

HALCYON

LONDON INTERNATIONAL SCHOOL

An exceptional education that draws out the unique potential of each student

Innovation | Collaboration | Community

Academic Integrity

1. Introduction

“We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.” (IB Learner Profile, 2013, ‘Principled’)

“IB programmes encourage students to inquire, take action and critically reflect on what they learn and how it affects their attitudes and behaviour. They should be able to:

- *make their thoughts and their learning explicit*
- *show how they have developed their ideas*
- *demonstrate the views they have followed or rejected.*

This is essentially what academic honesty is about - making knowledge, understanding and thinking transparent.” (IB Academic Honesty in the Middle Years Programme)

“Expectations should be clearly communicated and modelled at an age appropriate level so that all IB students understand:

- *their responsibility for producing authentic and genuine individual and group work*
- *how to correctly attribute sources, acknowledging the work and ideas of others*
- *the responsible use of information technology and social media*
- *how to observe and adhere to ethical and honest practice during examinations.*

Academic Integrity, IB 2019

2. Objectives

This Academic Integrity policy outlines expectations of student behaviour consistent with the Halcyon mission:

Innovation: *‘all learners are encouraged to be creative problem-solvers.... we are intellectual explorers, with the courage to take risks, to discover and to transform. This culture is supported by.... reflection and collaboration, and the willingness to embrace difficult questions and demand purposeful, research-led, answers. The International*



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Baccalaureate curriculum supports innovative practice by developing students' independent, critical thinking skills."

Collaboration: *'We intentionally create an environment that encourages and develops collaborative learning and teaching through the promotion of trust, mutual respect, and shared values and leadership.'*

Community: *'Our school is committed to creating an inclusive, diverse community that values and respects each person. Halcyon understands that successful communities learn and create together, supported by a culture of shared values.'*

3. Definitions

Principled learners avoid academic misconduct and learn the skills they need to give credit to the ideas of others. Some examples of academic misconduct are described below to help the Halcyon community come to a common understanding of academic integrity:

Plagiarism is when the ideas or words of another person are used without giving credit to the source of the words or ideas. Copying and pasting from a website without using quotation marks is one example of plagiarism. Copying an idea or argument or structure from a source is plagiarism even when the words are changed.

Collusion is when two or more students submit an assignment that uses identical language. Copying homework from others, or helping another student on a test, is collusion. If a tutor or older sibling completes much of an assignment for a student, that can also be described as collusion.

Fabrication or exaggeration is when records of activities, such as IB MYP Service as Action or IB DP Creativity, Action and Service entries in Managebac, are materially false or misrepresented

Malpractice during an examination is when any inappropriate conduct gives a student an unfair advantage or disrupts an examination. This includes both internal and external examinations.

4. IB Examinations and Assessments

For Grade 10 IB MYP Students

It is academic misconduct to **NOT** comply with **Middle Years Assessment Procedures**.

For IB DP Students



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It is academic misconduct

- A. to NOT comply with
 - **Diploma Examination Regulations;** and/or
 - **Diploma Assessment Procedures;** and/or
 - **The Conduct of IB Diploma Programme Examinations**

- B. **To duplicate work** for different assessment components and/or Diploma Programme requirements.

- C. **To communicate about the content of an examination** 24 hours before or after the examination, with others outside the school community. This is a breach of IB examination regulations.

5. Teaching and Learning for Academic Integrity

Educators at Halcyon will emphasize the importance of academic integrity within the classroom and in the wider school community. They will model academic integrity in their own work, create assessment tasks that encourage creativity and independent thinking, and give clear guidelines for crediting sources at each Grade level.

The IB Coordinators, the Digital Librarian and Digital Learning Leader play essential roles in guiding and supporting students as they learn good academic practice and provide tailored resources to both students and teachers.

Students must complete all assignments honestly, submitting their own independent work for assessment, without engaging in plagiarism, collusion or any other academic misconduct.

They will learn to give credit to the ideas of others according to our research skills scope and sequence. In particular they will :

- A. Use bibliographies formatted in the MLA style to give credit to sources of information, pictures and images used in their learning.
- B. Use quotation marks when using the words or phrases of others. Summarize and paraphrase the ideas of others while still giving credit to them
- C. Use in-text referencing.

Parents are encouraged to support good academic practice at home.



6. Consequences of academic misconduct

The consequences of academic misconduct can be very serious. IB Diploma students may not receive their Diploma and their entrance into university can be jeopardized. Adults can lose their jobs and professional reputation. For this reason, we take very seriously our responsibility to ensure that students understand and demonstrate academic integrity as they learn.

7. IB MYP Procedures

- A. In the first instance, the assignment will not be assessed or graded. The teacher will review the requirements for academic integrity and make clear where the academic misconduct occurred. The student may be asked to redo the assignment. The teacher will log the incident and tell the student's mentor about the academic misconduct and the proposed restorative action.
- B. In any second instance involving the same student, the assignment will not be assessed or graded. The teacher and mentor will meet together with the student to review the requirements for academic integrity and make clear where the academic misconduct occurred. The student may be asked to redo the assignment. Parents will be engaged.
- C. Any further instances of academic misconduct by the same student will be considered serious breaches of the Academic Integrity Policy. The IB MYP Coordinator who will meet with the student, parents and teacher, and a record of the incident will be placed in the student's file. Halcyon reserves the right to pass this information on to any receiving schools or, in Grades 9-10, colleges and universities.

8. IB DP Procedures

- A. In a first instance of academic misconduct, the assignment in question will be given a grade of zero. The student will redo the assignment and resubmit for a new grade. Both grades will be taken into account when determining semester grades on the report card.

The teacher will log the academic misconduct and inform the IB DP Coordinator. Parents will be informed. The student will meet with the teacher to review this policy and submit a written reflection to the teacher and the IB DP Coordinator.

- B. In any second instance, the assignment in question will be given a grade of zero. The student will redo the assignment *under supervision* and resubmit for a new grade.

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Both grades will be taken into account when determining semester grades on the report card.

The IB DP Coordinator and the Director will meet with the student and parent to discuss the seriousness of the situation.

- C. Any further incidents of academic misconduct will be considered serious breaches of the Academic Integrity Policy and may jeopardise a student's Diploma. Halcyon reserves the right to report cases of academic misconduct to any university that requests this information. Halcyon reserves the right to not submit student internal assessments to the IB if this material cannot be verified as the unaided, and appropriately referenced, work of the student concerned.

Bibliography

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Approved by Board of Trustees, February 2014. Reviewed September 2014. Reviewed October 2014.

Revised 5 October 2015. Approved by Board of Trustees 17 February 2016.

Revised, reviewed and approved by the Board of Trustees, September 24 2020.

This policy will be reviewed in accordance with the curriculum review cycle, or more regularly in light of any significant changes in statutory requirements and legislation.

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Registered in England & Wales Company number: 08120017 Charity number: 1150105

