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KCCIS Academic Integrity Policy 2023-2024

A. Introduction and Rationale/Statement of Purpose

The purpose of the academic integrity policy is to:

- a) Communicate to all stakeholders (students, teachers, parents, administrators etc.) within the KCCIS IB Community our expectations about promoting ethical behaviour and academic honesty
- b) Direct students in how to act in an academically responsible way.
- c) Provide clear guidelines to all stakeholders by clearly defining academic honesty, malpractice, plagiarism, collusion, duplication of work, and any other behaviour that gains an unfair advantage for a student, or that affects the results of another student (e.g. falsifying a CAS record, misconduct during an examination) within the KCCIS IB DP Community
- d) Establish clear roles and responsibilities of all stakeholders
- e) Communicate the consequences of Malpractice and other unethical behaviour

It is recognised that practising academic honesty is an essential part of being “principled”, which means that students strive to “act with integrity and honesty and take responsibility for their own actions”, as students question, inquire and act (**IB Learner Profile, page 5**). Students, as inquirers, should also “acquire the skills necessary to conduct inquiry and research and show independence in learning” (**IB Learner Profile, page 5**).

The policy draws its authority from a) **Academic Honesty in the IB** (IBO, 2012); b) **Academic Integrity Policy** (IBO, 2023); and c) **The responsibilities of IB World Schools in ensuring the integrity of IB assessment** (IBO, 2017) and d) **Effective Citing and Referencing** (IBO, 2022). The Academic Integrity policy was created in collaboration with students, teachers, parents, and administrators by setting up the Academic Policy steering committee.

B. Definitions

Academic Integrity is defined as “a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation of ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work” (Academic Integrity Policy, page 3).

Student Academic Misconduct is defined as “deliberate or inadvertent behaviour that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment” (Academic Integrity Policy, page 3). Misconduct includes:

- a) **Plagiarism** - “as the representation, internationally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgement”. (Academic Integrity policy, page 45). This includes the use of translated materials.
- b) **Collusion** - “...supporting malpractice by another student, as in allowing one’s work to be copied or submitted for assessment by another” (Academic Honesty, page 3)
- c) **Duplication of work** – “...the presentation of the same work for different assessment components and/or diploma requirements.”(Academic Honesty, page 3)
- d) **Misconduct during an examination** (e.g. bringing unauthorised material into an examination venue, misconduct during the examination, exchanging information about the content of the examination)
- e) **Falsifying a CAS record**
- f) **Fabrication of data**
- g) **Other behaviour that gives an unfair advantage for the student or any other student in one or more assessment components.**

Note: Plagiarism is not confined to Groups 1-6 subjects in the Diploma Programme. Copying works of Art (e.g., music, theatre arts or visual arts) without proper citations is considered plagiarism.

C. Roles and Responsibilities

The responsibilities of the Head of School and IB DP Coordinator are to:

- Update and implement this policy consistent with IB expectations, with scheduled plans for reviews,
- Promote academic integrity in all subjects and endeavours.
- Maintain fairness and consistency when applying IB policies and produce a safe environment
- Ensure that students understand what constitutes academic misconduct and what makes a piece of work “authentic”.
- Ensure that students are held accountable when involved in academic misconduct incidents and the consequences
- Provide proper guidance to students on academic writing, citation and referencing systems during EE/SS lessons
- Make students, parents, legal guardians and teachers aware of the contents of this policy and its programme-relevant IB regulations and implementation
- Ensure that teachers, support staff, students, legal guardians and parents have a common understanding of IB expectations, including what constitutes student academic misconduct and school maladministration, and the possible consequences

- Provide professional development opportunities and guidance to teachers on plagiarism and citation
- Communicate procedures for managing incidents of academic misconduct incidents
- Notify 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
- Support the IB in any investigation into possible student academic misconduct and/or possible school maladministration, following the IB guidance.

(Academic Integrity Policy, pages 9-11)

The responsibilities of the teachers and support staff are to:

- Ensure that students have a full understanding of the expectations and guidelines of all subjects
- Ensure that students understand what constitutes academic misconduct and its possible consequences
- Instruct students on academic writing skills during subject lessons as well as EE/SS lessons
- Instruct students on citation and referencing systems using the IBO's publication **"Effective citing and referencing" (2014)** during subject lessons as well as EE/SS lessons
- Stress research skills, in particular on the evaluation of sources of information and strategies for searching information.
- Monitor the writing process and detect malpractice
- Model academic integrity by citing all sources on handouts, slideshows, etc
- Plan a manageable workload so students can allocate time effectively to produce work according to IB's expectations
- Give feedback and ensure students are not provided with multiple rounds of editing, which would be contrary to instructions described in the relevant subject guides
- Ensure that all student work is appropriately labelled and saved to avoid any error when submitting assessments to the IB
- Develop 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
- Maintain the integrity of examination paper questions and answers
- Apply the consequences consistently as outlined in this academic honesty policy
- Report incidents of academic malpractice to the IB DP Coordinator
- Responding to student academic misconduct and supporting the school's and IB's investigations
- Respond to school maladministration and supporting the school's and IB's investigations.

(Academic Integrity Policy, page 13)

The responsibilities of the librarian/media specialist are to:

- Deliver workshops for teachers to practise academic writing and proper citation and referencing
- Support teachers and students in information searching, both online and offline
- Conduct workshops to guide students with academic writing and proper citation and referencing

The responsibilities of the students are to:

- Familiarise themselves with the Academic Integrity policy and the definitions related to student academic misconduct
- Co-sign the “**Academic Integrity Contract**” at the start of the IB DP Year 1 ensuring that work submitted is “authentic”
- Learn the academic writing skills, research, citation and referencing systems
- Refer to the publication “**Effective Citing and Referencing**” for the IB’s expectations with regard to referencing.
- Ask teachers, librarians and IB DP Coordinator when unsure about the agreed citation system
- Apply ATL: Self-management skills (e.g. time- and self-management strategies) to avoid procrastination, often cited as a cause of plagiarism.
- 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 IB 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
- Recognize that they are accountable for actions and behaviours online, and show a responsible use of the internet and social media platforms, including but not limited to:
 - a) not discussing IB examinations and questions for a 24-hour period after the examination concludes, to respect students who may not yet have finished their examination
 - b) not using inappropriate language or sentiments that may be aired at a future job or university interview
 - c) not expressing views, behaviour or language that brings the IB into disrepute.

(Academic Integrity Policy, page 15)

The responsibilities of the parents and legal guardians include:

- Support their children’s understanding of IB policies, procedures and subject guidelines by discussing and being role models for academic integrity
- Understand school internal policies and procedures that safeguard the authenticity of their children’s work
- Co-sign the “**Academic Integrity Contract**” at the start of the IB DP Year 1, confirming they agree to abide by the policy

- 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 Head of School and IB DP Coordinator
- 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 undue and/or unauthorised assistance in the completion of their children's work.
- Contact teachers and IB DP Coordinator for clarifications regarding any queries concerning Academic Integrity

(Academic Integrity Policy, page 17)

D. The prevention of malpractice

Examples of conventions for citing and acknowledging original sources of information are provided using the IBO's publication "**Effective citing and referencing**" (2014) for EE/SS students. In each subject, teachers must guide students on acknowledging sources. It should be noted that even if an idea comes from another student or a teacher, it should be acknowledged, perhaps in a footnote. Guidance on the difference between collaboration and collusion is provided. Paraphrasing is legitimate, but it must be acknowledged because it uses another person's words. If not done correctly, it counts as plagiarism.

The teachers should remind students of materials readily available on methods of acknowledging another's work and a variety of websites that can help students become accustomed to quoting sources accurately.

E. The Detection of Plagiarism

Students should review their own work before submission to check for any text, data, graphs, photographs, and computer programmes that should be acknowledged. Most cases of detected plagiarism have not only come from copying contents from a website but also copying from textbooks. In any task set, the teacher should be vigilant and proactive in investigating if plagiarism has taken place.

With regards to obtaining sources of information online, while there are a huge number of legitimate sites, there are also those which encourage plagiarism and will sell students essays on just about any topic. These can be difficult to detect, and teachers should rely upon their knowledge of students and the language they use to identify material obtained online.

Some websites can check students' work against a database of essays etc., and give a probability score on whether plagiarism has occurred. In KCCIS, **turnitin**, the plagiarism detection software, is in place for checking every piece of student work.

F. Procedures on investigating incidents of Academic misconduct identified by the school and the Consequences

The following are designed as guidelines, and each identified incident related to coursework (**before submission or upload to the IB and before the IB submission deadline**) will be considered on an individual base.

First offence - academic misconduct with regard to homework/coursework/IA including

- collusion - lending homework to another student that allows for it to be copied or submitted
- copying homework from another student/source
- failing to acknowledge sources correctly
- having someone else (tutor, peer, other) complete the homework

Possible consequences may include:

- Redo the work and resubmit.
- Parents notified by phone call and letter.
- IB DP Coordinator is informed.
- Incident is shared with the teachers.

First Offence - academic misconduct in a test or school examination, including

- having unauthorised material (notes, cellphone, electronic dictionary etc.)
- copying from another student
- disclosing test contents to another student.

Possible consequences may include:

- Removal of a student from the test or examination.
- Parents notified by phone call and letter.
- IB DP Coordinator is informed.
- Incident is shared with the teachers.

Second and Subsequent Offences - This includes situations where a prior offence or the academic misconduct incident is serious and significant.

Possible Consequences may include:

- Redo the work.
- In-school Thursday detention, exclusion from class. Suspension, Expulsion etc.

The following are designed as guidelines, and each identified incident related to coursework (**after submission or upload to the IB and after the IB submission deadline**) will be considered on an individual basis.

Student academic misconduct - These are behaviours considered serious and in breach of IBO regulations and may threaten the school's reputation.

Incidents related to coursework

Plagiarism, collusion, and lack of academic integrity on IB DP Internal / External Assessments, Extended Essays, CAS records/portfolios being identified after the work has been submitted to the IB

Incidents related to examinations

Taking any unauthorised materials into the examination room, and misconducts during an examination

Possible consequences may include:

- The IB DP Coordinator informs IB (incidents related to coursework) within 24 hours of the examination (incidents related to examinations) to report the incident.
- Parents notified by phone call and letter.
- An internal investigation is conducted in the school and carried out by the IB DP Coordinator. Interviews will be arranged between the IB DP Coordinator and the student in the presence of another teacher in any discussion.
- A statement from the teacher of the candidate for the subject concerned (**Teacher statement form**), a statement from the student (**Candidate statement form**), a statement from the invigilator (**Invigilator statement form**), a statement from the IB DP Coordinator (**Coordinator statement form**) and records of any interviews regarding the allegation of academic misconduct are submitted to the IBO.
- A report written by the IB DP Coordinator is also submitted to the IBO with supporting evidence (e.g. seating plan in the case of an examination, rough notes produced by the student concerned).

This may be instigated by, for example, incidents related to examinations that have been spotted in school, an examiner may become suspicious of a script being marked, or it may come from the IBO itself. It should be noted that the IBO will only investigate where there is clear evidence to justify it e.g. the source copied has been identified. Also, in collusion cases, the student's work must be available, and there must be very real similarities.

G. The rights of the students

For students who are under investigation, they are:

- informed they are under investigation
- heard and required to submit a written defence (**Candidate statement form**) to the internal panel composed of experienced members of staff from the IB Education Office, IB Global Centre, Cardiff
- given time to prepare a response (i.e. a written statement that addresses the suspicion of academic misconduct).

H. Academic Honesty SubCommittee and The Matrix of Penalties

Suspected academic misconduct cases are referred to an internal panel composed of experienced staff members from the IB Education Office at the IB Global Centre, Cardiff first, and if necessary, to the Academic Honesty Subcommittee. Suppose the internal panel or Academic Honesty Subcommittee confirms the case of academic misconduct. In that case, a penalty will be applied to the subject(s) concerned, depending on the severity of the incident. The **matrix of penalties (Academic Integrity policy, page 24)** is presented in Appendix 1.

No final decision will be made until all parties can respond to the Subcommittee by submitting evidence and statements. Each incident will be judged on the evidence available, and any sanction applied will be based on the penalty matrix. When evidence is not conclusive, subject-matter experts will be consulted, and any sanctions will be applied using the balance of probabilities approach.

I. Guidance on the use of artificial intelligence tools

Students must also master the technical components of academic integrity, which includes learning how to correctly reference and ethically use information, opinions and artificial intelligence (AI) tools. The IB will not ban the use of AI software. Students are recommended to:

- Find research material using a search engine before writing a piece of work
- Refer to an example of a good essay when drafting his/her work.
- Ask the software research questions rather than the essay title, and explore the sources it provides, ensuring they explore the inherent bias of the results.

When using AI tools, teachers should guide their students to:

- use the text (or any other product) produced by an AI tool by copying or paraphrasing that text or modifying an image, and they must clearly reference the AI tool in the body of their work and add it to the bibliography.
- Use in-text citations containing quotation marks for the referencing style already in use by the school, and the citation should also contain the prompt given to the AI tool and the date the AI-generated the text.

The same applies to any other material that the student has obtained from other categories of AI tools, for example, images.

(Academic Integrity Policy, pages 53-55)

J. Ideas for future considerations in the Academic Honesty policy

- Promote Academic Honesty Policy starting from pre-DP years
- Include Academic Honesty Policy in the IB DP Student Planner
- Professional Development - Organise workshops to improve teaching practice and strategies to improve referencing, citation and Academic Honesty
- Organise workshops for students (e.g. Don't share USBs, Essays etc.)

K. IB Publications

Carroll, J.. Academic Honesty in the IB. IB Position Paper, July 2012.

IB Continuum. Academic Honesty, July 2011

IB Continuum, Academic Honesty in the Diploma Programme, August 2014

IB Continuum. Effective citing and referencing, April 2022

IB Continuum. The responsibilities of IB World Schools in ensuring the integrity of IB assessments, November 2017

IB Continuum. Academic Integrity Policy, March 2023

L. Policy Review:

The Academic Honesty Policy shall be regularly reviewed to assess whether it is working in a satisfactory manner. Reviews shall take place at least once every 2 years but may occur more frequently as needed. Input shall be sought from all interested parties, and amendments shall be made as necessary.

M. Communicating the Academic Honesty Policy

The Academic Honesty Policy shall be available to the school community. It shall be posted on the KCCIS website and updated as it is revised.

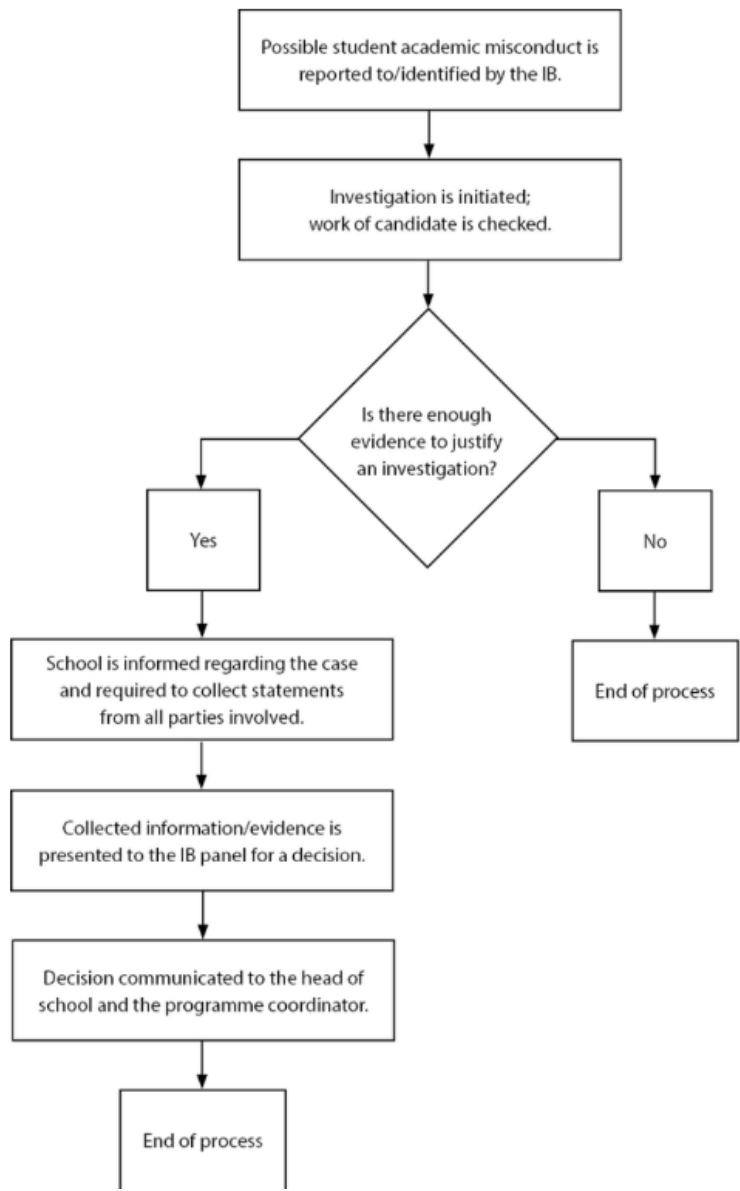
Drafted by C. Tse & Academic Honesty Policy Committee 2017

Revised by C. Tse, S. Bailey & Academic Honesty Policy Committee 2018, 2019, 2021, 2022, April 2023

This policy is subject to review by Mr. Fong, C. Tse, S. Bailey and Academic Honesty Policy Committee in September 2024

Appendix 1: Student academic misconduct

Investigation flowchart



(Academic Integrity Policy, page 30)

Penalty Matrices

This section contains the IB penalty matrices detailing infringements by a student and the level of penalty that may be applied by the IB. In the event of an unprecedented and/or extraordinary incident, refer to "Good practice for investigations".

Written and oral coursework and examinations

Infringements	Level 1 penalty Warning letter to the student	Level 2 penalty Zero marks for component	Level 3a penalty No grade for subject(s) concerned—see note 1	Level 3b penalty No grade for "parallel" subjects—see note 2
Plagiarism <i>Copying from external sources or peers</i>	Not applicable	Between 40 and 50 consecutive words (copied verbatim, or paraphrased, or containing additional or substituted words) without full in-text citation of the source.	More than 51 consecutive words (copied verbatim, or paraphrased, or containing additional or substituted words) without full in-text citation of the source—see note 3.	Not applicable
Facilitating plagiarism <i>Student facilitating the sharing or copying of their work, or the work of third parties, to peers and/or forums/essay mills</i>	Student took minimal steps that were clearly insufficient to prevent their work being copied.	Student took no steps to prevent their work being copied and shared it to a forum from where it was likely to be copied.	Student permitted the copying of their work, or tried to sell or exchange their work on a forum where it was likely to be copied and submitted by others. Note that "selling" does not need to involve monetary reward.	Student actively tried to sell, or exchange, the work of third parties to be submitted by others.
Collusion <i>All students must submit individual and unique work for IB assessment, even when data collection etc. is permitted by the subject guide to be done as part of a team. Collusion covers those cases where students have used a common write-up for a group rather than written their own</i>	Work of students shows close similarity.	Between 40 and 50 consecutive copied words (exact or substituted) without full in-text citation of the source.	More than 51 consecutive copied words (exact or substituted) without full in-text citation of the source—see note 3.	Not applicable

Infringements	Level 1 penalty Warning letter to the student	Level 2 penalty Zero marks for component	Level 3a penalty No grade for subject(s) concerned—see note 1	Level 3b penalty No grade for “parallel” subjects—see note 2
Submitting work commissioned, edited by, or obtained from a third party—see note 4	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>	Applicable for a student in the same or different IB World School providing the service.
Inclusion of inappropriate, offensive, or obscene material	Minor offence—see note 5	Moderate offence—see note 6	Major offence—see note 7	Major offence
Duplication of work	Not applicable	Presentation of the same work for different assessment components or subjects. <i>Partial reuse of materials; penalties will be applied to both subjects with reused materials.</i>	Presentation of the same work for different assessment components or subjects. <i>Complete reuse of materials; penalties will be applied to both subjects with reused materials.</i>	Not applicable
Falsification of data	Methodology section misrepresents or overstates the rigour with which the data was gathered.	Data is selected or discarded to enhance the conclusions of the work, creating a deliberately biased set of findings.	Data is fabricated or data gathered by other people is presented as gathered by the student.	Not applicable

Conduct during an examination

Infringements	Level 1 penalty Warning letter to the student	Level 2 penalty Zero marks for component	Level 3a penalty No grade for subject(s) concerned—see note 1	Level 3b penalty No grade for “parallel” subjects—see note 2
Possessing unauthorized	In candidate’s possession but	In candidate’s possession but no	In candidate’s possession and	Not applicable

Infringements	Level 1 penalty Warning letter to the student	Level 2 penalty Zero marks for component	Level 3a penalty No grade for subject(s) concerned—see note 1	Level 3b penalty No grade for “parallel” subjects—see note 2
material in the examination room—see note 8	surrendered or removed during the first 10 minutes of the examination.)	evidence of it being used during the examination.	evidence of it being used during the examination.	
Exhibiting misconduct or disruptive behaviour during an examination—see note 9	Not applicable	Non-compliance with the invigilator’s instructions during one component.	Repeated non-compliance with the invigilator’s instructions during one examination or non-compliance during two or more examinations. <i>Penalties could be applied to multiple subjects if incidents happen during the completion of different subject papers.</i>	Not applicable
Exchanging, passing, obtaining or receiving verbal or written information from other students during the examination completion time, or attempting to	Not applicable	Not applicable	When a candidate tries, successfully or not, to share answers and/or examination content with others. <i>Penalties will be applied to all candidates participating in the incident.</i>	For a candidate in the same or another IB World School aiding other candidates.
Removal of secure materials such as examination papers, questions and answer booklets, from the examination room	Not applicable	Candidate attempting to remove secure materials but identified by invigilators before leaving examination room.	Candidate successfully removing secure materials from the examination room.	Not applicable
Impersonating an IB candidate—both impersonator and person allowing impersonation	Not applicable	Not applicable	For both candidates allowing or conducting an impersonation.	For the candidate conducting the impersonation. <i>If the impersonator is not an IB student, the IB will try to establish their identity and</i>

Infringements	Level 1 penalty Warning letter to the student	Level 2 penalty Zero marks for component	Level 3a penalty No grade for subject(s) concerned—see note 1	Level 3b penalty No grade for “parallel” subjects—see note 2
				<i>inform the relevant awarding body that impersonator is or was registered for. If the impersonator is an IB graduate, the IB will apply penalties retrospectively.</i>
Failing to report an incident of academic misconduct	Not applicable	Not applicable	When student is aware of the act of misconduct but decides not to report it to their school administrators.	When student is aware of the act of misconduct but decides not to report it to their school administrators.

Conduct that threatens the integrity of the examination

Infringements	Level 1 penalty Warning letter to the student	Level 2 penalty Zero marks for component	Level 3a penalty No grade for subject(s) concerned—see note 1	Level 3b penalty No grade for “parallel” subjects—see note 2
Gaining access to IB examination papers before the examination’s scheduled time, be that via any form of communication platform—see note 10	If the candidate immediately reports they are in possession of live examination content, the IB will consider this as a “mitigating circumstance”. See note 11 “Mitigating circumstance”.	Candidate in possession of partial or complete live examination content.	Not applicable	Not applicable
Sharing of IB examination paper content before or during the examination’s scheduled time, or within 24 hours after the	Not applicable	Not applicable	Candidate sharing partial or complete live examination content through any means—including but not limited to, email, text messages and the internet—even	Assisted the sharing of partial or complete live examination content.

Infringements	Level 1 penalty Warning letter to the student	Level 2 penalty Zero marks for component	Level 3a penalty No grade for subject(s) concerned—see note 1	Level 3b penalty No grade for “parallel” subjects—see note 2
examination—see note 12			when shared information is general.	
Failing to report an incident of academic misconduct	Not applicable	Not applicable	When student is aware of the act of misconduct but decides not to report it to their school administrators.	When student is aware of the act of misconduct but decides not to report it to their school administrators.

Interfering with an academic misconduct investigation

Infringements	Level 1 penalty Warning letter to the student	Level 2 penalty Zero marks for component	Level 3a penalty No grade for subject(s) concerned—see note 1	Level 3b penalty No grade for “parallel” subjects—see note 2
Not cooperating with an investigation, whether involved or not	Not applicable	Not applicable	When a student shows any of these behaviours and/or refuses to submit a statement.	
Providing misleading or demonstratively false information	Not applicable	Not applicable		
Attempting to influence witnesses	Not applicable	Not applicable		
Showing threatening behaviour to the person carrying out investigation or to witnesses	Not applicable	Not applicable		

Forgery or falsification of IB grades or certificates

Infringements	Level 1 penalty Warning letter to the student	Level 2 penalty Zero marks for component	Level 3a penalty No grade for subject(s) concerned—see note 1	Level 3b penalty No grade for “parallel” subjects—see note 2
Forgery or falsification of IB grades or certificates <i>Attempt to fraudulently amend a result in a subject—electronic or hard-copy certificates and transcripts.</i>	Not applicable	Not applicable	Students may receive additional sanctions depending on the number of subjects affected.	Not applicable

Explanatory notes

1. Level 3a penalty—this depends on the seriousness of the incident; the penalty can be extended to several or all subjects of the session.

2. Level 3b penalty will be applied to IB students involved in misconduct that benefits another student rather than themselves.

3. As approved by the Final Award Committee in November 2013, the level 2 penalty is not applicable for extended essays (EEs). Due to the nature of the EE (only one assessment component), the level 2 and level 3a penalties have the same outcome on the candidate’s final result, the non-award of the diploma. Therefore, plagiarism cases in EEs will only be considered when more than 100 consecutive words lack the proper reference.

4. Submitting work commissioned, edited by, or obtained from a third party. This list includes but is not restricted to:

- friends, family members, or other students in the same or different school, college or university
- private tutors
- essay writing or copy-editing services
- pre-written essay banks
- file sharing sites.

5. Minor offences may include but are not restricted to

- conducting research without permission of the participants
- including offensive or obscene comments or graphic materials in any assessment component
- inclusion of materials with excessive or gratuitous violence or explicit sexual content or activity that could be considered or perceived offensive by others.

6. Moderate offences may include but are not restricted to:

- conducting field experiments or investigations that inflict pain or risk the well-being or survival of live organisms
- conducting research or fieldwork that damages the environment
- including offensive or obscene comments or graphic materials in any assessment component.

7. Major offences may include but are not restricted to

- producing any work that denigrates personal, political and/or spiritual values and/or contains offensive remarks about race, gender, or religious beliefs
- falsification or fabrication of data in producing any work
- inclusion of materials with excessive or gratuitous violence or explicit sexual content or activity that could be considered or perceived offensive by others.

8. Unauthorized materials or items may include but are not restricted to:

- mobile phones
- notes
- study guides
- candidate's own rough or scratch paper
- non-permitted dictionaries
- other prohibited electronic devices such as smart-watches or smart glasses.

9. Misconduct during examinations may include but is not restricted to

- failing to abide by invigilator instructions
- disruptive behaviour
- attempting to remove examination materials from the examination room
- leaving the examination room without permission.

10. Social media or messaging/communication platforms and tools

11. Mitigating circumstance

- In this specific context, if the candidate possessing live examination content reports it to their school administrators at the earliest possible opportunity, the IB will consider not applying a penalty for academic misconduct.

12. Assisting other students (s) in committing an act of misconduct may include but is not restricted to:

- facilitating information to other candidates during the completion time of the examination
- distributing live examination content before, during or after the scheduled time of that examination through any means.

(Academic Integrity Policy, pages 13-27)