



Zhangjiagang Liang Feng International School
张家港市梁丰双语实验学校

A large, faint watermark of the school's logo is centered on the page, serving as a background for the title. It includes the school's name in English and Chinese around the perimeter and the characters '豐 燊' in the center.

POLICY ON ACADEMIC INTEGRITY

Last reviewed: June, 2021
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The logo of Zhangjiagang Liangfeng International School is a large, faint watermark in the background. It is circular and contains the school's name in English, 'ZHANGJIAGANG LIANGFENG INTERNATIONAL SCHOOL', around the top edge. In the center, there are large Chinese characters '张梁' (Zhang Liang). At the bottom, it says '梁 2017 卅' (Liang 2017 卅).

The Zhangjiagang Liangfeng International School Mission Statement

At Zhangjiagang Liangfeng International School, we build confident individuals who are given equal opportunities to discover their strength and interests, regardless of gender, character or skill, with the aim to shape internationally-minded lifelong learners able to

- view the world around them with empathy
- respect differences
- actively contribute to the global society

through inquiry-based acquisition and culture engagement, and collaboration between stakeholders.

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The IB Mission Statement

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.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

Reasons for Academic Integrity

- To maintain fairness
- To maintain trust and credibility
- To develop respect for others

In alignment with the IB Academic Integrity Guide, academic integrity refers to:

“a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work.”

Academic Misconduct

Academic misconduct is defined as behaviour, whether deliberate or inadvertent, that results in or may result in the candidate or any other candidate gaining an unfair advantage in one or more components.

Behaviour that may cause another student to be disadvantaged, or any act considered a potential threat to the integrity of the IB examinations and assessments which may happen before, during or after their completion is also regarded as academic misconduct.

When completing **coursework**, misconduct may include:

- Plagiarism: the representation, **intentionally or unwittingly**, of the ideas, words or work of another person without proper, clear, and explicit referencing (which is a clear breach of academic honesty and is considered a criminal offence)
- Collaboration/Collusion: Working together with the intention to commit academic

misconduct, or supporting academic misconduct by another candidate, for example allowing one's work to be copied or submitted for assessment by another

- Duplication of work: The presentation of the same work for different parts of the Diploma. (An example would involve submitting the same piece of work for a Business Management Extended Essay and the Business Management Internal Assessment)
- Falsifying data, information or records

During an **examination**, misconduct may include:

- Taking unauthorized material into the examination room, including a mobile phone, an electronic device, wearable technology, smart watches or other form of smart technology, own rough paper, notes ...
- Misbehaving during an exam, including any attempt to disrupt the examination or distract another candidate
- Copying the work of another candidate
- Referring to or attempting to refer to, unauthorized material that is related to the examination
- Failing to comply with the instructions of the invigilator or other member of the staff responsible for the conduct of an examination
- Impersonating another candidate
- Stealing examination papers
- Disclosing or discussing the content of an examination paper with a person outside the immediate community within 24 hours after the examination
- Using an unauthorized calculator during an examination
- Concealing and/or using unauthorized software on a graphic calculator
- Altering grades awarded by a teacher
- Communicating with another student during examinations

How can I make sure that I am not plagiarizing material?

- The simplest method of avoiding plagiarism is to honestly, accurately and clearly acknowledge, by references in the body of your work, and/or in a bibliography at the end,

each and every piece of material you used in the production of your work.

- All ideas and work of other persons, regardless of their source, must be acknowledged
- Information located via email messages, web sites on the internet, social networks and any other electronic media must be treated in the same way as information found in books and journals
- The sources of all photographs, maps, illustrations, computer programmes, data, graphs, audio-visual and similar material must be acknowledged
- Passages that are quoted verbatim must be enclosed within quotation marks and references provided
- All works of art, film, or visual arts must have their source acknowledged
- Use Turnitin in accordance with the school's regulations
- Material cannot be paraphrased without acknowledging the source.

The IB does not require the use of any particular citation system – there is however a clear expectation that all information will be fully and correctly referenced in a consistent manner.

Zhangjiagang Liang Feng International School generally prefers the use of the APA system when acknowledging sources, but teachers and supervisors are free to request the use of a citation system appropriate to their particular subject discipline.

The Responsibility of the Librarian

The Librarian is a very useful resource for all DP students and teachers. She is an expert in the area of academic honesty and can provide ethical guidance alongside information on the most appropriate citation system to use in each DP assignment, particularly the Extended Essay.

The Use of Turnitin

Students are required to submit the final version of almost all internally and externally assessed work through Turnitin before it is submitted to the IB. The school has every right to refuse to submit student work to the IB on the basis of a Turnitin search outcome, or if a student refuses to submit the work through Turnitin. Subject teachers may, in addition, request that drafts of assignments be submitted through Turnitin.

Students should note that the IB also submits work through Turnitin, thus creating an even larger data base through which student work can be compared.

IB Diploma students are expected to be principled

The main objective of the policy on academic honesty at Zhangjiagang Liang Feng International School (LFIS) is to create an intellectual climate in which sanctions and procedures which accompany academic dishonesty become redundant.

Student Responsibility

Ultimately it is the student's responsibility to ensure the integrity of all work and to understand what constitutes an offence against academic honesty.

Students are strongly advised to abide by the following guidelines:

Internal and external DP assessments

- Acknowledge all sources (e.g. books, journals, internet sites, CD-ROMs, magazines, photographs etc) using any standard citation style when writing assignments
- Use footnotes and endnotes to acknowledge the source of an idea that emerged from a discussion with another person.
- Acknowledge paraphrased ideas of another person
- Review all work before submission to check that all sources have been acknowledged
- As far as possible, work independently with the support of the subject teacher
- When collaboration with other students is required or encouraged by teachers ensure that the final work is produced independently
- Do not attempt to submit a similar piece of work for different assessment components of your IB program (e.g. your internal assessment and the extended essay)
- Check your work using Turnitin before submission. Failing or refusing to do this could result in an accusation of plagiarism, and/or a refusal to accept your work within school and/or to submit your work to the IB.
- Comply with all internal school deadlines. This will allow time for revising work that is of doubtful authorship.
- Submit a signed copy of the Declaration of Authenticity together with your assignment. Once a student has 'signed off' the official declaration, indicating that a piece of work is authentically his/hers, there is very little, possibly no opportunity to re-submit different work, if the first submission is deemed to have been plagiarized. Teachers have the right to

refuse to sign your declaration if they do not believe you completed the work, and if you cannot prove your ownership to their satisfaction, or the satisfaction of the IB DP Coordinator. **The IB will accept the teacher's decision in this case.**

Examinations

- Listen to and follow all instructions given before an examination

Responsibility of Teaching and Non-Teaching Staff with regards to:

Internal and external DP assessments

The IBO expects “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”. Teachers at LFIS are expected to encourage good practice among students. The following are some of the measures that should be adopted to avoid malpractice.

- Be familiar with the IBO publication “Academic integrity”
- Provide advice to students when necessary so that students have a clear idea of what constitutes plagiarism in the various subjects
- Ensure that the words, ideas, works from sources are acknowledged appropriately
- Be vigilant enough to spot inexplicable changes in the style and quality of student work.
- Teachers are expected to read and check all of candidates’ internal and external DP assessments (including TOK essay, Extended Essay, written IAs) for authenticity before submission. Question students on written work, especially the extended essay, in order to determine whether the work is really that of the student, and authenticate student work whenever required.
- Remind students that it is compulsory to use Turnitin to check all written eCoursework/DP assessments.
- Distinguish between collaboration and collusion to prevent allegations of collusion against students
- Cooperate in the investigation of suspected cases of malpractice. Any issues of authenticity arising from concerns about plagiarism and/or collusion before the submission of work for assessment must be decided within the school, initially by the subject teacher, and then in discussion with the IB DP Coordinator.
- If the DP Coordinator or teacher has reason to suspect that part or the whole of a candidate’s work, which counts towards the final IB Diploma grade in that subject, may not

be authentic, that work must not be accepted or submitted for assessment. In such cases, the IB suggest that one of two possible courses of action may be adopted:

- The candidate can be allowed one opportunity to revise and resubmit the work, which must be completed on time for the Coordinator to send the work to the examiner by the appropriate IB deadline.
- If there is insufficient time, an NS must be entered against the candidate's name on the appropriate mark sheet. This will result in no grade being awarded for the subject concerned. This will mean that no Diploma is awarded.
- An NS will be entered for candidate's work, in line with the point above, if the candidate is unable to prove, to the teacher's satisfaction that the work is his/her own. Candidates must be prepared to prove their authorship, possibly through questioning on knowledge of the material presented. This is reflected as "Non-submission" on IBIS.
- Write a statement for any report on malpractice to be submitted to the IBO. If plagiarism is detected by a teacher or Coordinator after a candidate's work has been accepted or submitted for assessment, the International Baccalaureate's Curriculum and Assessment office must be informed. The IBO provides guidelines on what should be included in this statement.

Examinations

- Not leave candidates unsupervised during examinations
- Ensure students are not in possession of unauthorized materials
- Adhere strictly to the rules and regulations stipulated in the IB Conduct of examinations booklet during official IB examinations

The school may make further decisions, which may include suspension or expulsion, in addition to, or even prior to, the suggested course of action noted above in any cases of misconduct.

The Responsibility of Parents/Guardians

- Encourage your child to plan each assignment so that they can meet deadlines with ease.
- Most students state that the reason they did not act honestly is related to a lack of time. Provide support with the scheduling of their work, as your child may have many assignments to complete.
- Let your child do his or her own work, but teach them how to plan their work.

- Communicate with the school so that you understand the requirements of the Diploma Programme and what is expected of students.
- If your child is having difficulty with their work, encourage him or her to ask a teacher for advice.

Support Students Can Expect From the School/The DP Coordinator

- Through its 'Academic Honesty Policy', the school makes it clear what constitutes academic honesty and an authentic piece of work
- At the end of Grade 10 all students wishing to join the IB Diploma Programme will be introduced to the Academic Integrity Policy, by the DP Coordinator.
- Students will be clearly informed how malpractice will be investigated, and what the consequences are of having been found guilty of malpractice
- Students can expect support from teachers on using correct citing conventions, which includes teachers doing the same when teaching using external materials
- Candidates will be advised at all times to act as honestly and as accurately as possible to acknowledge the ideas and work of others.
- Grade 12 candidates will be provided with a copy of the 'Conduct of Examinations' prior to the Diploma exams, and this will be discussed fully by the DP Coordinator before the Mock and final DP exams.

Monitoring and Sanctions

Teachers are responsible both for guiding students in the formation of academically honest practices, and for monitoring the work they hand in to ensure it complies with IBDP regulations. To assist students and teachers in understanding the importance of developing an academically honest approach to all aspects of the Diploma Programme, internal and external sanctions are in place in order to respond consistently should issues related to academic misconduct arise. Internal sanctions generally refer to assignments and classwork (general homework and 'drafts') which do not count towards the award of the final IB Diploma. External sanctions are those applied by the IB, and relate specifically to all pieces of work, usually 'final version' (internal assessments, final exams, TOK assessment, CAS folders, the EE...) which count towards the final IB Diploma.

Internal Sanctions

Internal sanctions may be imposed by the school for incidences of academic misconduct and will include:

- 1st Offense: The student is required to re-do the work and is reminded of the academic honesty policy of the school. Parents are notified by the form teacher and the misconduct will be noted in school records.
- 2nd Offense: The student is given zero for the work, parents are notified by the Principal, and the student receives disciplinary consequences. This second misconduct offense is also noted in school records.
- 3rd Offense: If a student is found guilty of a 3rd breach of academic honesty, they will receive no credit for the relevant course, and may be recommended for withdrawal.

External Sanctions

External sanctions are those assigned by the IB, or by the school, in compliance with IB regulations, and relate specifically to the perception that academic misconduct has taken place in work which counts towards the award of the final Diploma. Should such academic dishonesty be suspected in the first draft of an IA, the EE or the TOK essay, it is likely that the internal sanctions above will apply. However, 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, misconduct investigation and sanctions will take place as detailed below:

The school retains the right to apply other sanctions when dealing with malpractice internally including internal exams, tests, coursework (internal assessments) and homework procedures. When the misconduct involves official IB examination procedures, these sanctions could also be enlarged to include suspension, and expulsion. Penalty according to the IB will be imposed in addition to the school penalty.

Investigating Academic Misconduct

An investigation takes place when:

- The DP Coordinator informs IB Curriculum and Assessment Centre (IBCA) that academic misconduct may have taken place during an examination
- An examiner suspects misconduct and provides evidence to justify his or her suspicion
- A member of staff identifies examination material that may or may not be the authentic work

of a candidate and provides evidence to justify his or her suspicion

An investigation of misconduct **detected by an examiner outside the school** may take the following form:

- The investigation takes place immediately.
- The candidate's parents are informed.
- The DP Coordinator will interview the candidate with a parent or guardian in attendance.
- The candidate will be shown the evidence and be asked to present an explanation in his/her defense.
- With the candidate's permission, a transcript of the interview will be taken and submitted to IBCA. The candidate will also be given the opportunity to provide a written statement.
- The candidate and his/her parents have a right to see evidence, statements reports and correspondence about the case.
- The candidate will be given a copy of the Regulations and his/her attention drawn to the articles which concern misconduct
- The candidate will be given sufficient time to prepare a response to the allegation

An investigation of misconduct which happens **during an IB Diploma exam** may take the following form:

- The candidate will be allowed to complete the exam. As little disruption as possible should take place.
- The DP Coordinator will be informed immediately by the invigilator of his/her suspicions
- The DP Coordinator will begin an investigation immediately after the exam has ended. This will include interviewing the candidate, and taking written statements from everyone involved including the candidate, and the invigilator.
- The Academics Director and High School Principal must be informed as soon as possible.
- The candidate's parents/guardians will be contacted immediately.
- Full written statements will be required to be submitted to the relevant section of the IB and these will be shared with the candidate and his/her parents
- The candidate will be allowed to complete all other exams in that Diploma session

- IB will make the final decision as to whether or not there should be consequences. **The school will accept IB's final decision.**

An investigation of suspected or proven misconduct relating to **internal assessments** may take the following form:

- The candidate is told by the teacher and the DP Coordinator that there are doubts about the authorship of his/her work
- If the candidate agrees that the work is not his/her own, if time allows, and if the cover sheet has not been signed off by the candidate, then the work can be re-done (under close supervision)
- If the candidate continues to insist that the work is his/her own, the subject teacher should be asked to provide a statement explaining why he/she believes that this cannot be the case.
- The candidate, his/her parents, the subject teacher, the Principal and the IB DP Coordinator should hold a meeting to discuss the situation fully.
- A record of the meeting will be kept.
- The candidate will be asked to provide evidence that the work is his/her own (corrected drafts, or a brief test on the candidate's knowledge of the work and the subject.)
- The subject teacher's decision will be final, and the candidate must be aware that the school can submit a coded grade indicative of its belief that the work is not the candidate's own when entering grades on the IB system, that this will not be questioned or investigated by the IB, and that this will result in failure of the component, subject and Diploma.
- The school may choose to withdraw the student from his/her exam registration in the particular component, subject or the Diploma as a whole.

Consequences of Academic Misconduct as Outlined by the IB*

- If the academic malpractice is deemed to be minimal, zero marks will be awarded for the assessment component, but a grade will still be awarded for the subject. This is referred to as 'Academic Infringement'
- If a candidate is found to have plagiarized all or part of any assignment then no grade will be awarded for the subject. This automatically means that no Diploma can be awarded.

- Misconduct during an examination will result in no grade being awarded for the specific subject involved – which means no Diploma can be awarded.
- If a candidate falsifies a CAS record, no Diploma will be issued until 12 months after the examination session has passed. The CAS record will need to be correctly completed.
- If the case of academic misconduct is very serious, the candidate may not be allowed to re-register for examinations in any future session
- An IB Diploma may be withdrawn from a candidate at any time if malpractice is subsequently established

An appeal may be made to the final award committee in the light of new factual evidence, within three months of the original decision.

Academic Honesty is valued highly by LFIS, by the IB, by universities and employers. Academic malpractice is viewed as a serious crime of the values which LFIS and IB seeks to uphold. Academic Dishonesty will not be tolerated.

* For specific misconduct, refer to IB's penalty matrices in the appendix.

Sanctions for academic dishonesty

Sanctions against academic dishonesty may range from warning to dismissal depending on the seriousness of the offence. Turnitin.com is being used to detect cases of plagiarism.

The **consequences** are (but not limited to):

- 1st offence: A warning letter will be sent to the parents
- 2nd offence: A grade of F or 0 will be given for the assignment or test and referral to the Academic Director. Suspension is considered.
- 3rd offence: A grade of F or 0 for the subject and suspension or expulsion from school
- If a teacher or the IB Coordinator has reason to believe that a piece of work to be submitted to the IBO is not authentic, that work will not be accepted. This will result in no grade being awarded for the subject.
- Proven cases of theft of examination / test materials will result in expulsion from school
- The set IB procedure will be followed in cases of any malpractices during IB examinations

References

International Baccalaureate. *Academic integrity*. October 2019.

International Baccalaureate. *Programme standards and practices*. April 2020.

