

BCS Academic Honesty Policy

What is Academic Honesty?

Definitions of Key Terms

Before further discussion of expectations, it is important to first clarify and define key terms as employed here and by the IBO.

Academic honesty is part of being “principled”, a learner profile attribute where learners strive to “act with integrity and honesty” as we question, inquire and act.¹

Other important terms that require definition include:

Authentic Work

An authentic piece of work is one that is based on the candidate's individual and original ideas with the ideas and work of others fully acknowledged. Therefore, all assignments for assessment, regardless of their format, must wholly and authentically use that candidate's own language, expression and ideas.

Malpractice

Behaviour that results in, or may result in, the student or any other student gaining an unfair advantage in one or more assessment components. Malpractice includes:

- a) **Plagiarism**: this is defined as the representation of the ideas or work of another person as the student's own.*
- b) **Collusion**: this is defined as supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another.*
- c) **Duplication of work**: this is defined as the presentation of the same work for different assessment components and/or diploma requirements.*
- d) Any other **behaviour that gains an unfair advantage** for a candidate or that affects the results of another student (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record).²*

Examples of Malpractice during tests or exams:

- *Taking unauthorized material into an examination room (such as cell/mobile phone, written notes).*
- *Leaving and/or accessing unauthorized material in a bathroom/restroom that may be visited during an examination.*

¹ IBO. “Academic Honesty in the IB Educational Context.” International Baccalaureate Organization, Aug. 2014. <https://is.gd/dKZ2ST>. p. 16.

² IBO. “Diploma Programme Academic Honesty (August 2009).” International Baccalaureate Organization, July 2011. <https://is.gd/j2q4he>. p. 3.

- *Misconduct during an examination, including any attempt to disrupt the examination or distract another candidate.*
- *Exchanging information or in any way supporting the passing on of information to another student about the content of an examination.*
- *Failing to comply with the instructions of the supervisor or other member of the school's staff responsible for the conduct of the examination.*
- *Impersonating another student.*
- *Stealing examination papers.*
- *Using an unauthorized calculator during an examination, or using a calculator when one is not permitted for the examination paper.*
- *Disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours after the examination.*

The IBO provides further examples related specifically to culminating projects, group work, oral presentations, creative work and independent work in "Academic Honesty in the IB Educational Context".³

Promoting Academic Honesty: Strategies, Roles and Responsibilities

We at BCS encourage a **proactive** and **positive** approach to academic honesty amongst all members of our BCS community. As such, we collectively strive to enlist the following **strategies**:⁴

- Recognize that academic honesty is a school-wide matter that requires school-wide support.
- Promote the benefits of academic honesty (not only focusing on the negative consequences of academic dishonesty).
- Use the IB learner profile as a tool for highlighting desired skills and attributes that enable academic honesty.
- Ensure students, teachers and parents are aware of how to properly conduct research and assessment.
- Recognize the library as a key resource to educate students regarding research practices.
- Employ the Modern Languages Association (MLA) reference style for all school assignments and hand-outs.⁵
- Ensure students, teachers and parents are aware of what qualifies as academic dishonesty including forms of malpractice and their consequences.
- Incorporate academic honesty into the written curriculum, teaching and learning and assessment practices.

³ IBO. "Academic Honesty in the IB Educational Context." International Baccalaureate Organization, Aug. 2014. <https://is.gd/dKZ2ST>. p. 18.

⁴ IBO. "Diploma Programme Academic Honesty (August 2009)." International Baccalaureate Organization, July 2011. <https://is.gd/j2g4he>. p. 2.

Carroll, J. "Academic Honesty in the IB." International Baccalaureate Organization, July 2012. <https://is.gd/SX8Z8w>. p. 4-7.

⁵ *MLA Handbook*. The Modern Language Association of America, 2016.

Students

The roles and responsibilities of students include:

- Striving to use sound research practices to strengthen their work and ensure their own credibility.
- Acknowledging all help from outside sources including parents, teachers, other students and friends.
- Properly citing information and quotes taken from all outside sources (books, DVDs, the Internet) within their work and in a works cited list/bibliography.
- Being aware of what qualifies as academic dishonesty (including plagiarism, cheating, collusion and malpractice) and following the respective rules.
- Not taking part in academic dishonesty including using notes/cheat sheets (without teacher permission) or copying from another student during a test, allowing other students to copy their work or doing their work for them and turning in work that is not their own (that has been copied without acknowledgement).

Parents

Parents play an important and supportive role in promoting academic honesty. This includes being familiar with the following responsibilities:

- Being familiar with the BCS Academic Honesty Policy (knowing what constitutes academic dishonesty and the consequences).
- Providing support and academic motivation for their children in a balanced way (recognizing that sometimes students turn to academic dishonesty due to parental pressure).
- Treating academic honesty with importance by highlighting the advantages (while keeping in mind the disadvantages of academic dishonesty).
- Helping with homework and assignments without doing the work for the child.

Additional information and resources can be found at <http://guides.bcs.berlin>.

I acknowledge that I have read and understand the Academic Honesty Policy. I realize there will be consequences if the policy is violated.

Student Signature

Date

Parent Signature

Date