



Sir Geoffrey Leigh
Academy

Sir Geoffrey Leigh Academy
ACADEMIC INTEGRITY POLICY
2023-25

Purpose

Academic integrity is a set of values and skills that are embedded within the International Baccalaureate Learner Profile. Sir Geoffrey Leigh Academy recognises the importance of these attributes in all courses and believes in building integrity and positive character in every student. This policy includes a variety of offences that are considered malpractice when dealing with Academic Integrity. The responsibility of the staff and students, with respect to honouring these values and ensuring that IB standards are being met, will be addressed. It is a goal of Sir Geoffrey Leigh Academy to promote good academic practice and consistent to avoid incidences of malpractice. We are guided in our expectations and practices by two of the Learner Profile attributes which describe students as:

PRINCIPLED: We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

REFLECTIVE: We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

SGLA students demonstrate Academic Integrity by:

- creating authentic work, based on their own ideas and words
- respecting the intellectual property rights of others by giving accurate credit to the sources used in their work, including AI-generated material
- understanding the difference between collaboration and collusion. There will be times when students are required to work collaboratively in groups, have discussions about assessment tasks, and collect data, which is often done in the Sciences. The analysis of data and the final assessment task produced however must be completed individually and tasks will be graded individually. Any common work (other than data tables) or similarly worded tasks submitted by more than one student is considered collusion.

Definitions of Malpractice:

The IB defines malpractice as behaviour that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components.

Plagiarism – the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment ¹

Collusion – supporting academic misconduct by another student, as in allowing one's work to be copied or submitted for assessment by another

Duplication of work – the presentation of the same work for different assessment components For example, if a student submits the same or a very similar piece of work as an internal assessment in a subject area for an extended essay, this would be viewed as malpractice.

Any other behaviour that gives an unfair advantage to a student or that affects the results of another student (falsifying data, misconduct during an examination, creating spurious reflections).

Responsibilities

¹ Including AI-generated material

The IB coordinators (MYP and CP) will:

- Inform candidate and parent/guardian about Sir Geoffrey Leigh Academy Academic Integrity Policy. Both the candidate and parent/guardian will be expected to sign a waiver of acknowledgement with respect to the policy.
- Organise and deliver information sessions, in collaboration with the Reflective Project teachers, Tutors and/or librarian, across all year groups to reinforce the importance of academic honesty and consequences. Sessions will be of a preventative nature educating students about locating reliable sources, paraphrasing and acceptable citation styles.
- Report suspected malpractice to the Principal and the IB information desk once exams have been written or an internal or external assessment submitted with a signed cover sheet.
- Inform the candidate and parent/carers (if a student is not legal age) if the candidate is under investigation by IB for possible malpractice.

The subject teacher will:

- To the best of their knowledge confirm that all work submitted by the student is authentic and original. Where possible, students will submit work using detection software such as 'Turnitin'.
- Model Academic Honesty and support the Learner profile during their daily lessons.
- Inform students with respect to the policies that they will be expected to follow when preparing all assignments to avoid malpractice.
- Warn candidates about the consequences of violating the Academic Honesty policy.
- Provide clear guidelines for learning tasks.
- Promote the benefits of properly conducted research and respect for the creative efforts of others.
- Design learning tasks that require thinking skills, and are not able to be completed by simply copying or falsifying information.

The candidate will:

- Ensure that all work submitted for assessment is authentic and where necessary, correctly acknowledges sources of information used. This includes, but is not limited to the following; books, Internet, DVD's, emails, journals, online databases, charts, graphs, images and data.
 - Ensure that on collaborative assignments, the final work submitted is produced independently and written in her/his own words.
- Take responsibility for her/his actions and seek help from the subject teacher, Librarian or IB coordinator when needed.
- Sign a coversheet for each externally assessed component and all internally assessed components to confirm that his or her work is authentic.

The most frequent failure to give credit to other sources of information occurs when writing research papers. It is, therefore, extremely important that every student is familiar with the expected standard for referencing in

acknowledging the work of another writer:

- ❑ Reference all material reproduced directly (i.e., copied) from any source. This includes all phrases, sentences, paragraphs, graphs, charts, images or any other information. Sources include printed and electronic media, such as books, textbooks, magazines, CD-ROMs, and the Internet, including AI-generated material.²
- ❑ If any idea or argument of someone else's work is used, give that individual credit, either in the references or in the text.
- ❑ When taking notes, be sure to put information copied directly from a source in quotations. It is always better to read the material, think about it and then write the information in your own words. This will make inadvertent copying less likely to occur. Thoughtful research takes time, so plan ahead and don't procrastinate. Be on the safe side.
- ❑ If credit is not given where credit is due, plagiarism has occurred. Don't be careless.

Investigating Malpractice:

The staff of Sir Geoffrey Leigh Academy believes in preventing malpractice through education and teacher modeling. In the unfortunate event that academic dishonesty does occur, staff and administrators will refer to the school 'Assessment, Recording and Reporting Policy'.

If a student is suspected of cheating or plagiarizing, the teacher will inform the Director of Learning and the Exams Officer and meet with the student to determine the nature and the extent of the incident and the student's understanding of the situation and intent.

Consequences:

- Will be progressive in nature and may include redoing part or all of the assignment or assessment.
- Student may be requested to complete an alternative assignment or assessment.
- May limit student access to recognitions, such as school awards and scholarships.

The Exams Officer and/or teachers will communicate information to parent/guardian about the infraction and the consequences.

In the case that the malpractice occurs on an assessment piece specific to the IB Career-related Programme after the candidate has signed the cover sheet, the coordinator will report to the IB information desk for investigation.

At this point the IB will initiate an investigation following the steps stated in Section 7: The procedure for an investigation (IBO Diploma Programme Academic Honesty). IBO's final award committee will review each case regarding suspected malpractice and then decide to either uphold or dismiss the allegation.

Further information can be found in the following IB documents: [Academic honesty in the MYP](#)

[Academic honesty in the DP](#)

Expected standard for Post-16 referencing

² As an IB World School, we acknowledge the rapid development of Artificial Intelligence and the implications it can have on the integrity of students' work. As per the [statement](#) from Matt Glanville, the IB's Head of Assessment Principles and Practice, as long as students cite the AI Language Text Model used in their work they are permitted to use this technology. As an academy, we will ensure students and teachers are educated on the appropriate use of AI and will take every measure reasonably possible to ensure compliance.

All work is expected to include a bibliography at the end of the document and references within it, highlighting where work has been used (direct quotes, or paraphrased). We encourage students to adopt the Harvard Referencing System.

BIBLIOGRAPHY

Books:

Author, Title, Publisher (date published)

Periodicals:

Author, Title of article, Title of periodical (issue number/date)

Internet:

url link, (date accessed).

REFERENCES

Footnotes at the end of each page should be used to create references.

Books:

Author, (date published) page number

Periodicals:

Author, (date) page number

Internet (including found images):

url link, (date accessed).

Expected standard for MYP students

All inquiry work is expected to include a bibliography at the end of the document, showing which materials have been used to support students in the assignment.

Books:

Author, Title

Periodicals:

Title of periodical, Title of article

Internet:

url link