

Academic Integrity Policy



**The Arab Evangelical Episcopal Church Council
(Ahliyyah & Mutran)**



Academic Integrity Policy

Philosophy:

- The philosophy of the Ahliyyah & Mutran is based on the belief in the importance of graduating honest, responsible, and ethical world citizens.
- Values and skills relevant to academic honesty are described by the following attributes of the IB Learner Profile.
- **IB Learner Profile:**
 - Principled students act with integrity and honesty and take responsibility for their own actions and the consequences that accompany them.
 - Thinkers make ethical decisions.
 - Inquirers acquire the skills necessary to conduct inquiry and research and show independence in learning.
 - Communicators understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication.

What is academic integrity?

- Basically, academic integrity means doing your own work and having the knowledge you claim to have. It also includes acknowledging the efforts of others in an academic and principled manner.

What is malpractice?

- The IB defines malpractice as behaviour that results in, or may result in, the candidate or any other candidate gaining unfair advantage in one or more assessment components.
- **Malpractice includes:**
 - **Plagiarism:**
 - to represent the ideas or work of another person as the candidate's own.
 - **Collusion:**
 - to allow one's work to be copied and submitted for assessment by another candidate.
 - **Duplication of work:**
 - to present the same work for different assessment components.
 - **Misbehavior:** any behavior that gains an unfair advantage over other candidates, such as:
 - fabrication of results or evidence
 - deliberate destruction of another's work



- impersonation by pretending to be someone else in order to produce the work for another or arranging for another to take one's place in an assessment.

What is intellectual property?

- Intellectual property comes in different forms and is protected by law.
- Examples of intellectual property are trademarks, copyright, registered designs, etc.
- All students must respect all forms of intellectual property and must be aware that the usage of any legally registered material is prohibited if in violation of the boundaries and conditions of this usage.

Legitimate collaboration:

- It is encouraged that students collaborate with each other when working together on any assessment component. However, the final work must be produced independently. If more than one student submits the same work, whether part or whole, this will be considered collusion.

Actions if IB students are found guilty of academic dishonesty and/or malpractice:

- All IB students must make sure that they understand fully what academic honesty is, and the importance of presenting authentic work.

Authenticating candidates' work:

- It is the responsibility of the IB teachers in the PYP, MYP, DP and CP to ensure that all candidates' work for assessment is prepared according to the requirements of the relevant subject guide. Therefore, teachers, supervisors and leaders are in the best position to judge whether candidates' work is authentic.
- All programme coordinators are expected to collect a signature from each individual candidate who is submitting work to the International Baccalaureate. Coordinators should retain these signatures on file.
- **Candidates must:**
 - Consent to allowing an authorized school staff member upload coursework materials on their behalf, where they do not have access or permission to do this themselves.
 - Declare that all work uploaded or passed to an authorized school staff member is accurate, is the final version, is the candidates own work, and that the candidate has correctly acknowledged the work of others. This declaration will cover all pieces of work produced and provided by the candidate, including all internally and externally assessed work.



- **Declaration:**

Candidates understand and consent to:

- The programme coordinator or another authorized school staff member uploading your work to the IB's eCoursework system, and The IB's processing, use, disclosure, and transfer of your personal data, including without limitation to any sensitive personal data and/or education records, as described in the IB's privacy policy and the Privacy Supplement, including worldwide cross-border transfers (including storage and access of such data outside of your country of residence).
- For externally assessed components (Extended Essays, Written Assignments/Tasks/Coursework, TOK Essays, Personal Projects, E-Portfolios), the submission of work for assessment refers to the assessment of work by an examiner appointed by the IB.
- For internally assessed components, the submission of work for assessment refers to the assessment of work by a teacher.

Academic Honesty in the PYP:

- In the PYP and as part of academic honesty, students should show the Learner Profile attribute of being principled "act with integrity and honesty" when they are involved in any learning experience.
- During their inquiry, students will:
 - use different resources to find the desired knowledge and rewrite the information gathered in their own words.
 - record the name of the book and the author or the website URL beside as well as any information they have gathered.
 - practice age-appropriate skills regarding references, citations, quotations, and paraphrasing (Table 1).
 - cite the following sources: book, article, website, and video using MLA citation by the end of grade 4
- During the exhibition, an academically honest student must:
 - reflect all the criteria for academic honesty presented in the primary years programme in all work produced
 - refer to all sources of information used such as websites, videos, books, magazines, and individuals
 - work collaboratively and respectfully within his/her group to share information
 - present findings in creative formats to provoke others to action



Table (1): This table shows the skills introduced to students in each grade level:

Grade	Introduce students to types of sources (books, websites... etc.)
KG1-Grade 1	Students need to mention the type of source when they use it to get information.
Grade 2	Introduce students to the title of the source and the name of the author. This must be documented on written work presented to teachers.
Grade 3	Introduce students to date of access for online resources. Introduce students to publication date of books. Students are required to always write their sources on any presented work.
Grade 4	Introduce students to MLA citation for books and websites. Students are required to always write their MLA citation on any presented work.
Grade 5	Re-introduce students to MLA citation for books and websites. Introduce students to what a bibliography is and how to create it in Microsoft Word. Students are required to always write their MLA citation on any presented work.

Sessions on academic honesty and its relationship with the ATL skills are conducted for students from grade 1 -5 by the teachers with the support of librarians and the ICT Department.

Work identified as not authentic in the MYP:

- The teacher schedules a meeting with the student and allows him/her the opportunity to revise and resubmit the work within a specific time.
- If the student still fails to submit authentic work before the deadline, then he/she will be referred to the Academic Integrity Committee that consists of the subject teacher, subject coordinator, MYP coordinator and ATL leader.
- The Academic Integrity Committee may order other remedial sanctions as deemed appropriate (e.g., essay related to topic, resubmission of assignment, etc.).
- If the student fails to comply with this order the committee may impose an alternative sanction.

Work identified as not authentic in the DP:



- **Before the submission of work for assessment:**
 - If the coordinator or teacher has reason to suspect that a candidate's work may not be authentic, that work must not be submitted for assessment. The situation may be resolved within the school by allowing the candidate the opportunity to revise and resubmit the work.

- **If this cannot be achieved in time to submit:**
 - Work to an examiner to be uploaded by the required deadline, or
 - Marks for internal assessment to be entered on IBIS by the required deadline, an F must be entered against the candidate's name on the appropriate mark/attendance sheet (or to IBIS in the case of internal assessment)

- **After the submission of work for assessment:**
 - If the coordinator or a teacher becomes aware of possible malpractice by a candidate after the work has been submitted to an examiner (or after marks have been submitted to IBIS in the case of internal assessment), the coordinator must send a full report to the IBO immediately. For internal assessment, this report must be sent regardless of whether the candidate's work was part of the sample work sent to a moderator for the purpose of moderation.

Work identified as not authentic in the CP: BTEC:

- **Pearson Centre Guidance: Dealing with Malpractice**
 - Pearson cares greatly about the integrity of its qualifications and is aware that incidents of malpractice threaten that integrity, adversely affect learners, and undermine public confidence in the delivery and awarding of qualifications.

- **Learner Declaration of work**
 - Learners must provide a written declaration that the evidence is authentic, and that the assessment was conducted under the requirements of the assessment specification.

- **Positive steps the center takes to prevent or reduce the occurrence of learner malpractice:**
 - Using the induction period and the student handbook to inform learners of the center's policy on malpractice and the penalties for attempted and actual incidents of malpractice.
 - Showing learners, the appropriate formats to record cited texts and other materials or information sources including websites. Learners should not be discouraged from conducting research; indeed, evidence of relevant research often contributes to the achievement of higher grades.
 - If the head of the center discovers any irregularity in the internally assessed components of examinations before a candidate has signed the declaration of authentication, there is no need to report this to Pearson. Instead, the candidate's work may be declined.
 - If the head of the center discovers any irregularity after a candidate has signed the declaration of authentication, or suspects any malpractice by a candidate during an examination, the head of



the center must submit full details of the case to Pearson at the earliest opportunity by emailing a JCQ Form M1 with supporting documentation to pqsmallpractice@pearson.com

- **ATL Leader's Roles and Responsibilities**

- Provide teachers and librarians with strategies for the following:
 - Note taking
 - Paraphrasing
 - Skimming
 - Citing resources
- Go over the research process with teachers and librarians
- Ensure that teachers and librarians have a clear understanding of what is required by students when conducting a research assignment
- Conduct workshops for students to go over the research process along with citation techniques

- **Teacher's Roles and Responsibilities**

- Prepare a well thought out research assignment before deciding to include it within a unit of study
- Clarify requirements for students and explain them before assigning the project
- Go over each step of the above-mentioned research process before beginning the assignment
- Dedicate lessons for teaching students about note taking, paraphrasing, and citation techniques
- Go over the importance of academic honesty and plagiarism
- Provide students and discuss with them research techniques, graphic organizers that can be used, and the MLA citation document
- Assign library classes, which students will use to work on their research assignment, in coordination with the school librarians

- **Librarian's Roles and Responsibilities**

- In coordination with teachers, arrange library classes for students conducting research
- Be aware of each step of the research process and what is required
- Guide students in finding resources that match their research topics
- Assure that the library consists of numerous resources that may aid students in finding adequate information for their research topics
- Provide students with various strategies in skimming through a book, article, website, etc. to find relevant information

- **Citation policy for IBMYP, IBDP and IBCP**

- All students from grades 6 – 12 follow the MLA format for citation.



- **The following are the expectations for citation:**

- Grade 6: write basic citations for text and images using a provided format
- Grades 7 – 8: write full citations for text and images using a provided format with guidance
- Grades 9 – 12: write complete citations for all sources including parenthetical citations

- **Examples on MLA format citations:**

- **Book by One Author**

Last Name, First Name. Title. Place of publication: Publisher, Copyright Date.

Example:

Jameson, George P. Ellis Island. New York: Icon Press, 2006.

- **Book by Two Authors**

Last Name, First Name and First Name Last Name. Title. Place of publication: Publisher, Copyright Date.

Example:

Smith, Henry G. and Betty Harmon. Freedom Rides. Chicago: Broad Shoulder Press, 2006.

- **Encyclopedia**

Last Name, First Name. "Title of Article." Name of Encyclopedia. Edition Year. (If an author is not listed, begin the entry with the title of the article.)

Example:

Franz, Charlene. "Goat." World Book. 2006 ed.

- **A work within an Anthology**

Last Name, First Name. "Title of work." Title of Anthology. Editor's First Name, Last Name. Place of Publication: Publisher, Copyright Date. Page numbers.

Example:

Stevens, Wallace. "Sunday Morning." Modern American Poetry. Ed. Thomas J. Hines. New York: Holt, Rinehart and Winston, 2003. 20-22.

- **Newspaper Article**

Last Name, First Name. "Title of Article." Newspaper Name Date: page(s).

Example:

Blake, Terry. "Attack in Bagdad: Two Marines Dead." The Plain Dealer 20 July 2006: A1.



➤ **Magazine Article**

Last Name, First Name. "Title of Article." Title of Magazine Date: page numbers.

Example:

Thomasson, Ronald. "Salt Mines of Lake Erie." Cleveland Magazine 15 May 2004: 23-25.

➤ **Online Database—Encyclopedia**

"Title of Article." Name of Encyclopedia. Year. Name of online source. Date <URL (Persistent link)>.

Example:

"Whale Oil." Encyclopedia Britannica. 2006. Encyclopedia Britannica Online. August 2006 <<http://search.eb.com/eb/article-9076727>>.

➤ **Online Database—Articles**

Last Name, First Name. "Title of Article." Original Print Source Title. Date. Online source name. Date accessed <URL link>.

Example:

Freeman, Gregory A. "Code Alpha: The President is Coming!" American History. October 2006. Academic Search Premier. 6 October 2006.

<<http://web.ebscohost.com/ehost/detail?vid=7&hid=1&sid=13275eeb239a-4ec6-a998-d2dda6dc9f66%40sessionmgr101>>.

➤ **Internet Website**

Last Name, First Name. Title of Website. Date last updated. Author (if given). Name of organization that sponsors the site. Date accessed <URL link>.

Example:

Walker, Gary. "The Effects of Radiation." Hiroshima Atom Bomb. 15 Mar 2000. Los Alamos Research Facility. 14 Oct. 2008. <<http://www.larf.org/hiro/radeffect.htm>>

➤ **TV / Radio Transcript**

"Title of TV / Radio episode or segment." Title of Program. Broadcast date. Transcript. Name of Database Used. Date accessed <URL link>.

Example:

"Special Edition: The War in Iraq Part II." CNN Special Report. 5 April 2003. Transcript. E-Library. 27 March 2006. <<http://elibrary.bigchalk.com>>.

➤ **Video Documentary**

Title of Film. Director's First Name Last Name. Copyright Year. Medium. Production Company Name. Edition Date.

Example:

Finding Harmony. Kent Williams. 2003. DVD. Zen Buddhist Lecture Series Video. 2003.



- We trust that all Ahliyyah & Mutran students will comply with all the rules and regulations of academic honesty in school and beyond.

- **References:**

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- International Baccalaureate Organization. Diploma Programme: From principles into practice. Geneva, Switzerland. 2015.
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- International Baccalaureate Organization. What is an IB education? Wales, UK. 2015.
- International Baccalaureate Organization. Candidate consent – 2017 school template. 2017
- BTEC key documents available on: <https://qualifications.pearson.com/en/about-us/qualification-brands/btec/delivering-btec/key-documents.html>

NOTE: All school policies are reviewed and updated at the end of every academic year by the Language Coordinators, Programme Coordinators and Heads of Section. Those interested in joining the revision committee are invited to do so when the opportunity is advertised.