



**KRISTIANSAND  
KATEDRALSKOLE  
GIMLE**

## **Academic Honesty Policy at Kristiansand katedralskole Gimle (KKG)**

Kristiansand katedralskole Gimle (KKG) encourages the IB Diploma Programme students to demonstrate integrity and honesty, to be principled and independent aligned with the IB philosophy, the IB Mission Statement, the Learner Profile and Academic Honesty Policy. Academic honesty is therefore an essential part of the academic education work, and both students and teachers are expected to recognize the importance of always acknowledging intellectual property and give it close attention.

In September/October the first year of the Diploma Programme, students and their parents receive a copy of the IB Academic Honesty Policy. They sign a contract stating they have read it and discussed the consequences of malpractice. The librarians do two courses teaching the students how to cite sources and places importance of proper referencing.

The IB Coordinator emphasizes academic honesty when presenting the Extended essay guide, and the teachers supervising CAS, Extended essays and Internal Assessments also focus on academic honesty. The students also use the website [www.Kildekompasset.no](http://www.Kildekompasset.no) (both in Norwegian and English) which gives examples of referencing, source evaluation and legislation. The Academic Honesty Policy is published on the school's website and on It's learning, the learner platform.

Kristiansand katedralskole Gimle's Academic Honesty Policy is based upon the latest version of the Diploma Programme Policy for Academic honesty published by IBO.

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

### **Plagiarism**

Plagiarism is presenting the works or ideas of others as your own without giving credit to him/her. Plagiarism is to commit intellectual property theft. Ideas or works of another person whether is it maps, diagram, 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 not obtaining 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 called collusion if students produce internal assessment, essays or 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 a form of Academic honesty called duplication.

### **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*, are given to the candidates and discussed in detail in a meeting to focus on examination issues and procedures with the DP Coordinator some weeks before the final exams. The conduct of the examination is also displayed in every examination room and the classrooms of the IB students.

Information about the content of an examination paper within 24 hours after the examination is also 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 in to the examination room and communication between students during the examination time. 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.

### **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 amount of 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.

### **Consequences of malpractice in coursework, mock examinations and final examinations**

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

#### **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 IB Coordinator. There will be a meeting where the student will be allowed to present and discuss the issue and prove that it is his or her work.

If malpractice has occurred and the student has admitted the plagiarism, if appropriate, the student may be given an opportunity to produce a new and independent piece of work. If a teacher suspects malpractice and can provide clear evidence to justify the suspicion, the Head of the

school will be informed and the leadership of the school will state on the final result. No grade will be awarded if plagiarism is discovered in final works.

### **Mini mock 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 cheating 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 in sciences, 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.

### **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, but the ultimate responsibility is for the IB Coordinator to ensure that the student is briefed and understands the meaning of academic honesty.

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 may use the plagiarism control function on It's Learning 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.

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.

Kristiansand 15.9.15

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