

ACADEMIC HONESTY POLICY

Version 1 – 4/06/2007

Rationale:

The QLD Academy for Creative Industries supports and promotes the principles of properly conducted academic research and the respect for integrity in all forms of assessment. As an International Baccalaureate school, the Academy acknowledges the International Baccalaureate Organisation's advocacy of ethical behaviour as an essential part of the IB Diploma Program in conducting academic research and submission of authentic work. We value the concept of intellectual property and the need to hold students accountable for the ethical use of the ideas and words of others.

Purpose:

The creation of an Academy culture of honesty and integrity is integral to our purpose of developing 'ethical future path makers' and is underpinned by the Academy character ideals of honesty, trustworthiness, respect and responsibility. The presentation of authentic work is essential to good scholarship and practice. This policy explains the Academy's expectations for honest academic practice on the part of students. It sets out the responsibilities of Academy staff in developing and promoting academic honesty, and penalising plagiarism and other forms of dishonesty.

Principles:

Elements of Academic Honesty

An authentic piece of work is based on the candidate's individual and original ideas with the ideas and work of others fully acknowledged. Therefore, all assignments, whether written or oral, completed by a candidate for assessment must wholly and authentically use that candidate's own language and expression. Where sources are used or referred to, whether in the form of direct quotation or paraphrase, such sources must be fully and appropriately acknowledged.

Candidates must acknowledge:

- All ideas and work of other persons.
- Rendition of another person's words presented in a new style and integrated grammatically into the writing.
- CD ROM, email messages, Web sites.
- Electronic media.
- Sources of all photographs, maps, illustrations, computer programs, data, graphs, audio-visual.
- Verbatim (word for word) quotes.
- Works of art including music, film, dance, theatre arts, visual arts.

Definitions

Malpractice

Candidates are required to act in a responsible and ethical manner throughout their participation in the Diploma Program and examinations. In particular candidates must avoid any form of malpractice. *The IBO defines malpractice 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.'* Malpractice most commonly involves collusion or plagiarism.

Examples of malpractice include but are not confined to:

- **Intentional plagiarism:** Representing the ideas or work of another person as one's own.

Unintentional plagiarism: Careless paraphrasing and citing of source material such that improper or misleading credit is given.

- **Collusion:** Supporting malpractice by another student – allowing work to be copied, or submitted for assessment by someone else.
- **Duplication of work:** Presenting the same work for different assessment components in the IB.
- **Other Misconduct:** Any other behaviour that gains an unfair advantage e.g. cheating in an exam, falsifying a CAS record. Additionally Teachers and Coordinators must not engage in the following actions:

- The unauthorised rescheduling of an examination.
- Failing to keep exam papers secure prior to an examination.
- Providing undue assistance in the production of any work that contributes to the assessment requirements of the IB Diploma.
- Leaving candidates unsupervised during an examination.
- Allowing additional time in examinations without IBO approval.
- Releasing an examination paper, or disclosing information about the paper, within 24 hours after the examination.

Further elaboration is provided regarding collaboration and collusion to provide clarity regarding commonly confused concepts.

Collaboration

Collaboration includes working in groups to achieve a shared goal and is a common form of assessment in which all members of the group are expected to participate equally. Group work may be face to face, in discussion boards, blogs and wikis for example. The protocols of acknowledging sources still apply.

Permissible collaboration includes the following:

- Discussion with other students regarding issues raised by the assessment item.
- Discussion with other students regarding means by which to address the issues raised by the assessment item.
- Collaborate in the location of, and sharing, sources of information relevant to the item of assessment.

Impermissible collaboration includes the following:

- Collaborate with other students or persons in the writing of all or part of the student's submissions for the assessment item.
- Collaborate with other students or persons in the writing of all or part of any other student's submissions for the assessment item.
- Provide a copy of his or her work in respect of that item of assessment to another student.

Collusion

- Is a form of plagiarism that can occur as a result of inappropriate collaboration during group work.
- Occurs when two or more people work secretly for the purpose of deliberately misleading others.
- It involves working with someone with the deliberate intention to mislead. This could involve working with someone else to produce work which is presented as your own when, in fact, it was the result of secretly working with someone else.
- Can be avoided by taking own personal notes of what is happening during group work sessions.
- It is collusion if a student allows another to copy an assignment even if that student changes the words to make it look like his own before submission.

For further examples of malpractice refer to the **IB Guidelines for Academic Honesty 2.7.**

Conventions for citing and acknowledging original authorship

- The Queensland Academy for Creative Industries has adopted the Harvard author-date system for acknowledging sources as the Academy standard. This is based on recommendations of the School Library Association of Queensland.
- Where subject areas have specific guidelines for acknowledging sources in addition to those outlined in the Academy text, '*A guide to referencing and bibliographies*', (King, 2006) these guidelines must be clearly outlined and published to students. For example, Art may have particular requirements for paintings, pictures and drawings.
- All students and teachers will be issued with a copy of guidelines for acknowledging sources.

Roles and Responsibilities:

DEAN OF STUDIES/IB COORDINATOR

- Understand what constitutes academic honesty and an authentic piece of work.
- Know the consequences of being found guilty of malpractice.
- Establish a school culture that actively encourages academic honesty.
- Support the IBO fully in the prevention, detection and investigation of malpractice.
- Understand additional responsibilities in the event of a candidate being investigated for malpractice.

TEACHERS

- Provide instruction and scaffolding necessary for students to use ethical research practices including opportunities for feedback via the drafting process.
- Provide students with consistent advice on good academic practice whenever necessary.
- Support the Academy's Academic Honesty Policy and comply with the Academy Standard for acknowledging sources.
- Confirm, to the best of his or her knowledge, all students' work accepted or submitted for assessment is the authentic work of the student.
- Provide students clear guidelines on academic writing and referencing styles required in each subject.
- Provide clear information on assessment requirements in each Unit Outline, especially concerning aspects involving individual and/or collective assessment.
- Provide clear guidelines on group work, especially concerning assessment and division of tasks among group members and monitoring of group work to ensure fair assessment.

STUDENTS

- Have ultimate responsibility for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged using the Harvard referencing system available in the set referencing text.
- Are responsible for complying with the Queensland Academy for Creative Industries Assignment Policy regarding meeting deadlines and absences.
- Should seek clarity from Teachers and Teacher Librarian during assignment process and regarding any aspect of Academic Honesty guidelines.

Academy Processes and Procedures

- The Academic Honesty Policy has been developed in accordance with the IB Diploma Program general regulations.
- All students and teachers will receive a copy and explanation of the policy at the beginning of the course.
- All teachers will receive training on implementation and monitoring of the policy.
- Students will receive formal training and a copy of the text '*A guide to referencing and bibliographies*', (King, 2006).
- Students and parents will sign the Assignment Ethical Practice Code attached to each assignment.
- Teachers will provide further advice and guidance to students on implementation of the Academic Honesty Policy and the development of good academic research practices.

The Academy believes that through proactive teaching and learning and consistent and persistent practices that any behaviour which may lead to malpractice will be identified early and rectified before an incident occurs.

Investigation of Intentional Malpractice:

The Dean of Studies/IB Coordinator will investigate any suspected malpractice. The situation must be resolved within the Academy.

1. The teacher will notify the Dean of Studies with supporting documentation if malpractice is suspected. The teacher will not make an open allegation to the student and any suspicion of malpractice will be kept confidential to the process.
2. The Dean of Studies will determine whether malpractice has taken place based on information gathered through the investigation. The investigation will include interviewing the student and allowing the student to provide explanation.
3. The Dean of Studies will inform the parents of the process irrespective of the outcome.
4. If evidence of malpractice is confirmed, the student and parents will be notified in writing and informed of the consequences. Appeal provisions will accompany this correspondence.
5. An appeal must be submitted within 7 school days of the date of the letter. The Principal will consider the appeal. The Principal's decision will be final and will be communicated to the student and parents in writing.
6. Copies of all records of investigation, correspondence and the assessment item will be kept on the student's subject file.

Consequences of malpractice:

A. Summative externally assessed assignments

If any part or whole of the student's work is suspected of not being authentic, that work must not be submitted to the IBO. One of the following courses of action may be followed:

1. If malpractice is identified prior to the formal submission date to the Academy but prior to IB submission, then the work will be required to be revised and resubmitted in time to meet the formal assessment due date. If the student fails to resubmit by the formal date, an F will be recorded.
2. If malpractice is detected, once the assessment has been formally submitted on the due date and confirmed following investigation, an F will be recorded on the appropriate mark sheet and no grade will be awarded for the subject concerned. This may seriously impact on the student's eligibility for the Diploma under IB rules.
3. If teachers detect malpractice after work has been formally submitted and accepted for assessment to the IB, the IBCA must be informed. The IB Diploma or a Certificate may be withdrawn from a candidate at any time if malpractice is subsequently established.

B. Academy formative assessment

Following investigation of an allegation of malpractice, if on the balance of probabilities a student has committed malpractice then the following consequences will be applied:

Intentional malpractice

1. If malpractice is identified prior to the formal submission date, then the work will be required to be revised and resubmitted in time to meet the formal assessment due date. If the student fails to resubmit by the formal date, an F will be recorded.
2. If malpractice is detected, once the assessment has been formally submitted on the due date and confirmed following investigation, an F will be recorded on the appropriate mark sheet and no grade will be awarded for the subject concerned. The end of term/semester report will reflect the student has failed to fulfil the course requirements for the period.
3. The student will be required to resubmit the assignment which will be marked for diagnostic purposes and in order for the student to complete IB course fulfilment requirements.

Unintentional malpractice

1. The item will be marked with the result taking into account the malpractice. This result will be used in the term/semester report.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle or earlier as required.

Ratification:

Ratified by the Management Team on

Bibliography

International Baccalaureate Organization 2003, 'Academic honesty: guidance for schools', International Baccalaureate Organization, IBO, Geneva, viewed 4 February 2007, <http://occ.ibo.org/ibis/occ/guest/home.cfm>

King, J 2006, *A guide to referencing and bibliographies: for secondary school students*, School Library Association of Queensland, Mt Gravatt, QLD.

Lathrop, A & Foss, K 2000, *Student cheating and plagiarism in the internet era: a wake-up call*, Libraries Unlimited, Englewood, CO.

Macrossans Union Solicitors 2007, 'Plagiarism and permissible collaboration- a Queensland case', *Queensland Teachers Union News*, vol. 30, no. 3. pp. 17.