



# Scarborough College

## Academic Integrity Policy

### Introduction

This document outlines the Scarborough College (SC) policy on academic integrity in its International Baccalaureate Diploma Programme (IBDP). It has been created in accordance with key documentation, including the International Baccalaureate (IBO) statement on academic integrity (2019) and the information in section C5 of the Diploma Programme Assessment Procedures (2021).

### Underlying Principles

The principle of academic integrity should be viewed positively by the entire College community and become a natural part of academic study, remaining with the IB student throughout their education and beyond (Academic Honesty in the IB educational context, 2016, p.1). In developing learner profile attributes, the most important in relation to academic integrity is the expectation that students are “principled”.

### Responsibility for Academic Integrity

The responsibility for academic integrity lies with the whole school community. However, key roles are outlined below.

### The role and responsibility of the IB and Deputy IB Coordinator

The IB and Deputy IB Coordinator are responsible for:

- ensuring that students, teachers and parents/legal guardians understand the meaning and importance of academic integrity
- overseeing the process through which students are informed of all aspects of academic integrity as set out in IB policies and procedures
- scheduling the coursework and extended essay calendars
- informing all students of the IB examination regulations
- reporting breaches of academic integrity regulations in examinations and assessments to the IBO.

### The role and responsibility of teachers and support staff

Teachers / tutors are also responsible for:

- ensuring that students have a full understanding of the expectations and guidelines of all subjects
- ensuring that students understand what constitutes academic misconduct and its possible consequences
- planning a manageable workload so students can allocate time effectively to produce work according to IB's expectations
- giving feedback and ensuring students are not provided with multiple rounds of editing, which would be contrary to instructions described in the relevant subject guides
- ensuring that all student work is appropriately labelled and saved to avoid any error when submitting assessment to the IB
- developing a plan to cross-reference work across multiple groups of students when they are preparing to submit final pieces of work for assessment in order to prevent collusion
- responding to student academic misconduct and supporting the school's and IB's investigations
- responding to school maladministration and supporting the school's and IB's investigations.

(Academic Integrity, 2019, p.14)

Teachers must ensure that:

- to the best of their ability, all work submitted for assessment is the authentic work of the candidate.
- ALL internally assessed work, the extended essay and theory of knowledge essay must be submitted to Turnitin.



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- The Turinitin report must be checked by the subject teacher or extended essay supervisor. Necessary steps are to be taken, as outlined further below, in cases of compromised academic integrity.

### **The role and responsibility of students**

Students are expected to:

- have a full understanding of SC's and the IB's policies
- respond to acts of student academic misconduct and report them to their teachers and/or programme coordinators
- respond to acts of school maladministration and report them to their teachers and/or programme coordinators
- complete all assignments, tasks, examinations and quizzes in an honest manner and to the best of their abilities
- give credit to used sources in all work submitted to the IB for assessment in written and oral materials and/or artistic products
- abstain from receiving non-permitted assistance in the completion or editing of work, such as from friends, relatives, other students, private tutors, essay writing or copy-editing services, pre-written essay banks or file sharing websites
- abstain from giving undue assistance to peers in the completion of their work
- show a responsible use of the internet and associated social media platforms.

(IBO, 2019, p.16)

Students must also complete a Google Form indicating that they understand the meaning of academic integrity and the consequences of academic misconduct.

Despite the best efforts of teachers / tutors, and the IB and Deputy IB Coordinator to ensure that all work submitted to the IBO is the authentic work of the candidate, the College cannot be held responsible for the consequences of any charges of malpractice. It is the student's own responsibility to ensure that their work is at all times authentically their own and that it is well referenced.

### **The role and responsibility of parents and legal guardians**

Parents and legal guardians are expected to:

- support their children's understanding of IB policies, procedures and subject guidelines
- understand school internal policies and procedures that safeguard the authenticity of their children's work
- support their children in planning a manageable workload so they can allocate time effectively
- understand what constitutes student academic misconduct and its consequences
- understand what constitutes school maladministration and its consequences
- report any potential cases of student misconduct or school maladministration to the school's directorate and/or the IB
- submit only genuine and/or authentic evidence to support a request for inclusive access arrangements or adverse circumstances considerations for their children
- abstain from giving or obtaining assistance in the completion of work to their children.

(Academic Integrity, 2019, p17-18)

### **Malpractice**

Departure from academic integrity is seen as malpractice. This is defined by the IBO as "behaviour that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components" (International Baccalaureate Examinations and Assessments, 2019).

It is also an act that potentially threatens the integrity of IB examinations and assessments that can happen before, during or after the completion of the assessment or writing time of the examination, both paper-based and on-screen (Academic Integrity, 2019, p. 23).



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Malpractice, or academic misconduct, can be related to coursework, internal assessments, written assignments, IB orals, extended essays and theory of knowledge essays or examinations. Incidents related to any of these will be treated as described in the Diploma Programme Assessment Procedures (2020).

### **Responses to matters regarding academic integrity**

If a teacher has reason to believe that part or the whole of a candidate's work might be deemed to be in violation of the principles of academic integrity, the teacher will draw the candidate's attention to the possible consequences.

If the work is part of a student's weekly prep assignments, the matter will be resolved by the teacher. A comment will be placed on the Reward and Conduct section within iSAMS for future reference by the teacher and the SC's Behaviour Policy followed.

If a student submits an assignment as part of their IB assessment and there is evidence of academic misconduct, then the work will not be submitted to the IB. The student will be asked to rewrite the assignment against a set deadline. It is the responsibility of the individual teacher to bring the case to the attention of the IB Coordinator. A comment will also be placed on the Reward and Conduct section of iSAMS by the teacher.

In the first instance of malpractice regarding IB examination coursework, the student will receive a warning and a letter will be sent to parents/guardians after consulting the relevant teacher and the student.

In case of repeated malpractice regarding IB examination coursework, the IB Coordinator will interview the student and the student may be withdrawn from the IB examination of the subject.

It is important to understand that a candidate's IB Diploma or Course certificate is likely to be withheld if the IBO finds that serious breaches of academic malpractice are evident in coursework assessment.

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Person Responsible for Updates	Date Last Reviewed	Next Review Due
Katie Cooke	September 2021	September 2024