Academic Honesty Protocol

Senior Section

CRAIGHOUSE
SCHOOL

Academic Honesty Protocol: Senior Section

Rationale and purpose

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.

To be academically honest, pupils must learn a range of skills, such as note-taking, paraphrasing and citation. They must also develop a good understanding of what is meant by intellectual property so that they can be sure that their work is authentically their own.

While students will be supported to be academically honest, academic honesty remains wholly the responsibility of the student.

Pupils' understanding and application of academic honesty is linked to their age, given that as they grow, the realities and contexts in which the skills, knowledge and understanding of the issue will change.

The purpose of this protocol is to clarify the expectations in the Senior Section and to explain the process in case of suspected and/or actual cases of academic dishonesty.

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 2019)

The following are forms of academic misconduct:
1. Failure to comply with any aspect of the "Assessment procedures" (see Appendix 1).
2. Plagiarism.
3. Invention or falsification of data or information.
4. Collusion.
5. Duplication of work.
6. Not being able to guarantee authorship of work. This occurs when the final version of a student's work is not in accordance with the preceding process (the preceding process may be incomplete or there is no evidence of it at all). The process which enables authorship to be guaranteed consists of:
   - Comply with the process stages defined for each work.
   - Present preliminary draft (s) of the works.
   - These drafts must be given feedback by the teacher.
   - There must be evidence of the process undertaken to produce the final version

of the work.
- The final version of the work must be consistent with the drafts submitted earlier and the feedback received.
- The work must be consistent with the pupil's previous work (even in other subjects).
- The pupil must be able to account for his/her work by explaining it and being able to answer questions about it.

Procedure in case of suspected academic misconduct

- According to the School Life Guide, breaches of academic honesty constitute a serious misconduct, with the respective consequences for this type of behaviour.
- In cases of academic misconduct, the work/tests completed will not be assessed because the work thus produced does not evidence the student's learning.

Detection of breaches:

- When there is a suspected breach of academic honesty, the teacher who detects the suspected breach speaks with the pupil and informs the tutor via email, with a copy to the head of department and the section (headofsenior@craighouse.cl).
- If the pupil acknowledges the breach, the next stage is "Consequences for breaches".
- If the breach is committed during a supervised assessment, the assessment must end immediately and the materials must be withdrawn from the pupil. The pupil must go immediately to the head of section. The assessment must be taken again, as soon as possible after the breach; a different task may be set.

Investigation if the pupil does not acknowledge the breach:

- In cases where the pupil does not acknowledge the breach:
    - The section organises meetings with the pupil and the teacher. The section listens to both parties.
    - There is a follow up and a decision is taken.
- Process in cases where authorship is in doubt:
    - The subject teacher together with the head or deputy head of section questions the pupil to offer him/her an opportunity to explain the work.
    - The style of the work is compared to the style of other assessments and work completed by the pupil.
    - If it is determined that there is no breach, this is the end of the process.
    - If it is determined that a breach has occurred, refer to the section "Consequences".

Consequences:

- When there is a breach of academic honesty, the particular circumstances of each case must be considered in order to determine the consequences in accordance with the

School Life Guide.
- The teacher that detected the breach must register an annotation in SchoolTrack and forward it to the tutor and section via headofsenior@craighouse.cl.
- The tutor together with the subject teacher inform the pupil's parents and arranges a meeting with them to inform them of the consequences.
- A letter of academic honesty is signed (warning that they cannot have another lack of academic honesty), which will warn that, in case of repetition, the consequences will be progressive.
- In case of IB Diploma candidates, the letter must also have the warning that no other breach can be repeated to continue being an IB Diploma candidate.
- If the assessment fault is an official IB final version, the exam will not be sent to the IB and instead will be informed with an "F" (work not submitted or work does not fulfil the requirements). This means that the pupil will not receive an IB grade in that subject (equivalent to a grade N), and he/she will not be able to pass the full IB Diploma.
- In the case of a sanction for a lack 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 reconsideration has been received, the head of section will have fifteen school days to reply.

Appendix 1

Assessment procedures

The invigilator must:
- Ensure serious and orderly conduct during the examination.
- 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 cell phones and any materials that are not permitted in the examination room.
- Read aloud to students and follow the directions in the "Invigilator's instructions".
- Record any breaches of academic honesty, following the procedures set out in this protocol.

Pupils must:
- Demonstrate the values of honesty, effort and responsibility when taking assessments.
- Follow the invigilator's instructions and the instructions on the test/examination.
- Bring all required and authorised materials.
- Go to the toilet before the test.
- Finish the test/examination on time and hand it in when the test/examination ends.

Pupils must not:
- Enter the examination room with prohibited materials (bags, books, notes, cell phones, etc.) In case of forgetfulness, you must immediately hand it over to the invigilator.
- Share materials.
- Speak with other candidates inside the examination room.

- Eat or drink.
- Leave the examination room to go to the toilet (or any other place).

Verbal instructions from the supervisor to the students [1]

At the beginning of the exam
- Do not open the exams until I tell you to.
- Does anyone have any unauthorised material with them? This is the last chance to say it.
- Do you have everything you need for the test?
- Remember that any violation of the instructions is considered a violation of academic honesty.
- Read the instructions very carefully.
- Do you have (announce the time available) for this test. You cannot go out during the test.
- You can now start writing.
- It is now ... (post the exact time).

    Note: Please write on the board:
- Start time:
- End time:

During the exam
- Announce the time remaining when applicable:
  - There are 30 minutes left.
  - There are 5 minutes left.

At the end of the exam
- Exam finished. Stop writing right now. Do not add anything or change anything in the answers.
- Make sure your name is written on the cover.
- After the exam is removed: you can leave.

Note: If a student finishes early, the test should NOT be withdrawn until the test is over.

[1] International Baccalaureate Organisation (2019). *Diploma Programme Assessment Procedures http://www.sso.ibo.org/*

Appendix 2

Citations and bibliographic references in the Senior Section

Citations

1.- **Why is it important to cite?**
Citations can provide the basis to support or debate an investigation and offer documented evidence for content which is not common knowledge.

2.- **For which reasons do we cite?**
● To affirm statements or claims that we make.
● To support our own ideas with the words of a different author.
● To show an opposing opinion and, generally, refute it.
● To give credibility to a piece of work by documenting the sources of the content and statements made, so they can be verified.

3.- **Length and number of citations**
● Essential citations must be included. Essential citations are those that allow a reader to access the documents and verify the theories and hypotheses made in the work.
● The work should not be filled with long citations nor should it contain citations that do not serve a purpose. The work should be the author's words with occasional inclusion of others' opinions.

Progressive expectations by grade level

Year 9 (MYP)
● At least three citations.
● Complete bibliographic reference of any of the sources they have used.

Years 10, 11 and 12 (Diploma)
● Over three citations.
● Complete bibliographic reference and with the order and perfect punctuation, as indicated in the Guide for bibliographic citations and references.

Appendix 3

Official Diploma assessments (for candidates and non-candidates)

The teacher must ensure that any official written assessment of the Diploma (for candidates and non-DP candidates) necessarily has a complete preliminary draft. If the draft format allows checking for similarity on Turnitin, it should be uploaded to Turnitin.

Final work must also be uploaded to Turnitin to check for similarity.

Each subject must define the stages of the process of each work that allow to guarantee the authorship of the same and to show the personal progress of each student. This process must be shared in writing with the students.

References

International Baccalaureate Organisation (2019). *Academic Integrity.*

International Baccalaureate Organisation (2019). *Academic Honesty in the Diploma Programme.*

International Baccalaureate Organisation (2019). *Diploma Programme Assessment Procedures.*

Updated: October 2021
Responsible: Head of Section