



**KIANGSU-CHEKIANG COLLEGE**  
**INTERNATIONAL SECTION**  
20 Braemar Hill Road, North Point, Hong Kong  
Tel.: 2570 1281 Fax: 2570 3281 Email: inter2@kcis.edu.hk



## **KCCIS Academic Honesty Policy 2018**

### **A. Introduction and Purposes**

The purpose of the academic honesty policy is to:

- a) Communicate to all stakeholders (students, teachers, parents, administrators etc) within the KCCIS IB Community our expectations about promoting ethical behavior 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, collusion, duplication of work and etc. within the KCCIS IB DP Community
- d) Establish clear roles and responsibilities of all stakeholders
- e) Communicate clearly 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 Honesty in the IB Educational Context (IBO, 2014)**; c) **Academic Honesty (IBO, 2007)** and d) **The responsibilities of IB World Schools in ensuring the integrity of IB assessment (IBO, 2017)**. The Academic Honesty policy was created in collaboration with students, teachers, parents, and administrators by setting up the Academic policy steering committee.

### **B. Definitions**

Academic Honesty is defined as “a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment.” (Academic Honesty, page 2).

Malpractice is defined as “behavior that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment component” (Academic Honesty, page 3). Malpractice includes:

- a) **Plagiarism** - “...the representation of the ideas or work of another person as the student’s own.” (Academic Honesty, page 3) without proper citations.

- 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. bring 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 give 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 as 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
- Maintain fairness and consistency and produce a safe environment
- Make students, parents and teachers aware of the contents of this policy and its implementation
- Provide proper guidance to students on academic writing, citation and referencing systems during EE/SS lessons
- Provide professional development opportunities and guidance to teachers on plagiarism and citation
- Communicate procedures for managing cases of malpractice
- Promote academic honesty in all subjects and endeavours.
- Ensure that students understand what constitutes academic honesty and what makes a piece of work "authentic".
- Ensure that students understand what makes up malpractice, especially plagiarism, collusion and misconduct during an examination
- Ensure that students understand the consequences of malpractice

**The responsibilities of the teachers are to:**

- familiarise themselves with the Academic Honesty policy and sharing it with students
- 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 honesty by citing all sources on handouts, slideshows, etc
- Comment on drafts and provide final deadlines
- Maintain the integrity of examination paper questions and answers
- Apply the consequences consistently as outlined in this academic honesty policy
- Report cases of academic malpractice to the IB DP Coordinator

**The responsibilities of the students are to:**

- Familiarise themselves with the Academic Honesty policy and the definitions related to academic honesty
- Sign the "**Academic Honesty 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
- Ask teachers, librarian 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, which is often cited as a cause of plagiarism.

**The responsibilities of the parents include:**

- Familiarise themselves with the Academic Honesty policy and the definitions related to academic honesty
- Sign the "**Academic Honesty Contract**" at the start of the IB DP Year 1 confirming they agree to abide by the policy
- Help their children organise their time and work
- Contact teachers and IB DP Coordinator for clarifications regarding any queries concerning academic honesty

**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 have to give students guidance on how to acknowledge 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, the "rendition of another person's words in a new style and integrated into your writing" (Academic Honesty, page 10), is legitimate but because it uses another person's words they have to be acknowledged. 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 that they use, to try and identify material obtained online.

There are also websites which can check students work against a database of essays etc. and give a probability score on whether plagiarism has taken place. In KCCIS, turnitin- the plagiarism detection software, is in place for checking every piece of student work.

### **F. Procedures on handling cases of Academic Dishonesty and their Consequences**

The following are designed as guidelines and each case will be considered on an individual basis.

***First offence - academic dishonesty with regard to homework 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 Coordinator is informed. Incident is shared with the teachers.

***First Offence - academic dishonesty in a test or school examination including:***

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

**Possible consequences may include:** Removal of student from the test or examination, parents notified by phone call and letter. IB Coordinator is informed. Incident is shared with the teachers.

***Second and Subsequent Offences - This includes situations where there has been a prior offence or the malpractice instance is serious and significant.***

**Possible Consequences may include:** Redo the work. In-school Thursday detention, exclusion from class. Suspension, Expulsion etc.

**Academic Malpractice - These are behaviors considered serious and in breach of BO regulations and which may threaten the school's reputation.**

- Plagiarism, collusion, and lack of academic honesty on IB DP Internal / External Assessments, including misconducts during an examination

**Possible consequences may include:**

The IB DP Coordinator informs IB Singapore

Parents notified by phone call and letter. IB Coordinator is informed.

An internal investigation is 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, a statement from the student, a statement from the IB DP Coordinator and records of any interviews regarding the allegation of academic misconduct/malpractice are submitted to the IBO.

A report written by the IB DP Coordinator is submitted to the IBO as well 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, examination malpractice has 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 cases of collusion, the student's work has to be available and there has to 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 to the final award committee
- given time to prepare a response (i.e. a written statement that addresses the suspicion of academic misconduct/malpractice).

### **H. Grade Award meeting and Final Award committee**

Suspected malpractice cases are referred to the appropriate grade award meeting first and if necessary, to the Final Award Committee. After receiving all evidence submitted, the committee decides whether to either dismiss the allegation, uphold it, or ask for further investigations.

Final Award committee may decide that there is non-conformity but not malpractice, as this is not a deliberate attempt to gain an unfair advantage. It is classed as an academic infringement but not malpractice. No final decision is taken until the student has the chance to respond to the committee. If a decision is made that there has been infringement, no mark will be awarded for the component. Grade may still be awarded in the subject/diploma requirement concerned. If a decision is made that there has been malpractice, no grade will be awarded in the subject(s) concerned, therefore no diploma will be issued. DP Course results will be awarded for other subjects in which no malpractice has been reported. If a

decision is made that there has been malpractice in one piece of an assignment required for a component, no mark will be awarded for the subject.

I. **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 for parents on Academic Honesty so that they could support their children at home
- Professional Development - Organise workshops to improve teaching practice and strategies to improve referencing, citation and Academic Honesty
- Organise workshops with students being being safe (e.g. Don't share USBs, Essays etc)

J. **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 IB educational Context, August 2014.*

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

*IB Continuum. Effective citing and referencing, August 2014*

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

K. **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.

L. **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 J. Beattie/J. Daniel/ February 2007*

*Revised by J. Beattie 2014*

*Revised by C. Tse 2015*

*Revised by C. Tse & Academic Honesty Policy Committee 2017*

*Revised by C. Tse / S. Bailey & Academic Honesty Policy Committee 2018*

*Open for further discussions September-October 2018*

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*This policy is subject to review by Mr. Fong / C. Tse / Academic Honesty Policy Committee in September 2019*