

Academic Integrity Policy

Inspiring Great Minds



Queensland Academy
for Science Mathematics
and Technology



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 organisation 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.

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1.0 RATIONALE

As an IB World School, the Queensland Academy for Science Mathematics and Technology embraces the mission and philosophy of the IB Organization, which holds as a basic tenet, 'academic integrity'. We ensure that all of our policies reflect the development of the IB learner profile attributes. As it pertains to academic integrity, the IB learner profile states that each student must be 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."

The aim of this policy is to promote good academic practice and a school culture that actively encourages academic integrity.

2.0 DEFINITIONS OF ACADEMIC INTEGRITY

The IB defines academic integrity as "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 behaviour in the production of legitimate, authentic and honest scholarly work." Academic integrity is an obligation that all students and staff have, and we aim to embed it as part of our "ethical culture" at QASMT.

We need academic integrity in order to maintain fairness, trust, credibility and respect in all that we do. Maintaining academic integrity is everyone's responsibility.

3.0 DEFINITIONS OF ACADEMIC MISCONDUCT

The IB defines academic misconduct 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 of assessment. Behaviour that may disadvantage another candidate is also regarded as academic misconduct.

Academic misconduct is an act that potentially threatens the integrity of IB examinations and assessments that can happen before, during or after the completion of the assessment or writing time of the examination, both paper-based and on-screen.

Academic misconduct is a breach of these regulations and includes, but is not restricted to:

- *Plagiarism* – this is defined as the representation, intentionally or unintentionally, of the ideas, words or work of another person or artificial intelligence (AI) without proper, clear and explicit acknowledgment.
- *Facilitating plagiarism* – this is defined as the students allowing the sharing or copying of their work, or the work of third parties, to peers, and /or forums and essay mills/online essay sites.
- *Collusion* – this is defined as supporting academic misconduct by another candidate, for example, allowing one's work to be copied or submitted for assessment by another.
- *Duplication of work* – this is defined as the presentation of the same work for different assessment components and/or DP core requirements.
- Submitting work commissioned, edited by, or obtained by a third party.
- Falsification of data.

- Gaining or attempting to gain access to examination content before the examination's start time, be that via any form of communication.
- Sharing the content of any examination's content within 24 hours after the examination.
- Misconduct during an examination - for example, taking unauthorized material into an examination, behaviour that disrupts the examination or distracts other candidates, communicating with another candidate, removal of any secure materials from the examination room.
- Unethical behaviour such as the inclusion of inappropriate material in any assessment materials or the breach of ethical guidelines when conducting research.
- Any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate - for example, falsifying a CAS record, disclosure of information to and receipt of information from candidates about the content of an examination paper within 24 hours after a written examination via any form of communication/media.
- Failing to report an incidence of academic misconduct.

4.0 ARTIFICIAL INTELLIGENCE

The IB states that although it will not ban the use of AI software, students need to be aware that the IB does not regard any work produced – even only in part – by such tools to be their own. As with any quote or material from another source, it must be clear that any AI-generated text, image or graph included in a piece of work has been copied from such software. This software must be credited in the body of the text and appropriately referenced in the bibliography. If this is not done, the student is misrepresenting content, which is academic misconduct.

Teachers are best placed to know what a student is capable of and when a piece of work appears not to have been written by the student. If teachers are not convinced that the work is the student's own, it must not be submitted (*IB Academic Integrity Policy*, p. 54-5).

5.0 CITING SOURCES

The referencing style adopted by the school is APA. Students are required to use the APA referencing requirements. The following resources provide clear information about the requirements.

1. IB Effective citing and referencing: <https://www.ibo.org/contentassets/76d2b6d4731f44ff800d0d06d371a892/effective-citing-and-referencing-en.pdf>
2. APA Style CENTRAL : <http://www.apastyle.org/>
3. UQ APA 7th Referencing Style: <https://guides.library.uq.edu.au/referencing/apa7>
4. QUT cite|write: <http://www.citewrite.qut.edu.au/>

6.0 SOFTWARE THAT IMPROVES LANGUAGE AND GRAMMAR

The IB allows students to use basic tools to support their spelling and grammar when this is not what is being assessed. However, does not support the use of such tools to construct written text such as rewriting sentences and paragraphs (*IB Academic Integrity Policy*, p. 55).

7.0 ACTIONS THE ACADEMY WILL TAKE TO ENSURE ACADEMIC INTEGRITY

- Upon enrolment into the IB Program, each IB candidate and his/her parent/legal guardian will be given access to a copy of the Academic Integrity Policy.
- Information sessions are run for parents/guardian and for students, which will cover definitions, descriptions and implications of academic misconduct.
- The curriculum will include the following matter:
 - importance of leading their lives honestly and with integrity as members of an IB school, and as members of a global community through the Positive Education Programme and InStep Programme
 - correct way to cite work taken from other sources, using the IB publication 'Effective Citing and Referencing'
 - different types of academic misconduct and of their consequences.
- Ensure all new teachers are trained in the principles and practices of IB Middle Years Programme and Diploma Programme so that all teachers understand the relationship between the Learner Profile, transdisciplinary skills, and Approaches to Teaching and Learning as they relate to academic integrity.
- Students to submit all rough drafts and final submissions for writing assignments, essays and/or research papers to plagiarism checking software (e.g. Turnitin or Daymap).

8.0 ACTIONS STUDENTS MUST TAKE TO ENSURE ACADEMIC INTEGRITY

- Ensure that they meet all required checkpoints, as listed on their task sheet, so that plans and draft are submitted for teacher feedback.
- Ensure that work submitted for assessment is authentically theirs.
- Ensure that all words, thoughts, ideas, arguments, or quotes from others are correctly referenced using the APA convention.
- Ensure that if any AI-generated text, image or graph has been included in a piece of work, the AI source and software must be credited in the body of the text and appropriately referenced in the bibliography.
- Utilise positive time management skills in order to adhere to assessment deadlines and produce the best work possible for submission.
- Submit all works, draft and final copy to the required plagiarism checking software (e.g. Turnitin or Daymap) regularly as an aid to understanding and avoiding plagiarism.

9.0 ACTIONS PARENTS/LEGAL GUARDIANS SHOULD TAKE TO ENSURE ACADEMIC INTEGRITY

- Become familiar with the Academic Integrity Policy and actively discuss with their children the content and related implications.
- Understand the implications of academic misconduct.
- Avoid over scheduling and align family schedules to children's study and assessment planners.

- Approach the school if their children need additional support.
- Recognise the role of external tutors and ensure that these tutors are aware of the Academy's Academic Integrity Policy. They should be aware that tutors must abide by the requirements of academic integrity when providing tuition related to Academy and IB assessment tasks.

10.0 ACTIONS TO BE TAKEN IN THE EVENT ACADEMIC MISCONDUCT IS SUSPECTED

If a breach of the Academic Integrity Policy is suspected the following will occur:

- The teacher, invigilator, or fellow student will report suspected academic misconduct to the IB MYP or DP Coordinator.
- The IB Coordinator will investigate the incident and make a determination as to whether academic misconduct has occurred and the extent of the academic misconduct. This involves interviewing the student and teacher and reviewing the material in question. This investigation will require the student to present all notes, mind maps and ideas, online research questions and websites and saved versions of drafts. Students will be asked to talk about their work to verify their knowledge.
- If the IB Coordinator reaches the conclusion that academic misconduct has occurred, parents will be notified and the matter will be recorded on One School. The assessment will be awarded a non-submission. If the breach is part of an ongoing pattern of behaviour or it involves a Diploma Programme student, the IB DP Coordinator will be responsible for making a decision if IB needs to be notified.
- The QASMT IB Assessment Guidance Handbooks provide further details of consequences for Middle Years Programme and Diploma Programme students.
- The student will face disciplinary consequences in accordance with the QASMT Responsible Behaviour Plan and the IB Academic Integrity Policy.

11.0 EXTERNAL IB INVESTIGATIONS INTO ALLEGATIONS OF ACADEMIC MISCONDUCT

In circumstances where the IB decides they have evidence to suspect a student of academic misconduct the school will be required to conduct an investigation and provide the IB with statements from all parties involved and any other relevant documentation pertinent to the case. If a school fails to support the investigation into possible academic misconduct, no grade will be awarded to the student in the subject(s) concerned.

Cases of suspected academic misconduct will be referred by the IB to an internal panel composed of experienced members of staff from the IB Education Office at the IB Global Centre, Cardiff. Their decision is subject to approval by the Academic Honesty Subcommittee. If the internal panel is unable to reach a decision, then the case will be referred to the academic honesty manager. Unprecedented and extraordinary cases will be referred to the Academic Honesty Subcommittee.

The Academic Honesty Subcommittee consists of IB staff and members external to the IB, for example, IB World School teachers, academic integrity experts, university admissions staff and senior examiners.

Its role is to ensure that IB decisions are aligned with the published policy, penalty matrices and principles and values of the IB. A strong external voice also ensures transparency and fairness in this emotive area.

If the internal panel or Academic Honesty Subcommittee confirms the case of academic misconduct, a penalty will be applied to the subject(s) concerned. The penalty will be proportionate with the severity of the incident; for further details about the penalties and retake opportunities, please refer to the penalty matrices in the appendices.

If there is substantive evidence, the IB is entitled to conduct an investigation into academic misconduct after a student's results have been issued. This could be identified, for example, through the enquiry upon results process. If academic misconduct is subsequently established, the student's grade for the subject(s) concerned may be withdrawn, which may result in the withdrawal of their IB award where applicable. Students will be expected to return their certificates and the IB will issue new documentation (*IB Academic Integrity Policy*, p. 23-4).

12.0 BALANCE OF PROBABILITIES

"Balance of probability" means that the decision-maker(s) with appropriate subject-matter expertise is satisfied an event or account is more likely than not to have occurred. It is used when deciding on a penalty for an alleged case of student academic misconduct or school maladministration where evidence beyond reasonable doubt is not available (*IB Academic Integrity Policy*, p.4).

13.0 ADMISSIBILITY OF AN APPEAL

At the school level, a student may ask the school to review how a decision was made as part of handling the accusation of academic misconduct. An appeal cannot challenge published policies, but it can challenge the reasonableness of the interpretation of the IB and school rules. All appeals must be lodged with the IB MYP Coordinator (Years 7-9) or the IB DP Coordinator (Years 10-12).

At the IB level, a student may ask IB to review how a decision was made as part of handling the academic misconduct case. An appeal is the final stage in a concern regarding the assessment process. The outcome of an assessment appeal may or may not be escalated further in the IB and must be raised by the IB DP Coordinator on behalf of the student and family.

14.0 ADDITIONAL PUBLICATIONS

The following QASMT and IB publications provide additional details related to this Academic Integrity Policy. QASMT documents are available on the school One Portal site and IB documents are available in My IB.

- *QASMT IB DP Assessment Guidance Handbook* (reviewed annually)
- *QASMT IB MYP Assessment Guidance Handbook*
- *IB Academic integrity Policy*
- *IB From principles into practice (MYP & DP)*
- *IB General regulations (MYP & DP)*

15.0 COMMUNICATIONS ABOUT ACADEMIC INTEGRITY WITH THE QASMT COMMUNITY

The following communication processes are used to ensure our community are informed about all aspects of student assessment at QASMT.

1. This policy (and accompanying documents) is available to staff on the QASMT One Portal and students, and parents on the school website Parent Portal.
2. Staff are updated annually on processes and the importance of academic integrity and the use of plagiarism checking software.
3. Students are taught about academic integrity in the curriculum, from Year 7-12.
4. Middle Years (MYP) students are reminded by the IB MYP Coordinator in Year 7, 8 and 9.
5. Diploma Preparation Program (DPP) students are reminded by the IB DP Coordinator in Year 10.
6. Diploma Program students are reminded by the IB DP Coordinator in Year 11 and again in Year 12 of the consequences of breaching academic integrity during the Diploma. Students are given examples of the different categories of academic misconduct, and of the consequences of breaching academic integrity, which includes no longer being eligible for a diploma.
7. Parent nights provide details about the importance of academic integrity and how our school processes support students, and parents are invited to attend.

16.0 POLICY REVIEW

This policy was reviewed in 2025 and approved by the Executive Leadership Team. The next review is proposed for 2026.