

# Academic Integrity Policy

*Inspiring Great Minds*



Queensland Academy  
for Science Mathematics  
and Technology





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## 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.

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## 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.

## 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 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 without proper, clear and explicit acknowledgment
- 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
- Misconduct during an IB examination (for example, taking unauthorized material into an examination, behaviour that disrupts the examination or distracts other candidates, or communicating with another candidate)
- 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).

## 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.

APA Style CENTRAL <http://www.apastyle.org/>  
QUT cite|write <http://www.citewrite.qut.edu.au/>

## 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 Year 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).

## Actions students will take to ensure academic integrity

- 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.
- 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.

## Actions parents/legal guardians can 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.

## 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 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.
- 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, a report will be submitted to the Deputy Principal.
- The QASMT IB Assessment and Guidance Handbook provides further details of consequences for Middle Years Programme and Diploma Programme students.
- The student will face disciplinary consequences in accordance with the Responsible Behaviour Plan.

## 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 and Guidance Handbook (reviewed annually)
- QASMT IB MYP Assessment and Guidance Handbook
- *IB Academic integrity in the IB educational context*
- *IB From principles into practice (MYP and DP)*
- *IB General regulations (MYP and DP)*

## 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 in-serviced 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.
4. Parent nights provide details about the importance of academic integrity and how our school processes support students.

## Policy review

This policy was reviewed in 2018 and approved by the executive leadership team. The next review is proposed for 2021. The next review will support the 5-year review process and will occur after a full cohort of students in Years 7 – 12 are enrolled in the Academy.

*Policy endorsed 31 October 2018*