



TEMA INTERNATIONAL SCHOOL

ACADEMIC HONESTY POLICY

2018

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1. Policy

Tema International School seeks to create a safe and supportive environment which promotes self-discipline, honesty, integrity and excellence in learning.

In particular, academic honesty is linked closely to the learner profile attributes: principled and reflective as well as being a communicator.

All members understand the significance of academic honesty.

All students will produce authentic work in which they have invested their time, effort and resources.

Authentic work is accurately and adequately cited and referenced.

All students will demonstrate proper conduct during examinations.

All students know and understand the difference between collaboration and collusion in order that student work produced is devoid of illegitimate collaboration.

This policy covers assignments, projects, Extended Essay, and any other work emanating from the school.

Any suspected breaches must be reported immediately to the relevant Program Coordinator.

Sanctions will apply if breaches of this policy are proved.

2. Implementation

Specific conventions for being transparent about the use of ideas and the works of others must be observed. Students are encouraged to access ManageBac and use Harvard referencing style (Harvard Reference Generator).

Student work submitted must be original and from students' own effort with all secondary sources duly cited and referenced.

Student work submitted through ManageBac will be checked using Turnitin.

The Program Coordinators will investigate any possible breach of academic honesty.

Confirmed breaches will result in sanctions being imposed. These sanctions may range from a warning, loss of grade, subject failure or ineligibility of final award.

In terms of procedural fairness, students have the right to appeal to the Principal against any sanction that they consider is unfair, or does not reflect the breach.

3. Review

The policy will be reviewed at the end of academic year in June, 2019.

4. Support Material

4.1 What is Academic Honesty?

Academic honesty refers to:

- Proper conduct in relation to examinations
- The full acknowledgement of the original authorship and ownership of creative material
- The production of ‘authentic’ pieces of work
- The protection of all forms of intellectual property – which include forms of intellectual and creative expression, as well as patents, registered designs, trademarks, moral rights and copyright

Forms of Academic Dishonesty

Misconduct during examination

- a. Where a student is found to be in possession of unauthorised material during a written or oral exams (for example notebook, textbook, mobile phones). This offence also includes instances where such unauthorised materials have been left in the Bathroom or any other vantage point where student may access or may attempt to access to gain undue advantage in the examination. Consideration will be given to whether the student indeed gained advantage, could have gained advantage or intended to gain advantage with the use of the unauthorized material.
- b. Where a student disobeys the instruction of an invigilator and where such instructions are in compliance with the school’s or IB regulations for the conduct of examinations. For example where a student continues to write answers to questions where he/she has been told to stop, where a student’s behaviour is distracting to the smooth conduct of the examination.
- c. Where a student communicates or attempts to communicate with another student during an examination session
- d. Where a student has copied the work of another student during examination.

Plagiarism

Where a student uses the ideas or work of another person without acknowledging the source(s) and, in effect, presents the work as his/her own original work or idea. There will be no excuse for oversight or mistake on the part of the student or any other person.

Duplication of work

Where a student submits a work that is the same or substantially similar for two different assessment components.

Unethical Behaviour

Falsification of student's records.

Collusion

Where a student allows another student to copy all or some part of his/her work and the student who copies the work then submits that work as his/ her own.

Difference between Collaboration and Collusion

The school encourages collaboration between and among students as an authentic means to enhance student learning. However, collusion amounts to an illegitimate collaboration where a student(s) seek to have an undue advantage in the production of a work supposed to be produced independently.

4.2 How is it publicized? How do/where can members of the community find the policy?

The policy is publicized through the following means;

- Weekly/Monthly school bulletins (for the benefit of parents)
- Learning Centre's homepage
- Posters/Notice Boards in the school
- ManageBac
- Office of Programme Coordinators
- Office of Heads of Departments
- Classrooms and walkways (posters)
- Reception Area
- School website: www.tis.edu.gh

4.3 Role of school community

The Role of the Principal

The Principal is expected to:

- understand what constitutes academic honesty and an authentic piece of academic work for submission during any of the examination periods.
- understand what constitutes malpractice, particularly plagiarism and collusion.
- receive guidance on the skills of academic writing and acknowledging sources.
- know and understand the consequences/penalties that are evoked, when guilty malpractice occurs.

The Principal must also upon consultation and collaboration with a school based ‘Academic Honesty Committee,’ establish a school policy that promotes good academic practice and a school culture that actively encourages academic honesty. It is assumed that part of this responsibility will be delegated to the Program Coordinators and (specialists) subject teachers.

The Role of the Teacher

All teachers in Tema International School must:

- Understand what constitutes academic honesty and an authentic piece of academic work for submission.
- Understand what constitutes malpractice, particularly plagiarism and collusion
- Receive guidance on the skills of academic writing and acknowledging sources through school-endorsed training.
- Know and understand the consequences/penalties that are evoked, when guilty malpractice occurs.

They are also, in the case of making submissions of work for assessment, expected to:

- Confirm that, to the best of their knowledge, each candidate’s work is his/her own authentic work.
- Ensure that all coursework, IAs, EEs, projects and any other students’ research works are verified through Turnitin.com to ascertain the extent of similarity. All these prevention measures must assist teachers to detect any plagiarism as much as possible.

Teachers are also expected to support the school’s policy on good academic practice and provide candidates with advice whenever necessary.

The Role of the Student

The role of every student in Tema International School is to:

- Understand what constitutes academic honesty and an authentic piece of academic work for submission.
- Understand what constitutes malpractice, particularly plagiarism and collusion.
- Receive guidance on the skills of academic writing and acknowledging sources from teachers (or a specially designated department in the school).
- Know and understand the consequences/penalties that are evoked, when guilty malpractice occurs.
- Ensure that all work submitted for assessment is authentic by acknowledging the sources of information appropriately - Accurately cited and adequately referenced sources.
- Comply with all internal school deadlines: this is for their own benefit and may allow time for revising work that is of doubtful authorship before the submission of the final version to the examining body.
- Acknowledge all ideas and works regardless of their form and pattern. In that regard, all forms of Art work – films, dance, music, theatre arts must be duly cited and referenced.
- Uphold Intellectual Property rules and regulations.

The Role of the Parent/ Guardian

The role of every parent/guardian in Tema International School is to:

- Understand what constitutes academic honesty and an authentic piece of academic work for submission and periodically reinforce the same.
- Understand what constitutes malpractice, particularly plagiarism and collusion and guide their wards in complying with the Academic Honesty Policy.
- In case their child is found to breach Academic Honesty policy, support the school in giving appropriate consequence, after being a part of the appeal process with the student.

The School Librarian

The School Librarian, in partnership with the Programme Coordinators, facilitates the teaching of Academic Honesty and Information Literacy. TIS students are adequately engaged to understand and know how to acknowledge all sources used in producing a work – either by direct quotes (written or oral) or paraphrasing to avoid plagiarism which has been identified as the most common form of academic malpractice that students mostly commit when it comes to writing of longer academic pieces (Lekanides, 2016, p. 139).

The table below demonstrates implementation schedule for the teaching of academic honesty in Tema International School.

Year	In Class Implementation	Delivery Time(s)
MYP 2- 3	Identification of Information Sources & Responsible use of information	At the beginning of the academic year and then during specific periods on the instructional timetable
MYP 4-5	Research Process and Citation & Referencing	At the beginning of the academic Year and then during specific periods on the instructional timetable
DP 1 - 2	Citation & Referencing	At the beginning of the academic year

Based on the knowledge and skills acquired during Information Literacy lessons, students are encouraged across all grades to submit assignments and projects with clearly indicated sources used and the appropriate referencing – preferably, Harvard referencing which the School has adopted.

4.4 TIS Formal Writing Guidelines

In general, all formal assignments must be:

Typed
Double-spaced
12 point font
Arial
WORD document
Consistent spelling format
A4 page format

Grades 7-8 should also have the following:

A heading that includes name, teacher's name, class, and date.
A title that is centered and capitalized correctly. (Title Case)
A Works Cited page that cites sources correctly using Harvard format of referencing.
Include parenthetical documentation to some degree. Grades 7-8 will develop skills to correctly document sources within the contents of the writing assignment, *but are not expected to master these skills.*

Grades 9-10 should also have the following:

A heading that includes name, teacher's name, class, and date.
A title that is centered and capitalized correctly. (Title Case)
A Works Cited page that cites sources correctly using Harvard format of referencing.
Include parenthetical documentation correctly.
Attempt to format the assignment using Harvard guidelines (correct margins, page headers and numbers).
Attempt to include an abstract, a contents page, and/or appendices in order to prepare for the Personal Project.

Grades 11-12 should also have the following:

A heading that includes name, teacher's name, class, and date.
A title that is centered and capitalized correctly. (Title Case)
A Works Cited page that cites sources correctly using Harvard format of referencing.
Include parenthetical documentation correctly.
Correct Harvard format of referencing.
Include a contents page, and/or appendices in order to prepare for the Extended Essay.

4.5 Examples of Some Cited and Referenced Sources

- Book

In-text citation:

...“is a planned learning that normally occurs in a different place from teaching and, as a result, requires special techniques of course design, special instructional techniques, special methods of communication by electronic and other technology...” (Moore & Kearsley, 1996, p. 47).

Reference:

Moore, M. & Kearsley, G., 1996. *Distance Education: A Systems View*. Belmont, CA: Wadsworth.

- Journal

In-text citation:

... Main states that “the insulator serve to modify the electric field” (2016, p. 7)

Reference:

Main, P., 2016. How does a touch screen work?. *Physics Review*, 25(4), pp. 6-8.

- Website

In-text citation:

(Fening, 2018)

Reference:

Fening, P. A., 2015. *Design Trends in Gold Jewellery Making in Ghana and Global Cultural Influence*. [Online] Available at: <https://theartsjournal.org/index.php/site/article/view/687/366> [Accessed 10 October 2018].

4.6 Sanctions

Internal Sanctions

Internal sanctions may be imposed by TIS for incidences of malpractice relating to homework, classwork, and internal exams which do not involve internally and externally assessed final pieces of official IB examination work, and will include:

- 1st Offence:

The student is required to re-do the work. Parents are notified by the teacher and the malpractice is noted in school records.

- 2nd Offence: The student is given zero for the work, parents are notified by the Principal, and the student receives disciplinary consequences. This second malpractice offense is noted in school records.

- 3rd Offence: If a student is found guilty of a third breach of academic honesty, they will receive no credit for the relevant course, and may be recommended for withdrawal.

External Sanctions

External sanctions are those assigned by the IB, or by the school, in compliance with IB regulations, and relate specifically to the perception that academic dishonesty has taken place in work which counts towards the final award of the relevant programme: MYP or DP. Should such academic dishonesty be suspected in the first draft of an IA, the EE, the TOK essay or MYP Projects, it is likely that the internal sanctions above will apply.

However, if the suspected malpractice occurs at a later stage, either once work has been submitted to the IB, or when final versions of IAs are handed in with little or no time before the final submission date, malpractice investigation and sanctions will take place as detailed in the section below. The school retains the right to apply other sanctions when dealing with malpractice internally including internal exams, tests, coursework (internal assessments) and homework procedures. When the malpractice involves official IB examination procedures, these sanctions could also be enlarged to include suspension, expulsion, or refusal to allow the student to attend the Graduation Ceremony.

Consequences (as Outlined by IB)

- If the amount of plagiarism is minimal, zero marks will be awarded for the assessment component, but a grade will still be awarded for the subject. This is referred to as 'Academic Infringement'
- If a candidate is found to have plagiarized all or part of any assignment, then no grade will be awarded for the subject. This automatically means that no Diploma can be awarded.
- Misconduct during an examination will result in no grade being awarded for the specific subject involved.

- If a candidate falsifies a CAS record, no Diploma will be issued until 12 months after the examination session have passed. The CAS record will need to be correctly completed.
- If the case of malpractice is very serious, the candidate may not be allowed to re-register for examinations in any future session
- An IB Diploma may be withdrawn from a candidate at any time if malpractice is subsequently established

An appeal may be made to the final award committee in the light of new factual evidence, within three months of the original decision.

5. Bibliography

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IB, 2018. *Academic Honesty in the Middle Years Programme*. [Online] Available at: https://resources.ibo.org/ib/topic/Academic-honesty/resource/11162-42418/data/m_0_mypxx_sup_1609_1_e.pdf

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