

TIS Academic Integrity Policy

Policy Statement

Tema International School (TIS) is committed to academic integrity and ensures that all students understand its meaning throughout the learning process and their time at TIS. While we expect all students at TIS to submit their own work with appropriate references, guidelines for what this entails and the consequences for failing to meet these standards are clearly articulated across TIS.

Implementation

Specific conventions for transparency about using others' ideas and works must be observed. For example, students are required to access ManageBac and use the Harvard referencing style (Harvard Reference Generator).

Through workshop engagements, issues related to academic integrity are highlighted to students to prevent breaches that come with sanctions. Students must submit their work through Turnitin, a plagiarism software embedded in ManageBac across programs, to check for potential academic integrity breaches.

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. Program Coordinators investigate any potential breaches of academic integrity and confirmed breaches result in sanctions.

Regarding procedural fairness, students can appeal any sanction they consider unfair or not reflective of the breach.

Young learners are introduced to academic integrity through oral referencing practices. By crediting others' ideas in their spoken presentations, they begin to develop an awareness of the importance of acknowledging the contributions of others.

Evidence

AI.1 Academic integrity awareness across TIS.

AI.2 Students use specific citing conventions in submitted work.

AI.3 The register for specific and relevant academic integrity workshop engagements across 7-12

AI.4 All 7-12 student work is submitted through TurnItIn (when practical, for example, visual artworks).

AI.5 The register of academic integrity breaches.

AI.6 Kinder to Grade 6 students are introduced to academic integrity, starting with oral referencing and progressing to citing sources in research and presentations.

Review

August 2025

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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 with unauthorized material during a written or oral exam (e.g., notebook, textbook, mobile phones), it is considered an offense. This includes instances where such unauthorized materials are left in the bathroom or any other location where students might access or attempt to access them to gain an 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 using the unauthorized material.
- When a student disobeys the instructions of an invigilator, provided these instructions comply with the school or IB regulations for the conduct of examinations. For example, if a student continues to write answers to questions after being instructed to stop.
- When a student's behavior disrupts the smooth conduct of the examination.
- When a student communicates or attempts to communicate with another student during an examination session.
- When a student copies 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

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Falsification of student's records or final IB results.

➤ **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 learning. However, collusion amounts to illegitimate collaboration, where a student seeks to gain an undue advantage in producing work that is supposed to be completed 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 fosters a 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**

Teachers in Tema International School must:

- Understand what constitutes academic integrity and authentic work for submission.
- Understand what constitutes malpractice, particularly plagiarism and collusion.

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- Receive guidance on academic writing skills and acknowledging sources through school-endorsed training.
- 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, presentations, exhibitions, 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 academic writing skills and acknowledge sources from teachers (or a specially designated department in the school).
- Know and understand the consequences/penalties when malpractice occurs.
- Ensure that the 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.

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□ **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 Integrity Policy.
- Support the school in giving an appropriate consequence after being a part of the appeal process with the student if their child is found to breach the Academic Integrity policy.

□ **Librarian**

The School Librarian, in partnership with the Programme Coordinators, facilitates teaching academic integrity and information literacy. TIS students are engaged through workshops and class lessons to understand how to acknowledge all sources used in producing work—whether through direct quotes (written or oral) or paraphrasing—to avoid plagiarism, which has been identified as the most common form of academic malpractice that students commit, particularly in 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 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:

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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, 2015)

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].

□ Artificial Intelligence

OpenAI 2024, *ChatGPT* (August 9 version), OpenAI, viewed Day Month Year, <https://www.openai.com/chatgpt>.

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:

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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 have taken place in work that counts towards the final award of the relevant programme: MYP or DP. Should such academic dishonesty be suspected in the drafts of IAs, the EE, the TOK essay, or MYP Projects, the internal sanctions mentioned above will likely 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 in internal exams, tests, coursework (internal assessments), and homework procedures. When the malpractice involves official IB examination procedures, these sanctions could also be extended to include suspension, expulsion, or refusal to allow the student to attend the Graduation Ceremony.

□ **Consequences (as Outlined by IB)**

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- 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/Arial
- 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)

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- 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.

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