



ACADEMIC INTEGRITY School Policy

Approved by: Board of Directors, January 2018

Last review on: April 2022
Next review due by: April 2023

St Peter's School works to ensure that students always act with integrity and honesty, with a deep sense of fairness and justice, and with respect for the dignity and rights of people everywhere. As part of the process, the school incorporates an Academic Integrity Policy that must be considered as a manual of good practices to adhere to, allowing the student to better understand and work towards the aforementioned fundamental values of integrity and honesty.

Improper conduct

St Peter's school uses as a frame of reference the definition given by the IB organization in reference to improper conduct: any action (whether deliberate or involuntary) of an enrolled student for which this or another enrolled student benefits unfairly in one or more components of the evaluation.

The entire educational community (students, parents, teachers) must become familiar with the Academic Integrity Policy. Teachers, in addition, must be an active instrument in the prevention supervision and control of behaviors contrary to said policy. Some examples of what is considered improper conduct are:

- **plagiarism:** understood as the presentation of another person's ideas or work as that of the student's own ideas or work.
- **collusion:** understood as the behavior of one student that contributes to the inappropriate behavior of another, by allowing him to copy his work or deliver it as if it were his own.
- **double use of a work:** understood as the presentation of the same work for different evaluation components or requirements of the Diploma Program.
- **results of another student** (for example, introducing unauthorised material into the exam room, misconduct during an exam, stealing exam materials, falsifying documentation related to the CAS course, disclosing or receiving confidential information about an exam within 24 hours of the exam, etc.)

Maintaining academic integrity

a) The role of students

St Peter's School expects all IB Diploma Program students to:

- Understand what constitutes improper conduct.
- Know how to conduct an investigation.
- Know how to cite used sources.
- Understand the consequences if they breach the IB Diploma Program Regulations
- Act responsibly and ethically through their participation in IB Diploma Program.

For these reasons, in order to promote academic integrity, St Peter's will offer its students properly planned homework calendars; regular meetings with teachers to verify that all students understand the IB Diploma Program expectations, as well as regular meetings with students' families.

b) The role of the DP Coordinator

During the duration of the Diploma Program, the IBDP Coordinator must ensure that:

- Students understand clearly the IB expectations regarding academic integrity
- The school's academic integrity policy is aligned with IB expectations and undergoes a periodic review
- Teachers, candidates and legal guardians are aware of the IB requirements concerning academic integrity.
- Students and families are familiar with the internal calendar with all the due dates for candidate's submission of assessment material.
- Candidates and invigilators are provided with relevant information about examination regulations
- Regular meetings are scheduled with staff to clarify and review IB expectations regarding academic integrity.

c) The role of the Head of School

The Head of School's responsibilities regarding Academic Integrity are:

- Provides teachers with effective training opportunities to understand what constitutes academic honesty as well as malpractice and its consequences
- Promotes a school culture that actively encourages academic honesty
- Directly supports the Program Coordinator in all the responsibilities previously mentioned.

d) The role of the librarian

The Librarian has a key role in helping students become familiar with the research process and teach them the fundamentals of academic honesty. The Librarian provides guidance to students throughout their scholastic path and is a valuable resource in conducting teaching and learning of specific conventions accepted in a community of learners.

Additionally, the librarian will be responsible for elaborating and updating the Academic Integrity Manual (see details in further section) as needed.

e) The role of teachers

Teachers are expected to:

- Be role models of academic honesty and integrity
- Talk to students about plagiarism and how to properly conduct a research paper or prepare an oral presentation
- Set clear expectations for assignments and provide guidance to candidates on how to correctly cite sources
- Read the final version and check for authenticity of any work submitted to IBO. (EE, TOK papers, Internal Assessment)
- Teachers are strongly encouraged to make use of Turnitin when checking on major IB assignments
- Although the candidate is ultimately responsible for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged, it is the responsibility of each teacher to confirm that, to the best of his or her knowledge, all candidates' work accepted or submitted for assessment is the authentic work of each candidate.

f) The role of parents

Parents play a very important role in supporting and helping their children achieve their full potentials and acting with honesty by:

- Reading and becoming familiar with the Academic Integrity Policy and all documents related to the IB Diploma rules and regulations
- Supporting teachers and administrations in talking to their children about the importance of academic integrity
- Cooperating with the school in case their child is found to occur in malpractice either intentionally, or by inappropriate documentation of sources

Procedure applicable by the IB organization for improper conduct

As established in point A110 of the Diploma Program Procedures Manual, the circumstances that most commonly give rise to an investigation are the following:

- A coordinator reports to the assessment division at the IB Global Center in Cardiff that there could have been a case of misconduct during an exam.
- An examiner suspects that there has been plagiarism or collusion and provides evidence to justify their suspicions.
- A random check of assessment material in the assessment division at the IB Global Center in Cardiff using a plagiarism prevention website revealing that a student's work may not be completely original.

The IB will investigate cases of alleged misconduct only when there is evidence that clearly justifies the suspicions. In the event of plagiarism, the evidence must be the source from which the student is believed to have plagiarized. In case of collusion, an investigation will be carried out only if the work of the students shows clear similarities.

If the assessment division at the IB Global Center in Cardiff decides to investigate a case of alleged misconduct, the coordinator will be informed by email that a student (or students) at their school is under investigation for possible rule violation. The coordinator must immediately inform the school principal that one or more students are suspected of having committed inappropriate conduct.

In all cases, the coordinator will be asked to submit statements once they have conducted their own investigation. When plagiarism or collusion is suspected, the

coordinator will be asked to:

- Their own statement
- A statement from the student's teacher of the subject in question (or the supervisor in the case of the Extended Essay)
- A student statement

The statement from the student's teacher (or supervisor) must:

- Explain what guidelines in specific academic integrity of the subject are given to the IB students.
- Provide information on the nature and scope of supervision that has been given to the student during the performance of the work under investigation.
- Explain the procedure adopted to verify that, to the best of their knowledge and belief, the student's work submitted for evaluation is original.
- Provide any pertinent information, based on the experience of the teacher or the supervisor with the student, and with specific references to the accusations made against the student.

The coordinator's statement must:

- Briefly explain what academic integrity guidelines are given to all students of the IB Diploma Program
- Provide any relevant information, with specific references to accusations made against the student

The student must provide any relevant information, specifically referring to the accusations made against him.

Internal procedure applicable to inappropriate behaviour

Apart from the procedure established by the IB organization for situations in which the academic integrity policy is violated, St. Peter's School has determined a series of actions to be carried out internally:

1. The student will have the opportunity to explain the fault committed with

their corresponding teacher and tutor. In cases of serious misconduct, the Program Coordinator will be part of the meeting, and will decide if the presence of the student's parents / legal guardians is necessary.

2. The offence will be registered in the evaluation document of the corresponding subject, and it will be at the discretion of the teacher and the tutor to decide whether or not the student can recover the grade in the corresponding projector exam.
3. In case of serious offence, the student can propose the non-continuity of the student in the Diploma Program.

Academic Integrity Manual

At the beginning of the school year, the student will receive the Academic Integrity Manual, where the following points, among other things, will be described:

- A summary of St Peter's School's Academic Integrity Policy
- The importance of academic Integrity
- What to quote, how and when
- A schedule of properly planned tasks

This manual will be delivered during a training session that will be repeated annually for all students, and when necessary for new students who enter at any other time of the school year.

Both the Academic Integrity Policy and the Academic Integrity Manual will be available on the school website for the entire educational community.