# Academic Honesty Policy

# Al Sahwa Schools

## Mission:
We are a learning community committed to our core values and Oman's rich cultural heritage while embodying high quality international education

## Vision:
Educate students to become the leaders of the future

## Our Core Values:

Respect, Gratitude, Proactivity

## International Mindedness:

International Mindedness is a global perspective which enriches our community's understanding of intercultural harmony in order to bring greater peace to the world. International mindedness is exemplified in our commitment to multiculturalism and in our respect for other cultures.

مدارس الصحوة

رسالتنا :
نحن مجتمع تعلُّمي، نلتزم بقيمنا الأساسية وبالموروث الثقافي العُماني الأصيل، وفي الوقت نفسه نُطبق تعليماً دُولياً عالي الجودة

رؤيتنا :
إعداد الطلاب ليكونوا قادة المستقبل.

قيمنا الأساسية :
الاحترام، الامتنان، المبادرة

العقليّة الدوليّة :
العقلية الدولية هي منظور عالمي يُثري إدراك مجتمع مدارس الصحوة للانسجام بين الثقافات، لتحقيق أكبر قدر من السلام العالمي.
وتتجسد العقليَّة الدوليَّة في التزامنا بالتعدُّد الثقافي، وفي احترامنا للثقافات الأخرى..إعداد الطلاب ليكونوا قادة المستقبل

## Contents

## Al Sahwa Schools' Statement of Philosophy

Using our core values, Respect, Gratitude and Proactivity, we promote ethical behaviour that reflect Omani, and internationally-accepted values and culture to develop students who are trustworthy, principled and responsible. We aim to offer an education which develops strong, moral and ethical values and prepares students for active citizenship. An essential element in a climate of learning is intellectual honesty. Academic dishonesty in any form is incompatible with this philosophy and unacceptable. Al Sahwa Schools values academic honesty as one of the essential principles of its academic programmes. Its foundations are grounded in the IB Learner Profile and Approaches to Learning skills that enable students to learn and understand the importance of being principled in both academics and life.

## Academic Honesty and the Learner profile

We are guided in our expectations and practices by two of the **IB Learner Profile** attributes which describe students as:

**Principled:** 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

**Reflective:** We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

**Inquirers:** We acquire the skills necessary to conduct inquiry and research and show independence in learning

The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect, all elements that are clearly in line with our Guiding Statement.

## The Aim of This Policy is to:

- Promote good academic practice and a school culture that actively encourages academic honesty
- Enable students to understand what constitutes academic honesty and academic misconduct
- Encourage students to look to their teachers, supervisors, the librarian and the Programme Coordinators for support when completing assessed work in order to prevent any possible form of misconduct
- Ensure that students understand the importance of acknowledging accurately and honestly all ideas and work of others

- Explain to students that they have an important role in ensuring that their work is 'academically honest'
- Impart to students that plagiarism (and all forms of academic misconduct) is a serious academic offence for which Al Sahwa Schools shows no tolerance
- Explain to students precisely what penalties will be imposed should they be found guilty of misconduct.

## Definitions and Types of Academic Dishonesty

**Academic Misconduct** is defined as behaviour that results in, or may result in, the student or another student gaining an unfair advantage in one or more assessment components. Malpractice includes plagiarism, collusion and duplication of work.

**The IB Learner Profile** states that students are **principled**, meaning "acting with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere"

*MYP: From Principles into Practice*

## Types of Academic Dishonesty

| Plagiarism | The representation of the ideas or work of another person as the student's own. |
|---|---|
| Collusion* | Supporting academic misconduct by another student, as in allowing one's work to be copied or submitted for assessment by another. |
| Duplication | The presentation of the same work for different assessment components. |
| Cheating | Behaviour that gives an unfair advantage e.g. saying you have turned in an assignment when you did not, using cheat sheets, electronic devices, fabricating information trying to earn more time or credit on an assignment, project, or exam. |

*Collusion is to be contrasted with collaboration, which we define as multiple students actively engaged during the course as well as in the creation of a product per the assignment guidelines. It is important to note that teachers must be clear with assignment guidelines to specify what is collaboration versus collusion on any given task.*

## Examples of Academic Dishonesty

| | |
|---|---|
| **Plagiarism** | ● Any representation of others' work as your own<br>● Non Original work that is not cited and appropriately referenced in submissions.<br>● Copying information from a book or a website.<br>● Misuse of quotation marks, paraphrasing, and in text citations makes authorship unclear.<br>● Failure to identify source of elements of nonverbal work (ie. painting, dance, photography, proof, musical composition, etc) that you've derived your work from.<br>● Using online language translators unless explicitly allowed. |
| **Collusion** | ● Helping someone else cheat both deliberately and through support.<br>● Allowing your work to be copied and/or submitted by another student.<br>● Representing significantly unequal work as an equal collaboration.<br>● Writing a paper or doing homework for another student, both at the time as well as sharing completed work with students who take a course in the future.<br>● Sharing information about assessment content and questions with other students. |
| **Duplication** | ● Falsifying data<br>● Sharing passwords, using unauthorized material<br>● Disclosing information about assessments<br>● Altering grades<br>● Phony citation<br>● Impersonating person<br>● Misconduct during testing times |
| **Cheating** | ● Misrepresenting yourself on a summative task such as saying you have turned in an assignment when you did not.<br>●Using restricted material during assessment task/eAssessment, such as cheat sheets, or electronic devices.<br>●Leaving the room during an assessment task/eAssessment and using restricted materials prior to returning.<br>●Fabricating information to try to earn more time or credit on an assignment, project, or exam. |

## Roles & Responsibility in Supporting Academic Honesty

| MYP/PYP/IGCSE/DP/GED Coordinator | ● Create the academic honesty policy with teachers and share with students and parents<br>● Enforce the consequences when a student violates the policy. |
|---|---|
| Faculty | ● Be role models in honesty for students.<br>● Provide guidance regarding studying, writing an academic document, inquiring and citing sources<br>● Enforce the consequences when a student violates the policy. |
| Students | ● Confirm understanding of academic honesty with signature on Student Academic Honesty form each year.<br>● Understand that no assignment is excluded from this policy. |
| Librarian | ● Help students obtain reliable information from various sources. |
| Parents | ● Encourage your child to cultivate a culture of academic honesty in school. |

## Monitoring and promoting Academic Integrity?

At Al Sahwa, academic honesty is the responsibility of the entire school community, teachers and students, and is developed across the curriculum as part of the school's Approaches to Learning development.

- Students will learn and practice academic honesty as part of their ATL skill development across subject groups,Community projects,Personal projects, Extended Essay and Internal Assessments.
- The skills of note-taking, using assistance, using quotations, downloading internet material, or using other books or journals while working on assignments are important throughout a student's career and afterwards, and for this reason our school places great emphasis on appropriate academic procedures and developing academic integrity.
- Examples using APA Style can be found online. In the Secondary, Al Sahwa follows the approach of the Purdue Owl. The website provides resources demonstrating how

to use in-text citations to reference sources as well as how to make a work cited page.
- Students will use process journals in some MYP & DP subject groups as well as the MYP personal project and Extended Essay as a tool for promoting academic honesty.
- If a test is given during class, the teacher will remind all students that possession of a restricted electronic device and materials violates the school's academic honesty policy.

## Resources to support Academic Integrity

- Al Sahwa will use **"Turnitin" and "Google Originality Report"** tools for electronically collecting all written work completed outside the classroom to ensure students submit their own work with sources referenced where required.
- Students will receive a student version of the policy at the start of the academic year.

## Protocol of Academic Dishonesty

Upon each instance of a suspected violation of the school's standards of Academic Honesty, the following procedure will be followed:
- The teacher who assigned the work will schedule a meeting with the student
- If it is determined that the student is responsible for the misconduct, he/she will file an official Incident report on ManageBac. The form is sent to Homeroom teacher and Deputy Head's
- The teacher should also provide a summary of this incident to the respective Coordinator who will attach it to the original incident report.
- The student will meet with the respective Coordinator.A summary of this meeting will be attached to the original incident report.
- For external examined coursework,students suspected of academic misconduct will be invited to a meeting with the Academic Honesty Committee

### First Offence

The **assignment may be repeated** at the teacher's request and must be completed within a short time frame. However,if the teacher does not request then the student will complete the assessment and a minimum pass grade will be awarded

**Parents will be notified** by letter, prepared by the subject teacher and counter signed by the Schools' Principal/s and placed in the student file for record keeping

### Second Offence

Students in the PYP (Grades 1-6) **will be awarded a (B)** (Beginning) for the assignment.

Students in Secondary **will be awarded a zero mark (0)** for the assignment.

A **parent meeting** will be held, parents being notified by Academic Dishonesty Letter, prepared by the subject teacher and counter signed by the Schools' Principal/s and placed in the student's file for record keeping.

## Third Offence

In addition to the procedure outlined, the following will take place:

Repeated offences can compromise the academic integrity of the Schools' reputation with external bodies including the International Baccalaureate and Cambridge International assessment. Due to the extreme nature of these offences that can ultimately result in the disbarring of the Schools to offer these qualifications and curricula, further offences will result in a sanction at the Principal/Director's discretion - these may include the following:

- Lower the semester grade by one full grade
- Student can be temporarily suspended from the Schools for up to three (3) days

## Assessment and Academic Honesty

Al Sahwa places great value on the ethical qualities of personal integrity and academic honesty. Academic honesty is expected of all members of the school community; students, faculty, administration and parents. Students are expected to abide by the school's Academic Honesty Policy when completing any and all pieces of assessment work ,the overriding principles of which are outlined below:

- All work produced by students is their own, authentic work
- All such authentic work has the ideas and words of others fully acknowledged
- Students understand and obey the rules relating to proper conduct of examinations
- Students understand the difference between collaboration and collusion, and that it is unacceptable to present work arrived at through a process of collusion
- The policy refers to all assignments set and completed in school or at home
- An Academic Honesty Committee will be established at the start of each academic year comprising the relevant IB Coordinator, member of SELT and a member of staff
- Any student found to be in violation of the *Al Sahwa Academic Honesty Policy*, will be subject to disciplinary action according to the decision of the Academic Honesty Committee once communicated to and agreed upon by the respective principal
- Testimony must be heard from the student(s) concerned.All evidence must be treated in the strictest confidence.

## The investigation of malpractice involving internally assessed work such as Internal Assessments (IA's)

- Should academic dishonesty be suspected in the first draft of an IA, the EE or TOK essay, the matter will be referred to the Academic Honesty Committee which may apply sanctions such as, but not limited to, suspension, withdrawal from the subject, exclusion from the Graduation Ceremony and or expulsion
- 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 handed in with little or no time before the final submission date, malpractice investigation will involve referral to the Academic Honesty Committee who as well as applying sanctions will report the matter to IB according to official procedures.

## Malpractice during an official IB/GED examination

- The IB Coordinator should be immediately informed by the invigilator of his/her suspicions who in turn will inform the Head and convene the Academic Honesty Committee.
- The student will be allowed to complete the exam. As little disruption as possible should take place
- The Academic Honesty Committee should begin an investigation immediately after the exam has ended. This will include interviewing the student and taking written statements from everyone involved, including the student, the invigilator(s), other student witnesses and the security cameras will be checked
- The candidate's parents should be contacted
- Subject to the findings of the Academic Honesty Committee, full written statements should be submitted to IB and these should be shared with the student and his/her parents
- The student must be allowed to complete all other exams in that examination session
- The final decision as to whether or not there should be consequences rests with IB.

## Malpractice detected by an examiner

- The relevant IB Coordinator will inform the Head of school that a candidate is being investigated for suspected malpractice and the Academic Honesty Committee will be convened
- The relevant IB Coordinator will provide IB with:

    · A statement from the candidate
    · A statement from the subject teacher or extended essay supervisor
    · A statement from the IB Coordinator

- The investigation should take place immediately, although it can be delayed until after the last written examination taken by the candidate
- The candidate's parents should be informed, and attend the interview with the candidate
- The candidate must be shown the evidence and be invited to present an explanation

## Student rights in relation to academic misconduct

Students will be presumed innocent until proven guilty of academic misconduct. Any consequences will be distributed as a result of evidence being obtained and analysed.

## APA Referencing Formats for Bibliographies / Reference List

### How to cite a website

| Format | Last, F. M. (Year, Month Date Published). Article title. Retrieved from URL |
|---|---|
| Example | Satalkar, B. (2010, July 15). Water aerobics. Retrieved from http://www.buzzle.com |

### How to cite a blog

| Format | Last, F. M. (Year Month Date Published). Article title [Type of blog post]. Retrieved from URL |
|---|---|
| Example | Schonfeld, E. (2010, May 3). Google throws $38.8 million to the wind [Web log post]. Retrieved May 4, 2010, from http://techcrunch.com |

### How to cite a book

| Format | Last, F. M. (Year Published) Book. City, State: Publisher. |
|---|---|
| Example | Rowling, J.K. (2001). Harry Potter and the sorcerer's stone. London: Bloomsburg Children's. |

### How to Cite a book online

| Format | Last, F. M. (Year Published) Book. Retrieved from URL |
|---|---|
| Example | Porter, R. (1994). London, a social history. Retrieved from http://books.google.com |

### How to cite a book from database

| Format | Last, F. M. (Year Published). Book. Retrieved from URL |
|---|---|
| Example | Morem, S. (2005). 101 tips for graduates. Retrieved from http://www.infobasepublishing.com |

### How to cite a YouTube video

| Format | Last Name, F.M. [Username]. (Year, Month Date). Title of video [Video File]. Retrieved from URL |
|---|---|
| Example | [GEICO Insurance]. (2013, May 22). GEICO hump day camel commercial – happier than a camel on Wednesday [Video File]. Retrieved from //youtu.be/kWBhP0EQ1lA |

### How to cite a magazine

| Format | Last, F. M. (Year, Month Published). Article title. Magazine Title, volume(issue), pp. Page(s). |
|---|---|
| Example | Rothbart, D. (2008, October). How I caught up with dad. Men's Health, 108-113. |

### How to cite a magazine online

| Format | Last, F. M. (Year, Month Date Published). Article title. Magazine Title, Page(s). Retrieved from URL |
|---|---|
| Example | Rothbart, D. (2008, October). How I caught up with dad. Men's Health, 108-113. Retrieved from http://books.google.com |

### How to cite a photograph

| Format | Photographer, F.M. (Photographer). (Year, month date of publication). Title of photograph[photograph]. City, State of publication: Publisher/museum. |
|---|---|
| Example | Cartier-Bresson, H. (Photograph). (1938). Juvisy, France[photograph]. New York, NY: The Museum of Modern Art. |

### How to cite a photograph online

| Format | Photographer, F.M. (Photographer). (Year, Month Date of Publication). Title of Photograph [digital image]. Retrieved from URL |
|---|---|
| Example | O'Shea, P. (Photographer). (2010, August 29). Rescued hedgehog [digital image]. Retrieved from //flickr.com/photos/peteoshea/5476076002/ |

### How to cite a digital image online

| Format | Title of image or your own description of the image. Digital Image. Title of the website where it was published (not google!). Date it was published (if you know it). URL. |
|---|---|
| Example | Elephant next to a car. Digital image. The London Telegraph. 13 May 2008, //www.telegraph.co.uk/jkhfds/image. |

### How to cite a film

| Format | Producer, F.M. (Producer), & Director, F.M. (Director). (Release Year). Title of motion picture [Motion picture]. Country of origin: Studio. |
|--------|--------|
| Example | Stiller, B. (Producer) & Ayoade, R. (Director). (2011). Submarine.[Motion picture]. United Kingdom: Film4 Productions. |

### How to cite a personal interview

| Format | Interviewee's Surname, F. (Date of interview). Type of interview (Telephone / Email / Personal). |
|--------|--------|
| Example | Soriano, A. (2008, April 5). Telephone interview. |

## How to Cite in-text Using APA Referencing?

### In-text using short quotes

**Option 1:**

| Format | Surname (Year of publication), "Quote in between speech marks" (p. page number) |
|--------|--------|
| Example | Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199). |

**Option 2:**

| Format | "Quote in between speech marks" (Surname, Year of publication, p. page number) |
|--------|--------|
| Example | "Students often had difficulty using APA style" (Jones, 1998, p. 199) |

### In-text using long quotes

| Format | Surname (Year of publication):<br>Long quote, 40 words or longer should be indented beneath the in-text citation. Quotation marks are not required here. (p. page number) |
|---|---|
| Example | Jones's (1998) study found the following:<br>Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199) |

### In-text using paraphrasing

**Option 1:**

| Format | Surname (Year of publication), paraphrased writing. |
|---|---|
| Example | According to Jones (1998), APA style is a difficult citation format for first-time learners. |

**Option 2:**

| Format | Paraphrased writing (Surname, Year of publication, p. page number), |
|---|---|
| Example | APA style is a difficult citation format for first-time learners (Jones, 1998, p. 199). |

### In-text using long quotes

## Policy Review

This Assessment Policy will be reviewed annually as part of the internal review. Overall responsibility for the process rests with the Schools' Senior Leadership Team and the. Teachers, parents and students will be surveyed to determine the effectiveness of the Schools' academic integrity techniques and, where necessary, the policy will be updated.

| Date Created | Date Approved | Next review |
|---|---|---|
| January 2020 | | January  2021 |

## Communicating the Academic Honesty Policy

The Academic Honesty Policy shall be available to the school community. It shall be posted on the school website and library and updated as it is revised.

Students will receive a student version of  the policy at the start of the academic year.

## Policy Alignment

Al Sahwa academic honesty philosophy and policy align with our school values and other policies listed below.

- IB Learner profile
- Al Sahwa Core Values
- Al Sahwa Assessment Policy
- Al Sahwa Language Policy
- Al Sahwa Inclusion Policy

This policy will be used in conjunction with the above policies and related IB documents.

## Sources

"Academic Honesty—Middle Years Programme." Academic Honesty in the IB Educational Context, International Baccalaureate Organization , 2014,

"Understanding Academic Misconduct." MYP: From Principles into Practice, International Baccalaureate Organization, Sept. 2017,