



ADOPTED

on September 1st, 2021, on the basis of directive no 1-7/3
of the Director of Audentes International School

ACADEMIC INTEGRITY POLICY

Academic integrity is fundamental to our school values and our individual and collective pursuit of knowledge. In a concept-based, inquiry-driven educational environment, access to a wide range of information is essential in order to construct knowledge and acquire understanding. To this end, Audentes International School purposefully promotes academic integrity by teaching students about the merits and laws surrounding intellectual property, by standardising a referencing system across all grades and subjects, and by scaffolding students in age-appropriate lessons and assessments on academic honesty, research skills, and references. This policy applies to online virtual environments as well as regular classes in the building.

ACADEMIC MISCONDUCT

The most common forms of academic misconduct include the following:

Lack of referencing in school assessments and IB DP assessments: Students submit work for school assessments and IB DP assessments in a variety of media that may include audio-visual material, text, graphs, images and/or data published in print or electronic sources. If a student uses the work or ideas of another person, the Student must acknowledge the source using a standard style of referencing in a consistent manner.

Too much assistance and collusion: Although group work is a key element in components of certain subjects, students are expected to present assessments in their own words and acknowledge the words or ideas of others where collaboration has occurred.

However, there are other ways in which a student may be in breach of regulations. For example, if he or she:

- Duplicates work to meet the requirements of more than one assessment component.
- Fabricates data for an assignment.
- Takes unauthorised material into an examination room.
- Disrupts an examination by an act of misconduct, such as distracting another student or creating a disturbance.
- Exchanges support or attempt to keep the passing on of information that is or could be related to the examination.
- Fails to comply with the instructions of the invigilator or other members of the School's staff responsible for the conduct of the examination.
- Impersonates another student.
- Uses Google Translate or other similar means for a second language assessment unless explicitly permitted by the teacher.
- Uses summary books for assessments instead of the original text.
- Steals examination papers.

- Discloses or discusses the content of an examination paper with a person outside the immediate school community within 24 hours after the examination.

STUDENT RESPONSIBILITIES

The Student is responsible for submitting authentic and academically honest work, identifying the work and ideas of others using the Modern Language Association (MLA), APA, Chicago or another referencing system. In order to adhere to the principle of academic integrity, an Audentes International School student is expected to:

- Review the Academic Integrity Policy regularly.
- Adhere to the principle of academic honesty in all forms of assessments (formative and summative, IB DP and school-based assessments).
- Plan projects and research accordingly in order to avoid procrastination on major school assessments and IB DP assessments. Completing work at the last minute can increase the likelihood of plagiarism, intentional or not.
- Reference the work of others using the MLA, APA or another referencing system in all School and IB DP assessments, including but not limited to graphs, diagrams, charts, pictures, videos, interviews, magazines, periodicals, books, websites, newspapers, and textbooks.
- Cite all electronic sources with the URL and the Date ACCESSED.
- Ask questions and seek feedback on his/her understanding of the MLA, APA or another referencing system.
- Submit major School and IB DP assessments to **Turnitin.com**.
- **Sign a declaration of originality** upon the submission of major school assessments and IB DP assessments.

TEACHER RESPONSIBILITIES

All Audentes International School teachers work together to promote and ensure academic honesty in all learning activities and assessments by teaching and modelling research skills and MLA referencing. Audentes International School teachers are expected to:

- Uphold the Academic Integrity Policy when administering all forms of assessment (formative and summative, IB DP and school-based assessments).
- Promote a culture of academic honesty.
- Develop lessons and provide instruction and support on research skills
- Scaffold the research process by providing stages and/or a timeline for specific tasks.
- Give students exemplar work with examples of correct citations.
- Provide students with regular feedback on formative assessments.
- Review **Turnitin.com originality reports**.
- Follow MLA conventions on classroom materials.
- Investigate any instances of suspected malpractice promptly by reviewing **Turnitin.com originality reports**, previous drafts, cross-referencing sources, speaking with the Student, etc.
- Report suspected instances of academic malpractice to the IB Curriculum Coordinator and the Principal.

IB DP COORDINATOR AND/OR SCHOOL ADMINISTRATION RESPONSIBILITIES

The Audentes International School pedagogical leadership team is responsible for creating, implementing, and reviewing the Academic Honesty Policy. The leadership team is expected to:

- Inform students, parents, and teachers about the Academic Integrity Policy at school events and via media sources, including but not limited to staff meetings, parent evenings, student tutorials and school websites.
- Know the rules and procedures that govern the IB Diploma Program.
- Promote a school culture of academic honesty.
- Investigate all instances of suspected malpractice promptly by speaking with the teacher and/ or Student, reviewing **Turnitin.com originality reports**, previous drafts, cross-referencing sources, etc.
- Report academic malpractice to the IBO if found on IB DP assessments.
- Review the Academic Integrity Policy annually with the AIS Board.

PARENT/GUARDIAN ROLE

Audentes International School parents/guardians play an important role in supporting the Academic Honesty Policy. Parents/guardians can support this policy by:

- providing a quiet place for their Student to work on school assessments and IB DP assessments;
- encouraging their Student to plan their assignments with a weekly and monthly calendar;
- reviewing the Academic Integrity Policy with their Student.

CONSEQUENCES FOR ACADEMIC MISCONDUCT

In general, Audentes International School students will face the consequences for academic misconduct on major school assessments and IB DP assessments. Utilising a progressive discipline approach, the severity of the result increases with each instance of academic misconduct, as shown in the following chart.

Violation	Consequence
1st Violation	Failing grade on the assessment Opportunity to redo assessment for a grade Written warning Parent notification (letter/email) by teacher/IB DP Coordinator copied Student meeting with IB DP Coordinator
2nd Violation	Failing grade on the assessment Opportunity to redo assessment for feedback only In-school suspension The reprimand will be given Parent notification (letter/email) by DP Coordinator/Principal copied Student/Parent meeting with Principal
3rd Violation	Failing grade for the current grading period No opportunity to redo the assessment In-school suspension

	Parent notification (letter/email) by Principal Student/Parent meeting with IB DP Coordinator and Principal
4th Violation	Failing grade for the current semester No opportunity to redo the assessment Parent notification (letter/email) by Principal Out-of-school suspension Parent/Student meeting with Principal/IB DP Coordinator and Superintendent
5th Violation	The issue is brought to the attention of the School Board in a closed session. The AIS Board determines the extent of the student suspension.

***NOTE:** Some IB DP assessments can only be done once. If malpractice is found after an investigation on such assessments, the work will not be submitted to the IBO. As a result, a course grade will not be awarded by the IBO.

ROLES AND RESPONSIBILITIES FOR IMPLEMENTING, EVALUATING AND REVIEWING THE ACADEMIC INTEGRITY POLICY

IMPLEMENTING

All teachers are involved in the implementation of the policy. The policy will be referred to during staff meetings, assessment period and as necessary throughout the academic year. The policy will be shared with staff and parents. The policy will be made available to parents through the programmes Handbook and the website's future update.

EVALUATING AND REVIEWING

This policy is created through teachers and leadership team collaboration, and further amendments will also be made through collaboration with teachers. The policy will be reviewed annually by both the leadership team and the teaching staff.