





Chester International School

Academic Honesty Policy

Policy name:	Academic Honesty Policy
Version:	Final
Author/s:	Abbey Peers
Date:	July 2023
Review period:	2 years

Name	Signature	Date
Katrina Brown <i>Principal</i>		
Stephen Miller <i>Chair of Governors</i>		

Academic Honesty Policy

Applies to

The whole School

Related documents

Assessment Policy

Availability

This policy is made available to parents, staff and students in the following ways: via the School website, in a student area on Canvas, in the staff online handbook, and on request a copy may be obtained from the Student Support Desk.

Monitoring and Review

This policy will be subject to continuous monitoring, refinement, and audit by the Principal in consultation with the IB Director.

The Trust undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Version date: July 2023

Date of next review: July 2025

Chester International School is committed to academic honesty and will ensure that all students in the IB Diploma Programme, IB Career-related Programme, and IB Middle Years Programme are aware of what this entails. As IB students, 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, striving to be principled. We also use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

While we trust that all students enrolled in the school will submit work of their own that is appropriately referenced, we feel that it is necessary to give guidelines as to what this means and what the consequences will be if any work does not meet this standard.

Academic Dishonesty and Malpractice

Academic honesty refers to the authenticity of work submitted by students for the purposes of evaluation and/or assessment. All work submitted should be the students' individual work, except in the case of collaborative assessed tasks. In the case of collaborative tasks, each student's individual contribution should be clearly identified. Where a work is inspired by, derived from, or supported by evidence from the work of another, the source work should be clearly referenced.

Although the following list is not exhaustive, academic dishonesty can take several forms:

- **Plagiarism:** taking work, words, ideas, pictures, information or anything that has been produced by someone else and submitting it for assessment as one's own;
- **Copying:** taking work of another student, with or without his or her knowledge and submitting it as one's own;
- **Exam cheating:** communicating with another candidate in an exam, bringing unauthorized material into an exam room, or consulting such material during an exam in order to gain an unfair advantage;
- **Self-plagiarism:** submitting work that is substantially the same for assessment in different courses without the consent of all teachers involved;
- **Falsifying data:** creating or altering data that has not been collected in an appropriate way;
- **Collusion:** helping another student to be academically dishonest.

Conventions for Citing and Acknowledging Original Authorship

As a diverse and flexible learning community, Chester International School makes use of a range of different methods for citing and acknowledging original authorship. The principles of academic honesty described in this policy apply equally to all members of the community. However, it is recognised that different conventions for referencing may be preferred by different subject disciplines, and to the work produced. As standard, students will be taught to use the APA in-text citation referencing system, including building bibliographies for work completed.

In-text citations would look as such:

Studies, such as those by Hooley, Matheson and Watts, agree that good career guidance has a positive relationship with both attendance and attainment. (Hooley, et al., 2014)

APA bibliography entries would look as follows:

Bandura, A. (1977). Social Learning Theory. New Jersey: Prentice Hall.

Guy, J. (2004). My Heart is My Own. St Ives: Harper Collins.

Artificial Intelligence Technology

Generative artificial intelligence (AI) tools are able to mimic, and at times to exceed, human abilities to research, write, problem-solve, create art, produce videos, and even to “learn” and evolve. As such, there is concern that AI tools/apps can be used to help students engage in academic misconduct.

Students should be aware that the IB does not regard any work produced—even only in part—by such tools, to be their own. Therefore, as with any quote or material from another source, it must be clear that AI-generated text, image or graph included in a piece of work, has been copied from such software. The software must be credited in the body of the text and appropriately referenced in the bibliography. As with current practice, an essay which is predominantly quotes will not get many, if any, marks with an IB mark scheme.

Artificial intelligence may be used only when used ethically in line with our principles of academic integrity. Instances of academic dishonesty concerning artificial intelligence will be treated as any other instance of academic dishonesty.

Prevention of Academic Dishonesty

Chester International School, in line with IB recommendations and practice, may submit random or selected pieces of work to external bodies for verification and evaluation of sources. We recommend that students keep all rough notes and drafts that they produce in preparing work for submission to teachers or examiners in order to be able to defend themselves against charges of malpractice.

Chester International School uses turnitin.com as plagiarism detection tool for electronically collecting work that will be submitted to IB examiners. All internal and external assessments will be submitted this way, and other assignments as determined by the subject teacher.

We encourage students to use the draft submission facility prior to the deadline. This will detect any instances of inadequate referencing and other forms of plagiarism.

Procedure for Investigating Suspected Cases of Academic Dishonesty

If a teacher, or another member of staff, suspects that a student may have breached the school’s standards of academic honesty, he or she will inform the Director of IB. The latter will investigate the matter, and will inform the student of the concerns of the teacher, giving the student the chance to reply to the accusations. If it can be shown that inappropriate work has been submitted, the Director of IB will make a recommendation to the Principal as to whether or not the case is one of academic dishonesty, or of an academic infringement. The relevant coordinator will contact the IB and follow their instructions regarding an investigation. Again, in line with the IB’s policy and practice, the

determining difference between these two possibilities will be one of intent. The Principal will decide the outcome of the case.

The Consequences of Academic Dishonesty

Any student who is found to be engaged in academically dishonest practices will have a record of this put into his or her student file, and this will be communicated to the student's parents.

If a student commits a second violation and/or is found to be consistently academically dishonest, the student may be removed from the programme, and will be disallowed from being able to take an IB certificate in that subject.

If the work has been submitted as an official piece of IB coursework, it will not be accepted. If there is time for him or her to do so, the student may be allowed to resubmit another piece of work in its place. If there is not time for the student to produce new work, he or she will normally not receive a grade for that course and will therefore not receive the relevant IB award in accordance with IB policy.

If a student submits work to the IB that is later recognized as having been produced dishonestly, the student will not achieve an award.

Students are ultimately responsible for their own work and the consequences of any breaches of the standard of academic honesty will be theirs alone. They should speak to teachers regularly about their work and show drafts of it at various stages in the production process. Our staff are trained and practised in IB processes and students should ask teachers for advice if they are at any time unsure of what they have done in relation to referencing.

Policy Review

We will review our Academic Honesty agreements and policy annually. This is a working document. The information contained in policy documents will be published on our website, and available in the ways aforementioned. The information published will be updated annually and any changes to the information occurring during the year will be updated as soon as possible.