



Academic Integrity Policy at Kristiansand katedralskole Gimle (KKG)

Kristiansand katedralskole Gimle (KKG) encourages the IB Diploma Programme students and all members of the IB community to act principled, and "act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere". All members of the IB community "must take responsibility for their actions and their consequences" (From the IB learner profile 2017).

Kristiansand katedralskole Gimle strives to demonstrate integrity and honesty, to be principled and independently aligned with all the official IB documents; the IB philosophy, the IB Mission Statement, the IB Learner Profile and the IB Academic Integrity Policy. Academic integrity is therefore an essential part of the academic education work, and both students and teachers are expected to recognize the importance of always acknowledging and give close attention to intellectual property rights.

In the first year of the Diploma Programme, students and their parents receive a copy of the Academic Integrity Policy of KKG. Furthermore, the students sign a contract, stating they have read and discussed academic integrity, academic misconduct and consequences of malpractice.

The IB Coordinator gives special attention to academic honesty when presenting the Extended essay guide, and teachers supervising CAS, Extended essays and Internal Assessments also stress academic honesty. The students also use the website www.Kildekompasset.no (both in Norwegian and English) which gives examples on referencing, source evaluation and legislation. The Academic Integrity Policy is published on the school's website, on the school's learner platform It's Learning and is included in the IB student guide handed out to the students.

Kristiansand katedralskole Gimle's Academic Integrity Policy is based upon the latest version of the Academic Integrity Policy published by IBO (2023). For definitions on what constitutes breach of the IB's Academic Integrity standards within each subject, Kristiansand katedralskole Gimle refers to the descriptions of this document.

The IB General regulations define malpractice as "behaviour that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components". Deviations from academic honesty might be plagiarism, collusion, cheating on examinations or receiving help from others.

Consequences of malpractice in coursework, mock examinations and final examinations

KKG aims to prevent academic dishonesty and all forms of malpractice.

Plagiarism

Plagiarism is presenting the works or ideas of others as your own without giving credit to the source. Plagiarism is to commit intellectual property theft. Ideas or works of another person whether they refer to maps, diagrams, photographs, illustrations or ideas, are to be acknowledged in the same way as quotations from a book. To be academically honest, the students must define the limit between their own work and the work of others and use one of several official referencing conventions. If they pass off someone else's work as their own, it is considered malpractice by the IBO and the result might be failure to obtain the Diploma.

Collusion and duplication

Students are in general expected to work independently and produce work in their own words, but co-operation is encouraged in some projects and science practical work. It is collusion if students produce internal coursework for external assessment containing paragraphs or interpretations which are identical. Another definition of collusion is if a student knowingly allows another student to use his or her work or using another person's work knowingly. Two students can deliver Extended essays, written tasks or commentaries on the same topic as long as it is their own independent and different work in their own words. Sometimes the line between collusion and co-operation is fine, so if a student is in doubt, he or she should seek guidance from the teachers.

Presenting the same work for different assessments components or diploma requirements is regarded as duplication and is a breach of regulations.

Use of Artificial Intelligence

Even though the use of AI-tools is not prohibited, it is expected to be in line with the IB's integrity policy. Students are informed on how they ethically and effectively can use AI as an academic tool to increase learning. In line with the IB guidelines, the school *does not regard any work produced – even only in part – by such tools, to be the student's own work*. Students must reference any AI-generated material - including text, image or graph – both in the body of a text and in the bibliography. The aim is transparency in all schoolwork.

Although the use of software to improve language and grammar is encouraged as a tool for learning, it has limited benefits for the final assessment in most IB courses. IB assessments usually do not evaluate the quality of language and spelling. In language acquisition courses where students are awarded marks for sentence structure, the use of these tools is not permitted.

To verify that a student's work is genuinely their own, the teacher must ensure the following:

- The teacher has observed the student's progress over time.
- The student can adequately explain their work.
- The student clearly distinguishes between quoted material and their own ideas or conclusions.
- The final product's quality aligns with the teacher's expectations for the student's capabilities.

Cheating in examinations

The students need to follow the rules for the conduct of the IB examination, called *the Conduct of the Examination – Notice to Candidates*. This is given to the candidates and discussed in detail in a meeting to focus on examination issues and procedures with the DP Coordinator prior to the final exams. The conduct of the examination is also displayed in every examination room and the classrooms of the IB students. The seating plan also prohibits cheating because there is a new seating plan for every exam that the students find when they enter the examination room.

Sharing information about the content of an examination paper within 24 hours after the examination is a breach of regulations.

We do three sets of mock and mini mock exams before the final exams with the same set of rules and regulations to prevent copying, bringing unauthorized materials into the examination room and communication between students during the examination.

Help from others

The students are expected to work independently even if they get help from teachers, other students, friends, parents or in tutorials. Excessive help or guidance from others is not acceptable. The definition of excessive is difficult, but the students are to sign Internal Assessments stating it is their own work.

The teachers are to confirm that a student's work is their own, and they will not sign off assignments if they believe this is the case. All written work will also go through the plagiarism control on It's learning, the school's learning platform.

Another matter of academic honesty is to complete necessary documentation, the CAS requirements and attendance at classes and other academic activities scheduled. Students who fail to attend classes or CAS activities are not fulfilling their obligations to the IB Diploma Programme and the Learner Profile.

Coursework

If a teacher suspects malpractice in Written tasks, Extended essays, coursework or projects (particularly plagiarism), the teacher will raise their concern with the student in question before contacting the student's home room teacher and then the IB Coordinator. If doubts have not been resolved, the student is summoned to a meeting to present and discuss the issue and prove that it is his or her work.

If malpractice is identified, the student may be allowed to create a new, independent piece of work, depending on the severity. If a teacher suspects malpractice and has clear evidence to support this suspicion, the Head of School will be notified, and the leadership team will make a statement on the final result. No grade will be awarded if plagiarism or other forms of malpractice are found in the final work.

Subject tests or Mock examinations

During the two years of the Diploma Programme, the students are tested in mini mock and mock examinations three times before the final examinations. If plagiarism or plagiarism is discovered

during these tests or any regular tests, the student will quietly be asked to leave the examination room and will receive no grade for this paper and a negative mark on the student's conduct grade. There will be a meeting between the student, home room teacher and IB Coordinator to discuss the occurrence.

Final examinations

Any cases of malpractice during the final IB examinations will be reported immediately to the IBO in accordance with the *Handbook of Procedures for the IB Diploma Programme, Arrangements for written examinations* as appropriate for each year.

Cases of suspicion of Academic Dishonesty

If plagiarism, collusion, cheating or excessive help is suspected, the student will be allowed one opportunity to revise or resubmit the work. We have internal deadlines for handing in work that are ahead of the IB deadlines. In cases of Internal Assessment, the suspected piece of work will not be marked, and the final mark will be devised from marked work only.

If work is signed off by the student as their own work and the teacher still suspects plagiarism, collusion, cheating or excessive help, the IB will be informed and there will be an investigation to collect evidence for a report to the IB's Final Award Committee. A statement from the student, the teacher and the IB Coordinator will be included. If the Final Award Committee decides malpractice has occurred, there will be no mark given for the subject and the Diploma will not be awarded.

In cases of suspicion, the school will investigate according to the flow chart listed in the IBO Academic Integrity Policy. The sanctions will be conducted in concordance with the penalty matrix.

Roles and responsibility for Academic Honesty

The responsibility for academic honesty lies on the IB Coordinator, the teacher, the librarians, the student and the IB examiners. The IB Coordinator is the designated person holding ultimate responsibility of ensuring that the students are briefed and understand the meaning of academic honesty. The IB coordinator is also responsible for maintaining the Academic Integrity policy of the KKG IB programme, among the staff and the organization, and for supporting teachers in reporting and investigating of student academic misconduct or maladministration cases.

The teacher is responsible to ensure that to the best of his/her ability, all work submitted for assessment to the IB is the authentic work of the student. This means that teachers will be vigilant for plagiarism, collusion, cheating or excessive help. Guidance should also be given on the distinction between collaboration and collusion, and the teachers provide the students with examples on how to acknowledge sources. Teachers use the plagiarism control function on It's Learning (Ephorus) for work to be handed in. The viva voce for Extended essays and Extended essay evenings where the essays are presented, may also be a part of the process of showing academic honesty.

The student is responsible to make sure that all sources are acknowledged and that the work is her or her own, and the student should be aware of the school's policy for academic honesty and behave according to it. Furthermore, the students sign a contract, stating they have read and discussed academic integrity, academic misconduct and consequences of malpractice.

The librarians conduct courses in which students are taught how to cite sources and emphasize the importance of proper referencing.

The IB examiners are responsible for being vigilant and report to the IB any cases of suspected plagiarism, collusion or cheating. Students also know that the IB randomly checks the works of the candidates using a web-based plagiarism detection system.

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Kjell Mjåland
IBDP Coordinator