of the ideas are our own.

Academic honesty means not letting anybody else copy your work. This could be in class or it could be from the internet or from a book. You can help somebody by explaining something to them, but you must not let them copy your work, nor should you copy somebody else’s work.

If you use ideas or pictures from a book or the internet, you need to write down which book or which site the ideas or pictures came from. Your teachers and the Inquiry Centre can help you to do this.

### **Academic misconduct**

“Academic misconduct is a behaviour that results in, or may result in, the student or any other student gaining an unfair advantage (or a behaviour that disadvantages other students) in one or more assessment components”. (IBO n.d.)

The following are forms of academic misconduct:

- Failure to follow the assessment procedures as set out in Appendix 1.
- Collusion and plagiarism.
- Behaviour that disturbs or distracts other pupils.

## **Procedure in case of suspected academic misconduct**

- Academic misconduct is defined in the School Life Guide as “Serious misconduct” and breaches of academic honesty will be sanctioned in accordance with the School Life Guide.
- In cases of academic misconduct, the work/tests completed will not be assessed because the work thus produced does not evidence the pupil’s learning.

If a teacher sees misconduct:

### **In Years 1 and 2**

The tutor reflects with the pupil using the value involved, trying to find out how aware the pupil was when committing the misconduct.

### **In Years 3 and 4**

The tutor reflects with the pupil using the value involved and informs the deputy head in charge of the level and, if appropriate, the pupil will be required to stay for a ‘reflective thinking’ hour.

The tutor registers the misconduct in SchoolTrack and informs parents by email.

If the misconduct occurs when the pupil is with subject teachers, they must inform both the tutor and the deputy head in charge of the level. The tutor registers the misconduct in SchoolTrack and parents are informed by email.

If the misconduct happens a second time, it will be considered a “serious misconduct” and it will be sanctioned with one of the measures stated in the School Life Guide.

In the case of a sanction because of a breach of academic honesty, the parents of the sanctioned pupil may ask the head of section, in writing, to reconsider the measure. They must do so within five school days after the measure is communicated to the pupil and his/her parents. Once the letter of appeal has been received, the head of section will have fifteen school days to reply.

## Appendix 1

### Procedure for SIMCE, SEPA and progress tests

The invigilator must:

- Ensure serious and orderly conduct during the test.
- Actively supervise the assessment, walking to different parts of the room to monitor what the candidates are doing. No other task should be undertaken during invigilation.
- Collect any materials that are not permitted during the test.
- Read out the instructions to candidates.
- Read and follow the instructions for invigilators.
- Record any breaches of academic honesty, following the procedures set out in this protocol.

Pupils must:

- Go to the toilet before the test.
- Demonstrate the values of honesty, effort and responsibility when taking tests.
- Ensure academic honesty.
- Follow the invigilator's instructions and the instructions on the test.
- Finish the test on time and hand it in when the test ends.

Pupils must not:

- a. Enter the test room with prohibited materials (bags, books, etc.).
- b. Share materials.
- c. Communicate with other candidates inside the test room.
- d. Eat or drink inside the test room.
- e. Disturb or distract other pupils in any way.

## Appendix 2

### Bibliographic references in the Primary Section

#### Progressive expectations by grade level

Years 1 and 2:

**Books:**

Author's name, text title

**Website** including videos and pictures:

Name of website

Years 3 and 4

All sources used are well referenced in bibliography, including:

**Books:**

Author's name, text title, publisher, year of publication.

**Website**, including videos and pictures:

Name of website, website address and date accessed (day/month/year).

**Personal Interviews:**

- Last name, first name of interviewee.
- Personal Interview.
- Date: day/month/year.

#### References

IBO. (n.d.) *Academic Honesty in the Diploma Programme*. Retrieved 19 March 2019 from [https://resources.ibo.org/ib/topic/Academic-honesty/resource/11162-occ-file-g\\_0\\_malpr\\_sup\\_1410\\_1f\\_e/data/g\\_0\\_malpr\\_sup\\_1601\\_1\\_e.pdf](https://resources.ibo.org/ib/topic/Academic-honesty/resource/11162-occ-file-g_0_malpr_sup_1410_1f_e/data/g_0_malpr_sup_1601_1_e.pdf)

October 2020

Reviewed: October 2021

Person responsible: Head of Section