



# ACADEMIC INTEGRITY

## STATEMENT OF AIM

MEF IS recognizes its central role in the cultivation and promotion of academic integrity in its community. To this end, this procedure sets forth definitions of academic integrity and misconduct and elaborates the responsibilities of students, staff, and parents in maintaining academic integrity. Moreover, the process is outlined for reviewing and dealing with instances of academic misconduct on internal and external assessments.

## RATIONALE

Academic integrity underpins all of the school's educational efforts as students can only demonstrate their mastery of a subject and teachers can only assess their mastery when students present their own work. Therefore, academic integrity must be defined clearly by the school as well as understood and embraced by the entire community. Furthermore, the school must delineate what constitutes academic misconduct, the process for reviewing cases, and its ramifications. This procedure clearly defines academic integrity, establishes the roles and responsibilities for its maintenance, and enumerates the consequences for violations of academic integrity.

## PROCEDURE

### Academic integrity

Academic integrity (or academic honesty) is defined as:

"Academic integrity is 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 for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work" (IB, Academic Integrity, 2019).

Maintaining academic integrity involves

- The use of one's own thoughts and materials in the demonstration of knowledge (e.g., homework, projects, essays, examinations, etc.)
- The proper citation of any utilized sources (print, digital, etc.) (IB, Academic integrity 2007).

### Sources

As an IB World School, MEF IS has adopted the IBO's citation approach as outlined in, "The IB Programme Continuum of International Education: Effective Citing and Referencing" (2014).

### Student Responsibilities

**Primary** students learn how to distinguish between their own and others' work and cite their sources. They understand the principles behind academic integrity, misconduct and possible consequences.

**Grade 5** and **Middle School** students cite their sources in text using author name, and create a works cited page including author and source location. They are expected to demonstrate that they understand the principles behind academic integrity, misconduct and the consequences.

**High School** students use MLA formatting. They are expected to demonstrate academic integrity and their understanding of academic misconduct and the consequences.

**Note:** Middle and high school students are expected to sign an agreement stating that they have read this policy and will abide by it.

### **Teacher Responsibilities**

Teachers are expected to model, instruct and monitor academic integrity and academic misconduct in accordance with the grade level procedures of the students they are working with. All major written assignments should be run through Turnitin. The librarian supports teachers and students in understanding academic integrity and misconduct for example when preparing and presenting lessons for students and guiding teachers with annual presentations and individual support. The librarian will also train staff on Turnitin.

### **Administration Responsibilities**

Administrators are expected to model and monitor academic integrity and academic misconduct in accordance with the procedures, and ensure that both students and teachers understand and follow procedures associated with academic integrity and academic misconduct.

### **Parent Responsibilities**

Parents are expected to support their students and the school in carrying out the academic integrity procedure.

### **Academic Misconduct**

MEF IS defines academic misconduct with the IB definition, "The IB defines academic misconduct 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. Behaviour that may disadvantage another student is also regarded as academic misconduct. It is also an act that potentially threatens the integrity of IB examinations and assessments that can happen before, during or after the completion of the assessment or writing time of the examination, both paperbased and on-screen (IB, Academic Integrity, 2019).

**Plagiarism** is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism.

**Collusion** is defined as supporting academic misconduct by another student, for example allowing one's work to be copied or submitted for assessment by another.

**Falsifying records** includes presenting false academic or other documentation to the school

**Duplication of work** is defined as the presentation of the same work for different assessment components and/or curriculum requirements.

Examples of **misconduct during an examination** include: taking unauthorized material into an examination (whether the student uses it or not), behaviour that disrupts the examination or may distract other students, and communicating with another student during the examination.

*Adapted from The IB Diploma Programme publication "Academic integrity" (2007), "The IB programme continuum of international education Effective Citing and Referencing" (2014), and "Academic integrity" (2019)*

### **Procedures in case of academic misconduct:**

- If a teacher suspects a student is guilty of academic misconduct, the teacher should consult an administrator immediately to discuss the incident. This discussion should occur before any consequences for the student are decided. The teacher must present an incident report to the administrator at the time of the consultation.

- In consultation with the administrator, a teacher may give the student a “0” for the exam or the assignment. The administrator may also send the student to the Discipline Committee, depending on the severity of the instance.
- **Appeal:** A student has the right to appeal the decision of a faculty member
  - A student has the right to appeal to the Discipline Committee via the School Principal and must notify the principal of his or her intent to do so within seven calendar days of being informed of the teacher’s decision.
  - The Discipline Committee will hear the appeal and share its conclusion with the Principal.
  - If the decision of the Committee differs from that of the teacher, then the Principal will meet with the teacher to adjudicate the issue.
  - If the Committee upholds the decision of the teacher, then the student may make a final appeal to the School Principal.
  - If the Principal disagrees with the decisions of the faculty member and the Committee, then the Principal will meet with the faculty member and a representative of the Committee to adjudicate the issue.
- The Principal will keep a permanent record of any infraction in the student file.
- Students who commit multiple infractions will be referred to the “Discipline Committee.”

#### **External Assessments:**

These include, but are not limited to, ISA, Cambridge Checkpoint, Cambridge IGCSE, IB Diploma exams.

- Evidence of misconduct during official externally graded or moderated external assessments, or any other document submitted externally by the school on behalf of the student, should be immediately reported to the IB Diploma Coordinator or Deputy Principal..
- The IB or Cambridge academic misconduct procedure will be followed.

#### **Cambridge Guidelines:**

##### External examinations:

Students are expected to adhere to the following:

- To bring into the examination venue only authorised materials.
- **Unauthorised materials** include the following (this is a non-exhaustive list):
  - calculator cases
  - instruction leaflets
  - bags
  - own blank paper
  - non-transparent pencil cases
  - personal TVs
  - computers of any sort
  - electronic or radio communication or recording devices
  - mobile telephones
  - cameras
  - Bluetooth headsets
  - portable music players
- All electronic devices must be switched off and left outside the examination room
- Other types of unauthorized material must be either left outside the examination room or handed to the invigilator (and placed out of reach of candidates) before the start of the examination
- Calculators with the following facilities are **prohibited**, unless specifically stated otherwise in the syllabus:
  - graphic display
  - data banks
  - dictionaries or language translators
  - retrieval or manipulation of text or formulae
  - QWERTY keyboards
  - built-in symbolic algebraic manipulatives, differentiation or integration
  - capability of remote communication with other machines

### Internal assessments or coursework:

Students are reminded to exercise academic integrity and integrity

The following actions are regarded as forms of **malpractice** (non-exhaustive list)

- Plagiarism; the failure to acknowledge sources properly and/or the submission of another person's work as if it were the candidate's own
- Collusion; working collaboratively with other candidates
- Theft of another candidate's work
- The deliberate destruction (partial or total) of another candidate's work

### Penalties for Malpractice:

Cambridge International Examinations (CIE) may impose the following penalties for malpractice by candidates:

- issue a warning
- deduct marks or award no marks for a component (including coursework)
- disqualify candidates from the subject in which the malpractice took place; in some cases the disqualification may be extended to all subjects taken in a session
- ban a candidate from entering CIE examinations for up to five years
- inform other examining bodies of the details of the case and action taken
- inform the police in some serious cases involving theft, impersonation or the falsification of documents.

*Adapted from Cambridge Handbook (international) regulations for conduction Cambridge examinations*

### **IB Guidelines:**

#### **IB Diploma Programme supplement to existing Plagiarism and Academic Misconduct:**

##### **A. Rationale for supplement:**

In accordance with the MEFIS Board Policy 8.4 Student Conduct and Academic Misconduct Guidelines currently in use at MEF International School, academic misconduct has been further defined in this document. The procedures taken by the administration and the teaching staff in the IB Diploma Programme in case of documented plagiarism and academic misconduct on formative and summative assessments are established in this amendment. The MEF International School "Academic Misconduct Guidelines" procedure stipulates that IBO guidelines will be followed. Further articulation of IBO guidelines is the purpose of this supplement. The IBO plagiarism and misconduct policy contained in the "Academic integrity" guide for the Diploma Programme published by the IBO is referenced in this document.

##### **B. Amendment to procedure:**

*'Malpractice' includes plagiarism, collusion, misconduct during an exam, and duplication of another's work on official IB examinations and internal/external assessments.*

1. If a candidate is found guilty of malpractice by the IBO, penalties are imposed in order to ensure that an IB diploma candidate does not gain an unfair advantage, to maintain the integrity of an IBDP examination session, and/or to encourage other candidates from taking the same action.
2. A committee formed by the IBO will not take into account the consequences of imposing a penalty; the penalty will be imposed according to the nature of the offence. The committee will take into consideration the information presented by teachers and the Diploma Coordinator on the case.
3. When judging a case of alleged malpractice, the committee will disregard the registration category of the candidate. If a candidate is found guilty, the aim is to penalize the candidate only for the subject in which he or she has been found guilty of malpractice. For example, if a retake candidate is guilty of malpractice in one subject the grade for that subject obtained in a previous session will be carried over to the current session and any higher grades in other retake subjects will be counted in the current session.

4. Work submitted by a candidate for assessment may contravene standard academic practice by failing to acknowledge the ideas or words of another person using quotation marks (or some other accepted practice). However, if there is some attempt by the candidate to acknowledge the source in the bibliography, the final award committee may designate a case of this type an ‘academic infringement’ and not malpractice. The judgment as to whether academic infringement is the appropriate decision will be partly based on the quantity of text (or other media) that has been copied by the candidate.

5. If the final award committee decides that an academic infringement has been established, no mark will be awarded for the component or part(s) of the component. The candidate will still be eligible for a grade in the subject or diploma requirement concerned. No further penalty will be imposed and the case will not be recorded as malpractice. In such a case, the decision regarding academic infringement will be communicated to the IB Coordinator.

- If the final award committee decides that a case of malpractice has been established, no grade will be awarded in the subject concerned. In the case of a diploma candidate the consequence is that no diploma will be awarded to the candidate. However, a certificate of results will be awarded for other subjects in which no malpractice has occurred.
- If a candidate is found guilty of malpractice in his or her third attempt at achieving the diploma or improving the number of points for the diploma, the candidate will not be permitted a fourth examination session in which to achieve the diploma or improve the number of diploma points.
- If a candidate is found guilty of malpractice the candidate will be permitted to register for future examinations at least one year after the session in which malpractice was established.
- If a candidate is found guilty of malpractice in the production of one (or more) of several assignments required for a component, the candidate is not eligible for a mark based on his or her performance in the remaining assignments for the component: no grade will be awarded for the subject. For example, the internal assessment requirement for a subject may require a portfolio of four separate assignments. If a candidate is found to have plagiarized all or part of one assignment, a mark for his or her internal assessment will not be based on the remaining three assignments: no grade will be awarded for the subject.
- If a case of malpractice is very serious, either because of its nature or because the candidate has already been found guilty of malpractice in a previous session, the final award committee may decide that the candidate will not be permitted to register for examinations in any future session.
- An IB diploma, or a certificate, may be withdrawn from a candidate at any time if malpractice is subsequently established.
- Although a case may not warrant a penalty against one or more candidates, on occasion a letter may be sent to the Head of School on behalf of the final award committee insisting that greater care be taken to avoid a similar incident occurring again.

*The above twelve points are taken from the IB “Academic integrity” Guide*

#### **Further Diploma Programme practices at MEF Schools of Turkey to prevent plagiarism and malpractice:**

All IB Diploma Programme students and teaching staff will receive on an annual basis instruction on what constitutes plagiarism and how to reference citations using Modern Language Association (MLA) formatting.

All IB Cambridge and Diploma Programme assessments - both internal and external assessments - are to be moderated within departments to ensure the authenticity of the student work and consistency of teacher marking before being submitted to the IB Diploma Coordinator.

#### **Works Cited**

“Academic integrity”. IB. 2007. Web

“Academic integrity”. IB 2019. Web

“The IB programme continuum of international education Effective Citing and Referencing”. IB, 2014. Web.