



## **PAHOKEE MIDDLE HIGH SCHOOL**

### **IB Programme Academic Integrity Policy**

#### **PURPOSE OF THE ACADEMIC INTEGRITY POLICY**

“As part of the IB’s educational goal to award reliable, fair and recognized outcomes to our students through valid assessments, this policy has been created to ensure a common understanding of the IB’s academic integrity principle. Results cannot be fair if some students have had an unreasonable advantage over others. Academic integrity is a responsibility of the whole IB community.” (Academic Integrity, 2019)

At PMHS, we strive to develop principled students, who exhibit honesty and integrity. The Academic Integrity policy is designed to communicate the expectations of the IB Programme as they pertain to the submission of authentic work by Pahokee Middle High School students. Thus, the reasons we develop and implement this policy are to maintain fairness, to maintain trust and credibility and to develop respect for others (Academic Integrity, 2019). Terms associated with academic misconduct are explained in the context of the IB Programme. Students and teachers must strive to work together in preventing academic misconduct by taking responsibility for their roles in producing authentic work and in the investigation of suspected academic misconduct.

#### **EXPECTATIONS**

“Academic integrity must be part of the teaching and learning process and an aspiration of the entire school community” (Academic Integrity, 2019) Therefore, at PMHS leadership, coordinators, teachers, staff, students, and parents share the responsibility of maintaining a high level of academic integrity. As such, as stated in the Academic Integrity document, we must ensure that all IB students understand:

- their responsibility for producing authentic and genuine individual and group work
- how to correctly attribute sources, acknowledging the work and ideas of others
- the responsible use of information technology and social media
- how to observe and adhere to ethical and honest practice during examinations

In addition, the school community at PMHS must ensure that students:

- acknowledge any source used within any academic work by using one of the official referencing conventions (APA or MLA)
- exercise academic honesty when attending classes, SA and CAS experiences and other academic activities scheduled under the school’s responsibility
- follow the terms outlined in the policy and other official IBO publications

Upon teacher request, students are required to upload specific IB assessments to Turnitin.com to generate originality reports to affirm the authorship of ideas included in these documents.

Failure to adhere to the Academic Integrity policy may constitute academic misconduct.

#### **STUDENT ACADEMIC MISCONDUCT**

According to the IB Academic Integrity Policy document, “The IB defines student academic misconduct as deliberate or inadvertent behavior that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment. Behavior that may disadvantage another student is also regarded as academic misconduct. It also includes any act that potentially threatens the

integrity of IB examinations and assessments that happens before, during or after the completion of the assessment or examination, paper-based or on-screen.”

**Misconduct includes:**

- plagiarism—this is defined as the representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgment
- collusion—this is defined as supporting academic misconduct by another candidate, for example, allowing one’s work to be copied or submitted for assessment by another
- duplication of work—this is defined as the presentation of the same work for different assessment components and/or DP core requirements
- misconduct during an IB examination (for example, taking unauthorized material into an examination, behavior that disrupts the examination or distracts other candidates, or communicating with another candidate)
- unethical behavior such as the inclusion of inappropriate material in any assessment materials or the breach of ethical guidelines when conducting research
- any other behavior that gains an unfair advantage for a candidate or that affects the results of another candidate.

If IB suspects academic misconduct, the school is notified of the allegations and the IB coordinator is prompted to conduct internal investigations obtaining statements from the student and teacher(s) or invigilator(s) involved in the incident. The IB coordinator submits findings to IB and notifies students of the decision from the IB Award Committee (General Regulations: Diploma Programme, 2019).

**ACADEMIC MISCONDUCT CONSEQUENCES**

**Coursework:** For work in the drafting stages, any teacher who suspects that a candidate may have violated the terms of the Academic Integrity policy must draw the candidate’s attention to the problem before any submission to IB. For work in the final version, teachers should not authenticate any work that is believed to be in violation of the Academic Integrity policy. Because of the prior academic misconduct preventative measures, Pahokee Middle High School does not allow the candidate to amend the work. If the concession to amend the work is not allowed by the school, then an F (meaning no work submitted) must be entered onto IBIS by the DP Coordinator for the component. An F will result in no grade being awarded for the subject/component

**Examinations:** All students must have a clear understanding of the IB’s expectations in terms of the conduct of the written. Therefore, students must adhere to ethical and honest practices. Students must not take any unauthorized materials into the examination room and must follow invigilator instructions. A student found in possession of unauthorized materials during an examination, regardless of intent or if the material is used, is still considered to be in breach of regulations and will be investigated by the IB (Academic Integrity, 2019).

At Pahokee Middle High School, students receive discipline referrals by the IB teacher if there are allegations of academic misconduct. We developed a system to issue consequences for violations of the academic honesty code to candidates based upon the infraction. Levels are determined by the importance of the assignment:

**Level One Violations** include, but are not limited to:

- Copying homework
- Looking on another student’s test or quiz
- Allowing another student to look on a test or a quiz

- Using other secretive methods of receiving or giving answers on a test or quiz
- Working with other students on a course-based assignment that was meant to be done by an individual

**Level One Consequences:**

1. Candidate will receive a zero on the assessment for the classroom grade.
2. The incident will be documented on a discipline referral and placed in the candidate's discipline file as well as in the candidate's permanent electronic discipline file.
3. Parents will be notified by telephone or email.

**Level Two:** Violations are severe and will be handled by the teacher, DP Administrator, Diploma Coordinator, and the Principal. Level two violations include, but are not limited to:

- Taking information from another source that is not properly attributed to use in IB internal or external assessments.
- Working with other students on IB internal or external assessments that were meant to be done by an individual.
- Duplication of work; to present the same work for different IB assessment components and/or IB diploma requirements.
- Taking any part of a test to use for oneself or to give to another student.

**Level Two consequences:**

1. Candidate will receive a zero for the assessment for the course grade.
2. The incident will be documented on a discipline referral and placed in the candidate's discipline file as well as in the candidate's permanent electronic discipline file.
3. Parents and student will be required to attend a conference with the Diploma Coordinator, IB Administrator and Principal and sign a behavior contract.
4. The assessment in question will not be submitted to IB (or included on an internal assessment report) which results in fewer points gained towards the final IB grade in the subject.

\*\* Academic misconduct with respect to extended essays, CAS or TOK prescribed titles results in ineligibility for the IB Diploma.

**A second level one violation will be considered a level two violation.**

**A level one violation and a level two violation (in combination) will be handled as a level two violation.**

**Level Three:** Violations are extreme and will be handled by the Principal, IB Administrator and Diploma Coordinator. These violations include, but are not limited to:

- Stealing examinations
- Purchasing or submitting another individual's paper as one's own.

**Level Three consequences:**

1. Candidate will receive a zero for the assessment for the classroom grade.
2. The incident will be documented on a discipline referral and placed in the candidate's discipline file as well as in the candidate's permanent electronic discipline file.
3. Parents and student will be required to attend a conference and sign a behavior contract. The student will be exited from the Diploma Programme.

**Three Level 1 violations or two Level 2 violations will be considered a Level 3 violation and will be handled accordingly.**

## IB ACAMEDIC MISCONDUCT PENALTY MATRICES:

“Penalties apply in instances of academic misconduct where the IB has taken action against a student who is registered for IB assessed components. The IB may investigate issues which could be considered academic misconduct even if they are not listed in this document. During investigations into academic misconduct, evidence and statements from all involved parties will be gathered. Each case will be judged on the evidence available and any sanction applied will be based on the penalty matrix.” (Academic Integrity, 2019). Penalty matrix infringements include, but are not limited to:

### Written and oral coursework and examinations

Infringements	Level 1 penalty <b>Warning letter to the student</b>	Level 2 penalty <b>Zero marks for component</b>	Level 3a penalty <b>No grade for subject(s) concerned—see note 1</b>	Level 3b penalty <b>No grade for “parallel” subjects—see note 2</b>
<b>Plagiarism</b> <i>Copying external sources.</i>	Not applicable.	Between 40–50 consecutive words and incomplete acknowledgement of copied source(s).	More than 51 consecutive words copied and no acknowledgement of source(s) given—see note 3.	Not applicable.
<b>Peer plagiarism</b> <i>Copying work from another student.</i>	Not applicable.	Between 40–50 consecutive words with no acknowledgement and/or attempt to cite the copied source(s).	More than 51 consecutive words copied or submitting somebody else’s work as one’s own.	Not applicable.
<b>Peer plagiarism</b> <i>Student lending or facilitating their work.</i>	Student took reasonable steps to prevent their work being copied.	Student took no steps to prevent their work being copied or actively encouraged the copying of their work.	Student actively tried to sell their work to be submitted by others.	Student actively tried to sell the work of third parties to be submitted by others.
<b>Collusion</b> <i>Coursework only and when working collaboratively.</i>	Work of students show close similarity.	Work of students has similarities—less than 30%—and/or identical sections.	Work of students has extensive similarities—more than 31%—and/or identical sections.	Not applicable.
<b>Submitting work commissioned, edited by, or obtained from a third party—see note 4</b>	Not applicable.	Student submits work heavily edited by a third party to circumnavigate the rules on teacher support. <i>A penalty will be applied for any student in the same or different school providing the service or facilitating work.</i>	Student submits work that was entirely produced or edited by a third party. <i>A penalty will be applied for any student in the same or different school providing the service or facilitating work.</i>	For a student in the same or another IB World School providing the service.

(Academic Integrity, 2019, p. 32)

## PREVENTION OF ACADEMIC MISCONDUCT

- ✓ Students receive a copy of the *Academic Integrity Policy*
- ✓ Students will be required to sign the Pahokee Middle High School Honor Code
- ✓ The Academic Integrity policy is posted on the school website and ManageBac for access by candidates, teachers, parents and stakeholders

- ✓ Internal and external assessment are coupled with a review on research skills and citation formats by IB teachers in the classroom
- ✓ Students are continually reminded about the IB learner profile attribute of being principled, and to act with integrity and honesty

### **RESPONSIBILITIES** *(from the document Academic Integrity, 2019)*

#### **Students must:**

- ✓ have a full understanding of their school's and the IB's policies
- ✓ respond to acts of student academic misconduct and report them to their teachers and/or DP coordinator
- ✓ 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

#### **Teachers are 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.

#### **MYP and DP Coordinators are responsible for:**

- ✓ ensuring that all school and IB policies are applied fairly and consistently
- ✓ ensuring compliance with secure storage of confidential IB material policy and the conduct of IB examinations
- ✓ ensuring that teachers, students and parents and legal guardians have a copy, read and understand the school's academic integrity policy
- ✓ reporting suspected instances of student academic misconduct and school maladministration to the school administration and/or the IB
- ✓ supervising all activities related to the investigation of student academic misconduct and school maladministration cases according to the school and/or IB policy.

#### **Leadership are responsible for:**

- ✓ having an academic integrity policy, with scheduled plans for reviews and updates
- ✓ ensuring that teachers, support staff, students and parents and legal guardians have a common understanding of the IB's expectations with regards to academic integrity

- ✓ ensuring that teachers, support staff, students and parents and legal guardians have a common understanding of what constitutes student academic misconduct and school maladministration
- ✓ ensuring that teachers, support staff, students and parents and legal guardians have a common understanding of possible consequences for those that engage in student academic misconduct and school maladministration
- ✓ ensuring that students are held accountable, according to the school's own policies, when involved in an academic misconduct incident
- ✓ ensuring that teachers and school administrators are held accountable, according to the school's own policies, when involved in a maladministration incident The school leadership team Academic integrity
- ✓ immediately notifying the IB of any breach in the procedure for the secure storage of IB examination materials or the conduct of the examinations, in accordance with the procedures described in programme-relevant documents
- ✓ supporting the IB in any investigation into possible student academic misconduct, following guidance provided by the IB
- ✓ supporting the IB in any investigation into possible school maladministration, following guidance provided by the IB.

### **Policy Review**

Last reviewed: August 2022

The policy will be reviewed: Annually

Policy Committee: IB assistant principal, MYP and DP coordinators, department chairs.

### **References:**

*General Regulations: Diploma Programme, IBO, 2019*  
*Academic Integrity, IBO, 2019*

*(updated/revised May 2020; March 2021; August 2022)*