



Academic Integrity Policy



IB Learner Profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners, we strive to be:

Inquirers

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

Knowledgeable

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

Thinkers

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

Communicators

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

Principled

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

Open-minded

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

Caring

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

Risk-takers

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

Balanced

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

Reflective

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities

IB's Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organisation works with schools, governments and international organisations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

WAT's Mission Statement

The mission of the World Academy of Tirana (WAT) is to cultivate internationally-minded students who connect their acquired knowledge to action in the real world. Our goal is to inspire children to become active, compassionate, lifelong learners who can relate harmoniously with other people and cultures.

As an IB school, WAT's Vision, Mission and Values are closely aligned with the IB Learner Profile and provide a framework of values to which we aspire as a community. The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities

Table of Contents

IB Learner Profile	2
IB's Mission Statement	3
WAT's Mission Statement	3
Rationale/Philosophy	5
Forms and Definitions of Academic Malpractice	6
Responsibility of the School	8
Effective Practices to Promote Academic Honesty	9
Best Practice Strategies to Promote Academic Integrity at WAT	9
Responsibilities of Staff, Students and Parents	11
Principled teachers who promote academic integrity will:	11
Principled Coordinators/Administrators who promote academic integrity will:	11
Principled students who promote academic integrity will:	12
Principled parents/guardians who promote academic integrity will:	12
Procedures for handling Academic malpractice at WAT	13
PYP Students	14
MYP Students	16
DP Students	19
IB Procedures for Handling Academic malpractice	22
Bibliography	24
Academic Integrity Policy Declaration	25
Declaration of Teachers	25
Declaration of Student	26
Declaration of Parents/Guardians	27

Rationale/Philosophy

According to the International Baccalaureate Organisation (IBO), academic honesty is a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment (IBO 2). It is one of those fundamental core values that the Organisation aims to promote and develop in community of learners around the world that follows one or more of its four international educational programmes, the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme (DP) and the IB Career-related Certificate (IBCC). Similarly to IB, WAT attached great importance to good academic practice because we believe that it is an important set of values essential for the development of a principled community of learners at our school and around the world. Hence our entire academic honesty policy is guided by the IB Learner Profile and in particular the attribute that teaches learners to be “principled.” Principled learners strive to act with integrity and honesty and they take responsibility for their own actions. Further to that, we also believe that by promoting a strong culture of academic integrity among our students, we are not only preparing them for professional integrity in their future careers but also helping to fulfil the broader mission of IB which is developing internationally minded citizens in today’s rapidly globalised world. Therefore, the purpose of this policy is fivefold:

1. To raise awareness amongst WAT’s community about IB’s expectations in regards to the principles of academic integrity.
2. To promote exemplary academic practices and a school culture that actively encourages academic integrity (see Teacher’s and Student’s Guide to Developing Good Academic Practices).
3. To clarify the IB and the school position in regards to academic misconduct and spell out possible consequences for such violations.
4. To outline the roles and responsibilities of all stakeholders who will assume the all important task of ensuring that a strong culture of academic integrity prevails in our school through the effective implementation and application of this policy (school administrators, teachers, parents and students).
5. To develop a school-wide academic integrity scope and sequence that is age-appropriate, developmental and supportive of good academic practices for students at our school.

Forms and Definitions of Academic Malpractice

The IB defines academic malpractice as “behaviour that results in, or may result in, a student gaining an unfair advantage in one or more assessment components” (IBO 3). Academic malpractice may take the following forms:

Plagiarism: Plagiarism can be **intentional** and **unintentional**. Intentional plagiarism is the deliberate act of representing someone else’s ideas, works, thoughts, visuals, graphics, music as your own, without acknowledging them through quotation, reference, or footnote. Non-intentional plagiarism involves the inappropriate, but non-deliberate use of another’s ideas or works without proper acknowledgement (Student’s Honor Office).

A common example of plagiarism is when you cut and paste a graph from a website without acknowledging its source. Other forms include copying information from a book without acknowledging the source using quotation marks and without including a reference list at the end of the assignment listing the sources. Putting someone else’s ideas into your own words and copying works of art without proper acknowledgement, may also constitute plagiarism.

In any case, there is a zero tolerance for **copy/pasting** any kind of school-related work.

Collusion: supporting malpractice by another person, such as allowing one’s work to be copied or submitted for assessment by another. Allowing your classmate to copy your work or providing him/her with material to submit for assessment constitutes acts of collusion.

Sometimes your teacher may ask you to collaborate with other students. Nevertheless the final piece of work must be produced independently, even if it may be based on similar data. This means that the abstract, introduction, content, conclusion or summary of a piece of a piece of work must be written in each candidate’s own words. For example, if two candidates have exactly the same introduction to an assignment, this is interpreted as collusion (IBO 4).

Duplication of work: the presentation of the same work for different assessment components. For example, if a student submits a piece of work for a History assignment, and then later hands in the same or almost the same piece of work for his/her Extended Essay, this can be considered as malpractice.

Other forms of misconduct: this includes any behaviour that gains an unfair advantage for a student or that affects the results of another student. This can take any of the forms described below:

- Continuing work on an examination or assignment after the allowed time.
- Getting equal credit on collaborative assignments when equal work was not done.
- Attempting to gain an unfair academic advantage for oneself or another by bribery or by any act of offering, giving, receiving, or soliciting anything of value to another for such purpose.
- Misconduct during an exam.
- Exchanging information with another student about the content of an exam.
- Failing to comply with the instructions of an invigilator.

- Disclosing the content of examination papers with a person outside the immediate school compound within 24 hours after examination.
- **Cheating** – is when a student attempts to give the appearance of a level of knowledge or skill that has not been achieved. Cheating can include copying someone else's work, having someone else complete an assignment or take an exam for you, stealing an exam paper, collaborating on an examination or assignment without authorisation and using unauthorised materials during an examination or while completing an assignment, including a mobile phone or your own rough notes.
- **Fabrication/Falsification** - inventing information, falsifying research, projects and/or using other products with the intent to deceive (for example, citing information not taken from the source indicated, submitting an assignment containing falsified data, or creating a false reason to receive special consideration for an assignment.
- **Forgery** – involves producing fake documents or any other object of value used with the intent to deceive another (for example, falsifying parents/doctors/CAS or SA supervisors signatures, in permissions slips, field trip forms, excusals notes, CAS or SA reviews)
- **Tampering** – to meddle with something, with the intention of altering, damaging, or misusing it. Students who interfere with teacher materials and/or student records for the purpose of cheating or fabrication are committing acts of academic malpractice (IBO 5).

Responsibility of the School

As a means of fostering a supportive and motivating environment that develops students' pride in their work, the school aims to give students and parents adequate information to prevent malpractice. Our goal is to positively address the issue by highlighting the importance of conducting research within the constraints of respect for students' own work as well as other people's work.

- WAT will consistently teach the skills of research and citation methods for referencing to equip students with the necessary skills for academic writing.
- The school will brief all students regarding Academic Integrity and ensure students have access to relevant information, and understand what constitutes academic misconduct, and what the possible repercussions might be. This would be reinforced during the Homeroom classes and throughout the units of study.
- The school will make accessible the Academic Integrity Policy and the IBO's Effective Citing and Referencing (2014) on ManageBac.
- Teachers should set clear expectations for assessments and provide guidance to candidates on how to correctly cite the sources they have consulted.
- The IB Coordinators will submit student's work for final assessment to the IBO only after all steps for detecting plagiarism and authentication of student's work have been followed.

Effective Practices to Promote Academic Honesty

WAT teachers will contribute to the implementation of this policy by taking actions that instill in the students the desire to produce authentic work and to give credit to other people's work.

For instance, all teachers and the librarian implement effective practices to promote academic honesty by doing the following:

- giving students clear guidelines on the various topics contained in this policy that are frequently addressed (ideally, posted in the classroom).
- teaching students to cite references and sources by giving illustrative examples.
- strictly adhering to, and respecting, internal assessment deadlines.
- giving students adequate time to practise and acquire citation skills.
- promoting the implementation of the academic integrity policy at the whole-school level.
- Students should start in 4th grade with making simple bibliographies and research pieces, middle schoolers must engage in research opportunities, and students should arrive at secondary level with citing being almost second nature.
- teaching students to appreciate the work of others and to be fair to the authors.
- helping students become familiar with the referencing style the school adopted (MLA).
- using Turnitin to detect plagiarism and teaching students how to use it.
- coaching students to check their own work before turning it in.
- continuously addressing the topic of academic integrity, its components and consequences.

Likewise, WAT will take actions that will include the following:

- Require all students and parents to read the Academic Integrity policy and sign the declaration form.
- Require MYP 5 students to sign the Personal Project Academic Honesty form, as a way to confirm student ownership of their work.
- Require DP students to sign the IB DP Candidate Consent Form, as a way to confirm student ownership of their work.
- Inform students and parents about the existence of electronic tools that detect plagiarism such as Turnitin. Additionally, they will be informed about the IBO random checks for plagiarism on students' work.
- Inform both students, parents and legal guardians about the consequences that will be applied by the school should a case of malpractice or academic dishonesty were to occur.

Best Practice Strategies to Promote Academic Integrity at WAT

To instil a culture of academic integrity in our students, teachers will promote the following best practice strategies:

- Teachers will set authentic assessment tasks that reduce to a minimum the opportunity for plagiarism.
- Teachers will conduct workshops for teachers, parents, and students to raise awareness on academic integrity and academic malpractice.
- Teachers will teach students acceptable reference conventions in their respective disciplines. These are included in a guide/manual for academic integrity.
- Teachers will clearly explain to students how much collaboration is permissible on an assignment.
- Teachers will make academic integrity strategies and policies accessible to the whole school community by publishing it on the school website and in students' handbooks. Academic integrity information can also be incorporated within students' assignments.
- Address academic integrity at student orientation programmes and assemblies.
- Encourage teachers to report all suspected academic integrity violations and act upon it.
- Provide opportunities through consultation for all stakeholders to give their input in the school-wide policy on academic integrity before it is adopted.
- Collaborate with the school librarian to teach students acceptable study skills and research techniques.
- The school will ensure that the academic integrity policy is enforced and that teachers receive the necessary support when dealing with academic integrity matters.
- Provide MYP rubrics for every summative assessment so that students understand how they will be graded. DP Course Criteria will be made known to students at the outset of assessments.
- Make students aware that WAT uses plagiarism checking services online, and that the IB uses plagiarism detection services in external exams to ensure that academic integrity is respected.
- Candidates will be provided with the 'Conduct of Examinations' prior to Diploma exams, and this will be discussed fully in Homeroom Classes.
- From the start of the academic year, policies are displayed in classrooms and students should be familiar with them.

Responsibilities of Staff, Students and Parents

The successful implementation of our school academic integrity policy will require a concerted action from all stakeholders that forms part of our school community.

Principled teachers who promote academic integrity will:

- Lead by example by modelling good academic practice themselves, for example by following accepted referencing conventions and acknowledging the materials they use in everyday planning and classroom instructions.
- Teach students what constitutes academic integrity and academic malpractice and explain the consequences for committing acts of academic malpractice.
- Set authentic learning engagements and assessments where appropriate, so as to allow students the opportunity to develop their own thinking and ideas.
- Collaborate with the school librarian and IT specialist to teach students good study and research skills as well as the responsible use of IT.
- Teach students how to properly cite all sources they have used in their works, including photographs, websites, music, and literature.
- Report all suspected cases of academic malpractice to the school management so that they are investigated and appropriate actions are taken.
- Supervise students during controlled assessments and exams.
- Keep exam papers and tests secure.
- Clearly state expectations for collaborative and individual work.
- Use plagiarism checking services, i.e. [Turnitin](#), to check the authenticity of the students' work
- Read and check candidates' work for authenticity before submission. This applies to internal assessments.
- Submit proper evidence to the Dean of Students and Faculty, in addition to having a private meeting about the incident of academic malpractice.

Principled Coordinators/Administrators who promote academic integrity will:

- Organise and conduct workshops for teachers, students and parents to help raise awareness about the School Academic Integrity Policy and what it entails.
- Make available a copy of the IBO's publication "Academic Honesty" to all staff so that they know the Organisation's expectations in regards to academic integrity.
- Make information about good academic practice and academic malpractice accessible to the whole school community through various sources of media such as student's handbooks, and the school website.
- Investigate and document all suspected cases of academic malpractice reported by teachers and where acts of violation have been committed, apply sanctions as outlined in the School Academic Integrity Policy in a fair and consistent manner.
- Handle suspected cases of academic malpractice in a manner that respects issues of confidentiality.

- Ensure that teachers, parents and students sign the School Academic Integrity Policy.
- Dean of Students will hold a private meeting with the teacher or staff member to discuss the evidence of violation of this policy and complete an entry into the student's confidential Academic Malpractice Log, which will then be filed for later reference.

Principled students who promote academic integrity will:

- Make it their responsibility to read, understand and comply with WAT Academic Integrity Policy.
- Act in an honest way by producing authentic work that contains their original ideas and acknowledge the ideas and work of others.
- Learn the appropriate method of source citation using the Modern Language Association (MLA) Referencing System, which WAT Middle School has decided to adopt in all subject areas.
- Review his or her work before submission for assessment to identify any material which requires acknowledgement.
- Collaborate and share ideas when they have to work on collaborative assignments.
- Support their classmates not by giving them answers, but by posing questions and brainstorming ideas.
- Follow the instructions of the invigilator/teacher when taking tests or exams.
- Ask teachers for advice if they are unsure about how to follow the rules of academic integrity.
- Adopt a zero tolerance attitude towards others who want to copy their work.
- Understand and use technology and library resources appropriately.
- Follow teachers' guidelines for collaborative and individual work.
- Inform a member of staff if they suspect that another student has been involved in any form of academic malpractice.
- Will follow through on all of the assigned penalties if found guilty of academic malpractice.

Principled parents/guardians who promote academic integrity will:

- Familiarise themselves with the School Academic Integrity Policy.
- Provide support to their children at home when doing homework assignments. Doing your children's work for them is an act of academic malpractice.
- Talk to their children about the importance of being honest in everyday life and at school.
- Encourage their children to develop their own ideas rather than taking the ideas of other people without proper acknowledgement.
- Encourage responsible use of computer technology at home.
- Cooperate fully with the school administration if their children have been found guilty of committing acts of academic malpractice.

Procedures for handling Academic malpractice at WAT

Both the IB and WAT consider academic misconduct as a very serious offence that deserves very severe penalties. Though the prime objective of our Academic Integrity Policy is to promote good academic practice and the prevention of malpractice, we also have to ensure that the policy has in place the necessary mechanism that will deal with suspected cases of malpractice whenever they occur. These sanctions will apply to cases of malpractice in all school related assignments and activities.

If a student at WAT is suspected of breaching the school's standards of academic integrity, the school will take the following course of actions:

- The matter will be referred to the IB Coordinators, Principals, or the Dean of Students.
- The student will be notified and an investigation will be conducted into the suspected case.
- The student will be given the right to make a case in response to these allegations and the case will be heard by teachers involved, Coordinators or Dean of Students/Academic Director.
- A file will be kept logging incidents of academic malpractice over the course of each student's time at WAT. All offences will accumulate over the course of a student's education at WAT. It should be noted that incidents are also cumulative across subject areas.
- If a student is proven guilty of academic malpractice in the MYP and DP programs, they must attend the Academic Integrity Workshop. They cannot sit a WAT proctored exam until they have completed the workshop. If they fail to do so before the next WAT proctored exam, they will receive a zero on that exam. It is essential that students, parents, administration, faculty, and staff follow through on these penalties.
- If the evidence following the investigation proves beyond reasonable doubt that the student has committed an act of academic malpractice, the school administration will apply the following penalties:

PYP Students

Penalties Breaches of Academic Integrity

Assignment	Offence 1	Offence 2	Offence 3	Offence 4
Formative Assessment	<ul style="list-style-type: none"> • Teacher involved will meet with student to review incident and council on how to avoid future incidents • Student will resubmit assignment 	<ul style="list-style-type: none"> • Teacher involved will meet with student to review incident; council on how to avoid future incidents • Student will re-submit assignment 	<ul style="list-style-type: none"> • Teacher involved will meet with student and PYP Coordinator to review incident and council on how to avoid future incidents • Parents will be notified of incident • Student must complete additional training on how to avoid academic malpractice. • Student will resubmit assignment 	<ul style="list-style-type: none"> • Teacher involved will meet with student and PYP Coordinator to review incident and council on how to avoid future incidents • Student will resubmit assignment • Meeting requested with parents • Student will be provided additional training on how to avoid academic malpractice
Summative Assessment	<ul style="list-style-type: none"> • Teacher involved will meet with student and PYP Coordinator to review incident and council on how to avoid future incidents • Student will resubmit assignment within three days • Parents will be notified of incident 	<ul style="list-style-type: none"> • Teacher involved and PYP Coordinator will meet with student to review incident • Parents will be notified of incident • Student must complete additional training on how to avoid academic malpractice • Student will resubmit assignment within three days, only 	<ul style="list-style-type: none"> • Teacher involved and PYP Coordinator will meet with student to review incident • Meeting requested with parents • Students and parents must attend training/additional training with PYP Coordinator • Student will resubmit assignment within three days, only after additional training; work to be completed during 	<ul style="list-style-type: none"> • Teacher involved and PYP Coordinator will meet with student to review incident and provide additional training • Meeting requested with parents • Student and parents participate in an academic review with Academic Director • Student will resubmit assignment within three days, only if attended additional training; work to be completed during supervised independent study

		after additional training	supervised independent study time with Dean of Students	time with Dean of Students
ISA/ Exams	<ul style="list-style-type: none"> PYP does not use formal exams 			
Culminating Projects	<ul style="list-style-type: none"> If sufficient time, the student will be allowed to submit another piece of work. Parents will be notified of incident Student provided additional training in how to avoid academic malpractice with their teacher 	<ul style="list-style-type: none"> If sufficient time, the student will be allowed to submit another piece of work Meeting requested with parents Student provided additional training in how to avoid academic malpractice with the homeroom teacher and PYP Coordinator 	<ul style="list-style-type: none"> If sufficient time, the student will be allowed to submit another piece of work Meeting requested with parents Academic Review Meeting to consider internal/external suspension from school and must attend additional training on how to avoid academic malpractice with the Dean of Students. 	<ul style="list-style-type: none"> If sufficient time, the student will be allowed to submit another piece of work upon teacher's approval Meeting requested with parents Student provided additional training in how to avoid academic malpractice Academic Review Meeting to consider internal/external suspension from school with Dean of Students and Academic Director

MYP Students

Penalties Breaches of Academic Integrity

Assignment	Offence 1	Offence 2	Offence 3	Offence 4
Formative Assessment	<ul style="list-style-type: none"> • Teacher involved will meet with student to review incident and council on how to avoid future incidents • Student will resubmit assignment 	<ul style="list-style-type: none"> • Teacher involved will meet with student to review incident and MYP Coordinator council on how to avoid future incidents • Student will resubmit assignment 	<ul style="list-style-type: none"> • Teacher involved will meet with student and MYP Coordinator to review incident and council on how to avoid future incidents • Parents will be notified of the incident (via MB/ email home) • Student must attend the WAT Academic Integrity Workshop before submitting assignment • Student will resubmit assignment 	<ul style="list-style-type: none"> • Teacher involved will meet with student to review incident and council on how to avoid future incidents • Student will resubmit assignment • Meeting requested with parents
Summative Assessment	<ul style="list-style-type: none"> • Teacher involved will meet with student and MYP Coordinator to review incident and council on how to avoid future incidents • Student will resubmit 	<ul style="list-style-type: none"> • Teacher involved and Program Coordinator will meet with student to review incident • Parents will be notified of incident • Student must complete additional training on 	<ul style="list-style-type: none"> • Teacher involved and Program Coordinator will meet with student to review incident • Meeting requested with parents • Student will resubmit assignment within three days; work to 	<ul style="list-style-type: none"> • Teacher involved and Program Coordinator will meet with student to review incident • Student provided additional training in how to avoid academic malpractice

	<p>assignment within three days</p> <ul style="list-style-type: none"> • Parents will be notified of incident 	<p>how to avoid academic malpractice</p> <ul style="list-style-type: none"> • Student will resubmit assignment within three days, only after attending the AHW 	<p>be completed during supervised study period e.g. MYP Study Hall</p> <ul style="list-style-type: none"> • Student removed from extra-curricular activities 	<ul style="list-style-type: none"> • Meeting requested with parents • Student will resubmit assignment within three days; work to be completed during internal suspension
Proctored Exams	<ul style="list-style-type: none"> • Student receives a 0 for the exam • Parents will be notified of incident • Student will be required to submit a 500-word reflection • Student attends WAT Academic Integrity Workshop 	<ul style="list-style-type: none"> • Student receives a 0 for the exam • Meeting requested with parents 	<ul style="list-style-type: none"> • Student receives a 0 for the exam • Meeting requested with parents • Student removed from extra-curricular activities • Internal suspension from school for a period of three days 	<ul style="list-style-type: none"> • Student receives a 0 for the exam • Meeting requested with parents • External suspension from school for a period of three days
IB Programme Deliverable	<ul style="list-style-type: none"> • Student's work will not be accepted • If sufficient time the student will be allowed to re-submit another piece of work. • No grade will be awarded if insufficient time to resubmit assignment 			

	<ul style="list-style-type: none"> • Parents will be notified of incident • Student provided additional training in how to avoid academic malpractice • Academic Review Meeting to consider internal/external suspension from school • Academic Integrity form not signed 			
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DP Students

Penalties Breaches of Academic Integrity

Assignment	Offence 1	Offence 2	Offence 3	Offence 4
Formative Assessment	<ul style="list-style-type: none"> ● Teacher involved will meet with student to review incident and counsel on how to avoid future incidents ● Student will resubmit assignment 	<ul style="list-style-type: none"> ● Teacher involved will meet with student to review incident and counsel on how to avoid future incidents ● Student will resubmit assignment 	<ul style="list-style-type: none"> ● Teacher involved will meet with student to review incident and counsel on how to avoid future incidents ● Student will resubmit assignment ● Parents will be notified of incident ● Student attends WAT Academic Integrity Workshop 	<ul style="list-style-type: none"> ● Teacher involved will meet with student to review incident and counsel on how to avoid future incidents ● Student will resubmit assignment ● Meeting requested with parents
Summative Assessment	<ul style="list-style-type: none"> ● Teacher involved will meet with student to review incident and counsel on how to avoid future incidents ● Student will resubmit assignment within three days ● Parents will be notified of incident ● Student will be given additional academic integrity training ● Incident will be recorded in 	<ul style="list-style-type: none"> ● Teacher involved and Programme Coordinator will meet with student to review incident ● Student will resubmit assignment within three days; work to be completed during supervised independent study time ● Meeting requested with parents ● Student provided additional training in how to avoid 	<ul style="list-style-type: none"> ● Teacher involved and Programme Coordinator will meet with student to review incident ● Meeting requested with parents ● Student will resubmit assignment within three days; work to be completed during internal suspension ● Student removed from extra-curricular activities ● Student provided additional training in how to avoid academic malpractice 	<ul style="list-style-type: none"> ● Teacher involved and Programme Coordinator will meet with student to review incident ● Meeting requested with parents ● Student will resubmit assignment within three days; work to be completed during external suspension ● Academic Review Meeting to consider expulsion from school

	Academic Integrity Log	academic malpractice		
Proctored Semester Exam	<ul style="list-style-type: none"> • Student receives a 0 for the exam • Parents will be notified of incident • Student will be required to submit a 500-word reflection • Student will be given additional academic integrity training 	<ul style="list-style-type: none"> • Student receives a 0 for the exam • Meeting requested with parents • Student provided additional training in how to avoid academic malpractice • Student removed from extra-curricular activities 	<ul style="list-style-type: none"> • Student receives a 0 for the exam • Meeting requested with parents • Student provided additional training in how to avoid academic malpractice • Internal suspension for a period of three days 	<ul style="list-style-type: none"> • Student receives a 0 for the exam • Meeting requested with parents • External suspension for a period of three days • Academic Review Meeting to consider expulsion from school
IB Programme Deliverable	<ul style="list-style-type: none"> • Student's work will not be accepted • If there is sufficient time the student will be allowed to re-submit another piece of work • No grade will be awarded if insufficient time to resubmit assignment • Parents will be notified of incident • If there is sufficient time the student will be allowed to re-submit 			

	<p>another piece of work</p> <ul style="list-style-type: none"> ● No grade will be awarded if insufficient time to resubmit assignment ● In an exam, DP coordinator will send a report to inform the Organisation about the breach. ● Student will be required to submit a 500-word reflection ● Student provided additional training in how to avoid academic malpractice 			
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IB Procedures for Handling Academic malpractice

The IB Award Committee (the IB committee responsible for investigating and sanctioning malpractice in IB external exams) may impose the following penalties:

- If a candidate has committed an ‘**Academic Infringement.**’ This refers to work which has been submitted by a candidate for assessment which may have failed to acknowledge the words or ideas of an author using quotation marks. Given a candidate has attempted to acknowledge the work in a bibliography, a grade will be given in the subject concerned.
- If a candidate is found to have plagiarised all or part of any assignment then no grade will be awarded for the subject. If this applies to a DP exam, no Diploma will be awarded. However, the candidate will receive Diploma Programme courses results for other subjects which have not been affected by malpractice.
- Misconduct during an examination will result in no grade being awarded for the specific subject involved.
- If a candidate falsifies a CAS record, no Diploma will be issued until 12 months after the examination session has passed. The CAS record will need to be correctly completed.
- If the case of malpractice is very serious, the candidate may not be allowed to re-register for examinations in any future session.
- An IB Diploma may be withdrawn from a candidate at any time if malpractice is subsequently established (IBO 18).

- Scenarios and/or frequently asked questions (FAQs) can be found on the IB Published “Academic honesty in the IB educational context” found in the International Baccalaureate Organisation website, pgs. 10, 14, and 18.
- This policy was reviewed and amended by WAT Staff. This policy is subjected to revision so as to align it with any new future requirements from the IB Programmes and changing circumstances at WAT.

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[Academic Integrity Policy Declaration](#)

Declaration of Teachers

As a teacher, I have read and understood the **School Academic Integrity Policy**. I agree to implement the policy in my specific subject area. I also agree to lead by example by modelling good academic practice, by following accepted referencing conventions and acknowledging the materials I use in my everyday planning and classroom instructions.

Signature of Teacher

Date

Declaration of Student

As a principled student, I have read and understood the **School Academic Integrity Policy**. I agree to comply with the content of this Policy with the help of my parents, teachers and peers.

Signature of Student

Date

Declaration of Parents/Guardians

As a parent/guardian who supports the philosophy of the school, I have read and understood the **School Academic Integrity Policy**. I agree to uphold the contents of this Policy by working with the school in supporting my child in his/her efforts to become a principled student by respecting and modelling what has been written in this policy.

Signature of Parent/Guardian

Date