


## **RAHA INTERNATIONAL SCHOOL KHALIFA CITY CAMPUS**

### **POLICIES**

Policy title	Academic Honesty
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Approving Committee	Name	Signature
Principal	Peter Taylor	

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## Whole School

### Academic Honesty Philosophy

Academic honesty is an umbrella term for principled behaviour relating to all assignments/assessments and student endeavours throughout the year. Raha International School Khalifa City Campus (KCC) regards academic honesty as an integral foundation necessary for all learners. It is expected that each student acts in accordance with the KCC core values of respect, honesty and integrity, represented in the Academic Honesty Policy, ensuring that all schoolwork reflect individual and original efforts. Administration, staff, students and families are all important stakeholders in maintaining academic integrity in our school community. It is necessary for all involved to understand the integral role in helping to promote this climate of academic honesty. By adhering to the Academic Honesty Policy, students take an individual role in knowledge development and recognising the value of personal work, thus exhibiting integrity and responsibility.

## Responsibilities

### Professional Responsibility

- Share the Academic Honesty Policy with the entire school community at the start of every academic year.
- All staff members will be fully aware of the content in the policy and be able to accurately communicate the information.
- The Academic Honesty Policy should be referenced and reinforced on a regular basis.

### Parent Responsibility

- Read and understand the Academic Honesty Policy in its entirety.
- Support children with upholding the KCC core values of respect, honesty and integrity.
- Acknowledge involvement in guiding students to follow the Academic Honesty Policy. See Academic Honesty Agreement[s].

### Student Responsibility

- Read and understand the Academic Honesty Policy in its entirety.
- Adhere to the policy, seeking clarification from teachers as required.
- Diploma Programme: at the commencement of grade 11 (start of programme), students will acknowledge commitment to academic honour. See DP Honour Agreement.
- Middle Years Programme: upon entering the programme all MYP students will acknowledge commitment to academic honour. See MYP Honour Agreement.

### Language Tools and Referencing

KCC utilises specific guidelines for language tools and referencing in order to properly credit the original author or source of the work. Guidelines are provided by individual departments in the Secondary School.

KCC uses Turnitin, a commercial internet-based plagiarism-detection service. Students are not permitted to use this software independently.

## Academic Honesty Terms

<b>Plagiarism:</b>	The representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism.
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<b>Collusion:</b>	Supporting academic misconduct by another student, for example allowing one's work to be copied or submitted for assessment by another.
<b>Duplication of work:</b>	The presentation of the same work for different assessment components and/or Diploma Programme requirements.
<b>Content communication:</b>	Sharing of information on school tests in a manner which might give an unfair advantage to other student(s). Diploma students should note that it is also considered a breach of IB regulations to share information about an exam, 24 hours before or after the examination with others outside their school community
<b>Misconduct:</b>	Any behaviour which might cause an unfair advantage or disadvantage in an assessment /test. This includes taking unauthorized material into an examination room, disruptive behaviour and communicating with others during the examination.

### **Academic Honesty in the IB educational context:**

Flyer: [Academic Honesty in the Middle Years Programme](#)

Resource: [Effective citing and referencing](#)

### **Academic Misconduct in the Secondary School:**

#### **Diploma Programme [DP] and Middle Years Programme [MYP]**

##### Example Transgressions

Examples of Unacceptable Behaviour include, but are not limited to:

- Dishonestly claiming authorship of work.
- Copying a sentence from the internet without a citation of the source.
- Copying work from another student.
- Copying work from any printed material without giving an appropriate citation.
- Changing words around when using ideas from a source and not citing the source.
- Using pictures/images/photographs/pictures/diagrams and charts without clearly citing the source.
- Deliberately resubmitting an assignment.
- Allowing another student to copy work of any kind.
- Working collaboratively on an assignment which was intended as individual work.

- Allowing parts of assignments and assessments to be completed by family members, friends, tutors or anyone else.
- Resubmitting an assignment that has previously been assessed in another subject, even if it was written by the individual student, even if written in another school.
- Using an assignment or parts of an assignment previously written by an older sibling or other student.
- Using material which is protected by copyright law beyond what can be recognised as 'Fair Use', to include text and images. Students should assume that all printed work, hard copy or electronic text is copyrighted.
- Accessing information unlawfully.
- Taking unauthorised material into an exam room.
- Failing to comply with the instructions given by the invigilator of an exam.
- Passing on information from any assessment/exam which would clearly set an unintended advantage to the receiver of the information.
- Accessing exam/test papers prior to the required date.
- Causing a disturbance in an exam room.
- Using fictitious data or making up research. Including that of non-relevant citations.
- Falsifying a SA/CAS record.
- Creating a Turnitin account and uploading assessments and assignments prior to submission to a teacher.

If a teacher suspects plagiarism, they reserve the right to ask the student to justify the ownership of the piece of work by requesting verbal feedback to questions pertaining to the content of the alleged plagiarised work.

If a teacher suspects an instance of academic dishonesty in a student's work:

*i. During the process of developing the final product, such as a draft submitted for teacher feedback.*

- The teacher may decide to verbally question the student. If this is required, the teacher should ensure a second member of staff is present to confirm or dismiss academic misconduct. If this query is administered via Microsoft Teams, the session will be recorded and may be shared with the Head of Faculty and/or the Curriculum Coordinator.
- At the teacher's discretion, the student may be referred for a scheduled Academic Honesty session with the School Librarian.

*ii. When grading a student's final submission of a summative task.*

- The teacher may decide to verbally question the student. If this is required, the teacher should ensure a second member of staff is present to confirm or dismiss academic misconduct. If this query is administered via Microsoft

Teams, the session will be recorded and may be shared with the Head of Faculty and/or the Curriculum Coordinator.

- Based on the outcome of the investigation into the alleged academic misconduct, the process as laid out in the Academic Misconduct Procedures (in the Academic Honesty Policy) will be followed.

*iii. When grading a timed summative assessment.*

- The teacher reserves the right to ascertain the level of the student's understanding by conducting an impromptu verbal interview.
- Based on the outcome of the investigation into the alleged academic misconduct, the teacher may decide to:
  - o Award a score of zero for the assessment, OR
  - o Allow the student an opportunity to sit a supplementary assessment, after attending an Academic Honesty session with the School Librarian.

### Academic Misconduct Procedures: Diploma Programme

	<u>1<sup>st</sup> Offence</u>	<u>2<sup>nd</sup> Offence</u>	<u>3<sup>rd</sup> Offence</u>	
<b>* Grades 11 and 12</b>	<ul style="list-style-type: none"> <li>Head of Grade informed, and incident recorded</li> <li>Parents notified and meeting scheduled</li> <li>Work resubmitted within 24 hours for feedback only; mark of zero [0] will be recorded</li> </ul>	<ul style="list-style-type: none"> <li>Meeting with parents and Diploma Coordinator to consider IB options</li> <li>Meeting scheduled for student and school counsellor</li> <li>Work resubmitted within 24 hours; mark of zero [0] will be recorded; feedback given at teacher discretion</li> </ul>	<ul style="list-style-type: none"> <li>Meeting with Head of School, Diploma Coordinator, and parents; consider removal from Diploma Programme</li> <li>Student will receive a mark of zero [0].</li> <li>IB will be informed</li> </ul>	<ul style="list-style-type: none"> <li><b>Universities will be informed.</b></li> </ul>

- For External Assessments and Examinations, all infractions will be reported to the IB Organisation. Consequences of transgressions will be determined per IBO policy and at the discretion of the IBO.**

### Academic Misconduct Procedures: Middle Years Programme

	<u>1<sup>st</sup> Offence</u>	<u>2<sup>nd</sup> Offence</u>	<u>3<sup>rd</sup> Offence</u>	
<b>* Grades 9 and 10</b>	<ul style="list-style-type: none"> <li>Head of Grade informed and incident recorded</li> <li>Detention</li> <li>Task specific session conducted by the Librarian</li> <li>Parents notified</li> <li>Work resubmitted within 24 hours</li> </ul>	<ul style="list-style-type: none"> <li>Head of Grade informed and incident recorded</li> <li>Meeting with parents</li> <li>Detention [after-school]</li> <li>Work completed in detention for feedback only; mark of zero [0] will be recorded</li> </ul>	<ul style="list-style-type: none"> <li>Head of Grade informed and incident recorded</li> <li>Student will receive a mark of zero [0].</li> <li>Suspension from classes</li> <li>Work must be resubmitted; no feedback will be given</li> </ul>	<ul style="list-style-type: none"> <li><b>Repeated offences will jeopardise progression to the Diploma Programme.</b></li> </ul>

**\* If work is not resubmitted a mark of zero [0] will be recorded.**

**Note:** If deemed necessary by the teacher, the student may *first* need to attend the session conducted by the librarian, before resubmitting the work.

	<u>1<sup>st</sup> Offence</u>	<u>2<sup>nd</sup> Offence</u>	<u>3<sup>rd</sup> Offence</u>
<b>* Grades 7 and 8</b>	<ul style="list-style-type: none"> <li>Head of Grade informed and incident recorded</li> <li>Detention</li> <li>Study session conducted by the Librarian</li> <li>Parents notified</li> <li>Work resubmitted within 24 hours</li> </ul>	<ul style="list-style-type: none"> <li>Head of Grade informed and incident recorded</li> <li>Meeting with parents</li> <li>Detention [after-school]</li> <li>Grade determined by work completed in detention</li> </ul>	<ul style="list-style-type: none"> <li>Head of Grade informed and incident recorded</li> <li>Student will receive a mark of zero.</li> <li>Suspension from classes</li> <li>Work must be resubmitted; no feedback will be given</li> </ul>

**\* If work is not resubmitted a mark of zero [0] will be recorded.**

**Note:** If deemed necessary by the teacher, the student may *first* need to attend the session conducted by the librarian, before resubmitting the work.

	<u>1<sup>st</sup> Offence</u>	<u>2<sup>nd</sup> Offence</u>	<u>3<sup>rd</sup> Offence</u>	<u>4<sup>th</sup> Offence</u>
<b>* Grade 6</b>	<ul style="list-style-type: none"> <li>Head of Grade informed and incident recorded</li> <li>Reflection completed with Head of Grade</li> <li>Work resubmitted within 24 hours will be graded with feedback provided</li> </ul>	<ul style="list-style-type: none"> <li>Head of Grade informed and incident recorded</li> <li>Detention</li> <li>Study session conducted by the Librarian</li> <li>Parents notified</li> <li>Work resubmitted within 24 hours</li> </ul>	<ul style="list-style-type: none"> <li>Head of Grade informed and incident recorded</li> <li>Meeting with parents</li> <li>Detention [after-school]</li> <li>Grade determined by work completed in detention</li> </ul>	<ul style="list-style-type: none"> <li>Head of Grade informed and incident recorded</li> <li>Student will receive a mark of zero.</li> <li>Suspension from classes</li> <li>Work must be resubmitted; no feedback will be given</li> </ul>

**\* If work is not resubmitted a mark of zero [0] will be recorded.**

**Note:** If deemed necessary by the teacher, the student may *first* need to attend the session conducted by the librarian, before resubmitting the work.



## **Academic Misconduct: Primary Years Programme**

In PYP the aim is to equip students with all skills and understandings they need to successfully understand and embrace the Academic Honesty Policy. Skills and ideas are introduced at developmentally appropriate ages and taught through our **Information Fluency Benchmarks** (taken from: *New York State Department of Education/Office of Library Services, 2010*).

Key Indicators of Standard 3: Demonstrating Social Responsibility/Ethical Behaviour in the Use of Information, states:

- Respects intellectual property rights by attributing the sources and avoiding plagiarism.
- Uses information and technology safely, ethically, and responsibly

### Integral Learning Skills

EY2-Grade 2:

- Understand the ethical implications of copying from an author or another student
- Taking notes to answer research questions, writing down words, phrases and drawing pictures from sources, without copying whole sentences
- Crediting the author and illustrator
- By Gr 2, credits sources by citing author and title

Grade 3-5:

- Understand the basic concept of plagiarism as copying work of others
- Note-taking skills to answer research questions; rewording and rephrasing sources, but not copying whole sentences
- By Gr 5, credits all sources properly with title, author, and page number [print sources], title, author, url address and date accessed [websites]
- Understand the basic concept of intellectual property

### Constructive Approach

1. Remind them of the Standard 3 of the Information Fluency Benchmarks appropriate to their grade level.
2. Work completed again in the proper manner, consistent with the expectations of Standard 3 of Information Fluency Benchmarks for their grade level.

### Academic Misconduct

1. Claiming work to be their own in a deceitful manner, the school's behaviour policy will be enforced under Level 2: cheating on exams and assignments.

## Policy Review Log

Date	Changes	Reviewed By
Feb 2025	Principal reviewed and signed	Abigail Fishbourne
August 2025	Principal reviewed and signed	Peter Taylor