

TIS Academic Honesty Policy

Policy statement

TIS is committed to academic honesty and ensures all students are aware of what this entails including examinations. While we expect all students at TIS will submit any work of their own that is appropriately referenced, guidelines to what this means and the consequences if any work does not meet this standard are articulated clearly across TIS.

Implementation

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

Through workshop engagements, issues bordering on academic integrity are highlighted to students so that they do not slip into breaches, which come with sanctions.

It is mandatory for students to submit their work through Turnitin, an anti-plagiarism software embedded in ManageBac, to check for possible academic honesty breaches.

Academic honesty is an ongoing practice across all grade levels. All work submitted by students must be original with all sources duly cited and referenced. The Program Coordinators investigate any possible breach of academic dishonesty. Confirmed breaches result in sanctions.

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

Review

August 2021.

TIS Academic Honesty Policy

APPENDICES

1. PUBLICATION

An abridged version of the policy is publicized through the following means:

- School website: www.tis.edu.gh
- Learning Centre's homepage
- Posters/Notice boards in the school
- ManageBac
- Office of Programme Coordinators
- Departmental offices
- Classrooms and walkways (posters)
- Reception area.

2. BREACHES

➤ What constitutes misconduct during examinations?

- When a student is found to be in possession of unauthorized material during a written or oral exam (for example notebook, textbook, mobile phones). This offence also includes instances where such unauthorized 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 an examination. Consideration will be given to whether the student gained an advantage, could have gained advantage or intended to gain advantage with the use of the unauthorized material.
- When 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.
- When a student's behaviour is distracting to the smooth conduct of the examination.
- When a student communicates or attempts to communicate with another student during an examination session.
- When a student has copied the work of another student during examination.

TIS Academic Honesty Policy

➤ **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 seeks to have an undue advantage in the production of a work supposed to be produced independently.

3. ROLE OF THE SCHOOL COMMUNITY

➤ **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.

TIS Academic Honesty Policy

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 Programme Coordinators and subject teachers.

➤ **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.

➤ **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 when malpractice occurs.

TIS Academic Honesty Policy

- Ensure that work submitted for assessment is authentic by acknowledging the sources of information appropriately.
- 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 artwork – films, dance, music, theatre arts must be duly cited and referenced.
- Uphold Intellectual Property rules and regulations.

➤ **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.

➤ **Librarian**

The School Librarian, in partnership with the Programme Coordinators, facilitates the teaching of academic honesty and information literacy. TIS students are adequately engaged through workshops and class lessons 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).

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

4. 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 serves 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].

TIS Academic Honesty Policy

5. SANCTIONS

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

Sanctions will apply if breaches of this policy are proved.

➤ **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 resubmit the work. Parents are notified by the teacher and the malpractice is noted in school records.

2nd Offence:

The student scores zero for the work. Parents are notified by the principal, and the student receives disciplinary consequences. The second offence is noted in school records.

3rd Offence:

If a student is found guilty of a third breach of academic honesty, he/she will receive no credit for the relevant subject 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 draft of IAs, EE, 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

TIS Academic Honesty Policy

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 reregister 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.

6. TIS FORMAL WRITING GUIDELINES

In general, all formal assignments must be:

- Typed
- Double-spaced
- 12 point font
- Arial/ Times New Roman
- WORD document
- Consistent spelling format
- A4 page format

TIS Academic Honesty Policy

MYP 2-3 should also have the following:

- 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.*

MYP 4-5 should also have the following:

- 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.

DP 1-2 should also have the following:

- A title that is centered and capitalized correctly. (Title Case)
- Word Count (*if required*).
- 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.

TIS Academic Honesty Policy

7. BIBLIOGRAPHY

International Baccalaureate Organization, 2014. *Academic Honesty in the IB Educational Context*. Cardiff, Wales: Peterson House.

IB, 2018. *Academic Honesty in the Diploma Programme*. [Online] Available at: https://resources.ibo.org/ib/topic/Academic-honesty/resource/11162-occ-fileg_0_malpr_sup_1410_1f_e/data/g_0_malpr_sup_1601_1_e.pdf

IB, 2018. *Academic Honesty in the Middle Years Programme*. [Online] Available at: https://resources.ibo.org/ib/topic/Academic-honesty/resource/1116242418/data/m_0_mypxx_sup_1609_1_e.pdf

Lekanides, K., 2016. *Extended Essay Course Companion*. Oxford: Oxford University Press.

Viborg Katedralskole, 2018. *Academic Honesty Policy: The IB Diploma Programme*, s.l.: Viborg Katedralskole.