

TIS Academic Integrity Policy

Policy Statement

Tema International School (TIS) is committed to academic integrity and ensures all students know what this means all through the learning process and TIS life. 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. For example, students are required to access ManageBac and use the Harvard referencing style (Harvard Reference Generator).

Through workshop engagements, issues bordering on academic integrity are highlighted to students, so they do not breach, which comes with sanctions.

To check for possible academic integrity breaches, students must submit their work through Turnitin, a plagiarism software embedded in ManageBac for all MYP/DP students.

Academic integrity 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 integrity. Confirmed breaches result in sanctions.

Regarding procedural fairness, students have the right to appeal against any sanction that they consider unfair or does not reflect the breach.

Review

August 2023.

SUPPORTING STATEMENTS

1. PUBLICATION

A version of the policy is publicised through the following means:

- School website: www.tis.edu.gh
- Learning Centre's homepage.

2. BREACHES

➤ **What constitutes misconduct during assessments?**

- When a student is found to have unauthorised material during a written or oral exam (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 students 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 an advantage or intended to gain an advantage with the use of the unauthorised material.
- When a student disobeys the instruction of an invigilator and where such instructions comply with the school or IB regulations for the conduct of examinations. For example, when a student continues to write answers to questions where he/she has been told to stop.
- When a student's behaviour distracts the examination's smooth conduct.
- 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 an examination.

➤ **Plagiarism**

When a student uses the ideas or work of another person without acknowledging the source(s) and, in effect, presents the work as their 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 or final IB results.

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➤ **Collusion**

A student allows another student to copy all or some part of their work, and the student who copies the work then submits that work as their 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 that is supposed to be produced independently.

3. ROLE OF THE SCHOOL COMMUNITY

➤ **Principal**

The Principal is expected to:

- Understand what constitutes academic integrity and an authentic piece of academic work for submission during any examination period.
- 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 invoked, when guilty malpractice occurs.

The Principal must consult and collaborate with a school-based ‘Academic Integrity Committee,’ to establish a school policy that promotes good academic practice and a school culture that actively encourages academic integrity. It is assumed that part of this responsibility will be delegated to the Programme Coordinators and subject teachers.

➤ **Teacher**

MYP and DP teachers in Tema International School must:

- Understand what constitutes academic integrity and authentic work for submission.
- Understand what constitutes malpractice, particularly plagiarism and collusion.
- Receive guidance on academic writing skills and acknowledging sources through school-endorsed training.

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- Know and understand the consequences/penalties that are invoked, when guilty malpractice occurs.

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

- Confirm that, to their knowledge, each candidate's work is their authentic work.
- Ensure that all coursework, IAs, EEs, projects and other students' research works are verified through Turnitin.com to ascertain the extent of the similarity. All these prevention measures must assist teachers in detecting 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 integrity and authentic 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.
- 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, and 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.

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- Understand what constitutes malpractice, particularly plagiarism and collusion and guide their wards in complying with the Academic Integrity Policy.
- If their child is found to breach the Academic Integrity policy, support the school in giving an appropriate consequence after being a part of the appeal process with the student.

➤ Librarian

The School Librarian, in partnership with the Programme Coordinators, facilitates teaching academic integrity 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 the 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:

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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].

5. SANCTIONS

Any suspected breaches must be reported immediately to the relevant Programme Coordinator. Sanctions will apply if breaches of this policy are proved.

➤ Internal Sanctions

TIS may impose internal sanctions 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. The principal notifies the parents, 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, they will receive no credit for the relevant subject and may be recommended for dismissal.

Note: If a first offence involves tampering with official IB results, the sanction will be suspension or dismissal.

➤ 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 breaches in academic integrity 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 submitted with little or no time before the final submission date, a 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 plagiarised all or part of any assignment, then no grade will be awarded for the subject. This automatically means that no IB certificate 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 has passed. The CAS record will need to be correctly completed.
- If the malpractice case is very serious, the candidate may not be allowed to reregister for examinations in any future session.
- An IB certificate may be withdrawn from a candidate 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
- Calibri/Times New Roman
- WORD document
- Consistent spelling format
- A4 page format

MYP 2-3 should also have the following:

- A title that is centred and capitalised correctly. (Title Case)
- A Works Cited page that cites sources correctly using the Harvard format of referencing.
- Include parenthetical documentation to some degree. Grades 7-8 will develop skills to document sources within the contents of the writing assignment correctly *but are not expected to master these skills*.

MYP 4-5 should also have the following:

- A title that is centred and capitalised correctly. (Title Case)
- A Works Cited page that cites sources correctly using the 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 to prepare for the Personal Project.

DP 1-2 should also have the following:

- A title that is centred and capitalised correctly. (Title Case)
- Word Count (*if required*).
- A Works Cited page that cites sources correctly using the Harvard format of referencing.
- Include parenthetical documentation correctly.
- Correct Harvard format of referencing.
- Include a contents page and/or appendices to prepare for the Extended Essay.

7. BIBLIOGRAPHY

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