

Policy:
IB Diploma

Academic Honesty



**St Edward's
College**

Founded 1929

Who we are

Mission Statement

At St Edward's College we strive to create exemplary citizens in this increasingly globalised and technological world, placing strong emphasis on character formation, genuine intercultural understanding and leadership skills which will assist them to contribute to the well-being of society.

About us

St Edwards is an Independent private school which accepts students from Early Childhood to IBDP Sixth Form. We have a modern boarding section for students age 11 years up. Our educational experience has shaped us into the person we are today. Whether we learned from our own experiences, from our parents, grandparents, friends or teachers, we have gone through the 'learning experience'. Dedicated, caring and experienced professionals are the key to our success. The underlying approach to all lessons throughout St Edward's is simple. We do not want our students to solely learn, unless there is understanding of a concept/topic there is little point in learning and to understand one needs to think. Hence, TUL - Think, Understand, Learn.

At St Edward's we deliver our lessons with the most current, tried and proven international methodologies.

Academic Honesty Policy

St Edward's College takes any instances of academic misconduct very seriously and expects all students to behave in a manner which upholds the principles of academic honesty. By definition, 'academic honesty' refers to a student not gaining an unfair advantage over another student, and giving full credit for any other people's contributions to personal own achievements. Academic honesty is fundamental to the values promoted by St Edward's College and no student should be allowed to obtain for him/herself, or for another candidate, an unfair advantage as a result of academic dishonesty. The responsibilities of stakeholders as well as the consequences for not abiding by the standards of good practice are outlined below.



Aim

The aim of this policy is to outline the responsibilities of stakeholders in ensuring that any submitted work adheres to academic honesty standards. The IB aims to develop its learners to be principled. Learners are expected to be honest and achieve the grades they deserve through their own effort and skills. Academic misconduct is inherently a dishonest practice. The act of presenting someone else's words as your own or cheating in an exam is deceiving someone of your capabilities.

Obtaining qualifications through academic dishonesty and subsequently representing oneself as a qualified person is ethically wrong and potentially dangerous. Even in the mildest of cases it is wrong and unethical using someone else's hard work and effort for your gain without acknowledgment. IB results are also graded on a curve. Meaning that obtaining higher grades pushes up the average and makes higher grades more difficult to obtain. Achieving a higher mark through academic dishonesty may cause others who have worked hard to achieve their mark to miss out on higher grades.

The reverse of this is also true. It is for this reason that; aside from being ethically correct, students should report any cases of academic misconduct amongst other students, as these cases may negatively affect their own chances of achieving grades they deserve. Plagiarism also constitutes as theft of intellectual property, making it a criminal act. Intellectual property rights protect one's hard work from being used for gain financially or otherwise without recognition of the original author's research or original ideas.

Scope

This policy applies to members of the IBDP 6th form, teachers, students and parents. The responsibilities of each are outlined later in the policy.

Definitions

Good Practice

Student work is ideally well researched and well referenced. This means that student work obtains material from a wide variety of reliable sources. Anything which is taken from these sources is cited within an accepted referencing style. (MLA, Harvard or APA). No work which is taken from academically dishonest means is presented as their own. Good practice is based on the following 5 fundamental principles:

Honesty – To be honest about the submitted work and that it is entirely the work of the individual submitting it.

Trust – Any piece of academic work needs to be accurate and honest. Submitting a piece of academic work needs to be accurate. Others may use your findings to as the basis of research for later publications. There needs to be an established trust that the work submitted is accurate and honest.

Fairness – Submitting work which is not your own in order to gain an advantage goes against the principle of fairness. Everyone should be held to the same standards and expectations.

Respect – Respect for others and the work they have done, by not passing off their hard work as your own and giving them the proper citation for their work.

Responsibility - We have a collective responsibility to ensure that good practice is followed, for the purposes of acknowledging others work, for being fair on and taking responsibility of the submitted work as their own.

What Constitutes Academic Misconduct

Any work that is deliberately or unwittingly plagiarized, duplicated, falsified, or completed through collusion or cheating.

Plagiarism: Plagiarism is the presenting of work that is not your own as your own work. This may include whole essays, copied chunks of text, work generated by AI or the presentation of any work that is not properly referenced. This includes text, data, pictures and other visuals.

Duplication: Duplication is the submission of the same piece of work for multiple students or different assignments. Such as submitting the same piece of work for a subjects IA and EE.

Falsification: Falsification is the presenting of documentation, studies or results that have not occurred. This can include CAS Documentation or the results of scientific studies that have not taken place or altered.

Collusion: Collusion is aiding another student to engage in academic misconduct by contributing to their work which is presented as their own. This includes giving your work to other students so that it may be copied. Helping a fellow student is permissible, and may also be encouraged, so long as that help puts that student in a position to succeed on their own merits, through their own work.

Cheating: Cheating involves any academic dishonesty during a test or an exam that includes the use of prohibited material, copying or communication with another student. For a more complete list of the rules and regulations during exams see 'Conduct during exams' section of the assessment policy



Responsibilities and Links

Responsibilities of Students

- To ensure that all work submitted is their own work and academically honest
- To reference their work appropriately in accordance with APA7 referencing styles where applicable.
- To comply with deadlines for submitting work
- To ensure that the final version of work submitted to teachers is correct, once work is sent or uploaded for Benchmark, SEC, IGCSE or IB assessments, coursework cannot be changed.
- To report cases of any suspected cases academic misconduct

Responsibilities of Parents

- To monitor students' progress on the MySchool platform
- To monitor students' disciplinary records on MySchool and contact the Head of section if clarification is required.
- To ensure students submit all work by the stipulated deadlines.
- To provide support so that the student maintains academic honesty in all their work.

Responsibilities of Teacher

- To verify the authenticity of students work
- To use Turnitin when there is a suspicion of plagiarized work
- To inform the head of section of any cases of academic misconduct.
- To follow the 'Invigilator Responsibilities' and 'Disciplinary Procedures' as outlined in this policy and the staff handbook

Responsibilities of EE Coordinator

- To organize an academic writing and referencing workshop to highlight what is good practice for year 12 students before the EE and IA processes begin.
- To teach good practice to students in terms of research skills and referencing skills.
- To curate Academic resources including physical books and online resources such as JSTOR so that they are accessible to students.

Responsibilities of DP Coordinator

- To inform and remind the school community of the policies, procedures and ethical ramifications regarding academic misconduct.
- To ensure Students and Teachers are aware and follow the examination procedures outlined in the Staff handbook.
- To update the examination procedures to ensure they up to date with Benchmark, SEC, IGCSE & IB assessment procedures.
- To keep a record of all academic misconduct occurrences.
- To inform parents of cases of academic misconduct.
- To inform the Benchmark, SEC, IGCSE & IB of any academic misconduct during examinations.
- To ensure any coursework which is suspected of academic misconduct are not uploaded or sent for Benchmark, SEC, IGCSE or IB assessments.
- IB coordinator to organize an academic writing and referencing workshop for year 12 students within the first term.



Procedures

Stakeholders must be aware of their responsibilities as stated in the policy

Compliance

Disciplinary procedures for students found committing Academic Misconduct.

Any work which has been completed with the aid of cheating, falsification, duplication, plagiarism or collusion in part or in full will receive no marks for that task. Students who are found to be academically dishonest will be subject to the procedures as identified in the SEC Disciplinary Code. Disciplinary action will be in line with the severity of the offence but typically offenses will receive the following action:

- 1st offense – Students will be issued with a verbal warning. They will be reminded of the ethical ramifications of academic misconduct. The incident will be logged on the MySchool platform. Parents will be informed
- 2nd offense – Students will be issued with a formal written warning, the incident will be logged on the MySchool platform. Parents will be informed
- 3rd offense – Students will be issued with a second formal written warning. The student will be referred to the headmaster for consideration for suspension.

Any students discovered to have committed academic misconduct during Benchmark, SEC,IGCSE or IB examinations or coursework, will be reported to the Head of Section and reported to the examining body

References

IBDP Diploma Assessment Procedures 2024 accessible à [DP resources - Home - IB programme resources](#)

Approval, Author/s and Contact

Approved by:

- Jolen Galea - IBDP CO-Ordinator - 21/02/2025

Revision History

- Version 1 - September 2019
- Version 2 - May 2024
- Version 3 - February 2025