

# **BODRUM PRIVATE MARMARA COLLEGE**

## **INTERNATIONAL BACCALAUREATE**

### **DIPLOMA PROGRAMME**

**2020**

### **ACADEMIC INTEGRITY POLICY**

This Academic Honesty/Integrity Policy as a guiding document for the whole school community of Bodrum Private Marmara College has been reviewed and updated regularly since the school received its authorization in 2015 to implement International Baccalaureate Diploma Programme as a world school.

### **Statement of Purpose and Philosophy**

As it is outlined in the mission statement of Marmara Private Marmara College, the school aims at raising world citizens who have the necessary skills and knowledge that are expected from the students to meet the requirements of the information era, who are well-prepared for the next stage of their education, who are life-long learners, who are proud of their national identity and who represent their country successfully. This mission and the school philosophy encompass the learner profile traits of IB which should be acquired to reach one's full potential in a quality education offered both by the school and IB DP. The school is aiming at educating students to be life-long and independent inquirers who are knowledgeable, principled, caring, balanced, responsible and ethical young adults committed to intercultural understanding and respect. All students, faculty members, other staff members, parents and school administrators share a common understanding and culture in all practices which involve all the related aspects of academic integrity. With this in mind, all stakeholders are to promote personal integrity and demonstrate best practice in learning, teaching, assessment and management at all times.

### **Student Responsibilities**

- Students and their parents sign an agreement when they start the DP programme at Bodrum Private Marmara College stating that they agree to comply with the rules and regulations of the IB DP aligned with the Turkish Ministry of National Education Disciplinary rules and regulations.
- Students are informed of the academic integrity practices in the DP when the DP program is promoted in the 9<sup>th</sup> and 10<sup>th</sup> grades prior to the DP and recognize and understand acceptable conduct.
- Students are informed of the expectations of the DP academic integrity procedures and practices in all Internal and External assessments.
- Students recognize that all formative and summative assessments require academic integrity for the best practices and strict adherence to the academic policy statements.

- Students use their own original, authentic ideas and understand the importance of acknowledging authorship of others in inquiry-based approach to classroom practices and assessment promoted throughout the DP.
- Students use appropriate and specific conventions MLA or APA for citing and referencing in all their verbal or oral coursework where appropriate and assessments consistently.
- DP students develop ATL research skills and study habits which are needed to demonstrate academic honesty in formal ways while engaging in authentic research.
- Through the two- year course of study, DP students demonstrate positive behaviours reflecting Learner Profile attributes and an understanding of acceptable conduct.
- DP students possess the ATL organizational and self-management skills to demonstrate clearly that their work meets a formal standard of academic integrity.
- Students investigate and evaluate the usefulness of a great variety of resources and make use of authentic and reliable resources appropriate for their investigative work.
- Before submission of any work for assessment, students understand that in the challenging two-year DP, they are given due support and their emotional/affective needs are met when in difficulty by their teachers and relevant staff.
- Students are responsible for adhering to the Academic Integrity Policy in TOK, EE and CAS activities.
- DP students report data used in their work correctly and must not fabricate data.
- Students accept that all materials submitted to the IB for assessment, and reproductions of such materials, become the property of the IB.
- Students understand what constitutes academic misconduct and accept the legitimate consequences of misconduct and being in breach of IB regulations.

### Teacher Responsibilities

- Teachers foster an instructional environment conducive to academic honesty and integrity and offer guidance on what best exemplifies good academic practice to prevent misconduct.
- Teachers model best practices in academic honesty in their behavior and classroom practices and out of class.
- Teachers are well-aware of the Learner Profile attributes expected from DP students to be inquirers and principled life-long learners.

- Teachers set authentic instructional tasks by making use of varied teaching strategies which address differentiated learning needs.
- Teachers set clear expectations for assignments and teach how to cite sources consulted properly.
- Teachers spend time in and out of class on teaching and students' practising the necessary skills to be developed as inquirers and principled learners.
- Teachers give reasonable support and feedback to students' work, i.e; writing general comments on the margins of drafts, and do not give excessive guidance on any part of the work for assessment.
- Teachers provide students with the information on the IB definitions of breaches to regulations and consequences of academic dishonesty outlined in the academic integrity policy.
- Teachers recognize the importance and regular reference to and use of Self-reflection tool in ATL to improve their instructional practices and promote academic integrity.
- Teachers provide examples of conventions for citing and acknowledging the resources used in their classroom materials like handouts, presentation materials, worksheets and assessment materials consulted.
- Teachers create level and age-appropriate and manageable classroom tasks and assessment work which should not lead students to plagiarize and which involve methods displaying evidence of research process and or stages as in extended essays, written assignments and project work.
- Teachers discuss with the students the importance of academic honesty and integrity in their future endeavors and education openly and regularly.
- Teachers give advice to students on what examples of academic misconduct are and use the software "Turnitin" to check student work against plagiarism.
- Teachers are responsible for the documentation of academic misconduct when detected and file a referral to the governing bodies of the school and the IBDP coordinator.

### **School and DP Coordinator's Responsibilities**

- The school administrators and DP coordinator are responsible for creating, developing, supporting and monitoring a culture of academic honesty/integrity throughout the school community.

- The DP coordinator ensures that the school and the DP academic integrity policy is reviewed periodically in collaboration with teachers and is promoted through parent debriefings.
- The administrators as leaders provide teachers with effective training opportunities for good classroom practices reflecting adherence to academic integrity policy.
- The school ensures teachers, students, other school staff and parents are well-informed of and adhere to the school's academic integrity policy and its implementation.
- The administrators and DP coordinator ensure that DP teachers have a shared internal calendar of the due dates for the receipt and submission of students' coursework for assessment.
- The DP coordinator provides the administration, DP teachers and the students with the rules on the conduct of examinations as prescribed by IB.
- The school guides all stakeholders on the distinction between legitimate collaboration and unacceptable collusion.
- The school communicates the academic integrity policy and its aims and strategies/ways to document misconduct to all stakeholders through handouts, google classroom, online blackboard portal and the school website.
- The DP coordinator ensures that each candidate submitting an extended essay is assigned a supervisor teaching in the DP at the school and with appropriate qualifications and/or experience in the subject chosen by the candidate.
- The DP coordinator ensures that a relative of the candidate cannot be assigned as an EE supervisor.
- The school provides information on what action will be taken by the IB if there is a suspicion of a breach of IB rules and regulations.
- The IB DP coordinator work as a site-based coordinator and deal with the cases of breach of IB rules and regulations if any in collaboration with the Pamoja online IB DP course provider.
- The school takes proper action when instances of academic misconduct in formative classwork or assignments and/or policy violations occur as outlined in the Turkish Ministry of National Education Disciplinary rules and regulations and DP Academic Integrity Policy. Depending on the seriousness of the case and its frequency, the school advances in various ways such as;
  - a) holding a conference with the student by the Disciplinary Committee,

- b) requiring a written reflection by the student on the misconduct,
  - c) giving an opportunity for the student to redo the assignment or task after having a conference with the student,
  - d) awarding a failing or zero grade on the assignment or task,
  - e) penalties like a detention, academic probation or school suspension when the violation is repeated or serious in nature.
- The school ensures that all school IB DP policies are accessible to all stakeholders to be transparent and when in need.

### **Parent Responsibilities**

- Parents encourage and monitor their children to demonstrate their own, authentic work.
- Parents are aware of what academic honesty/integrity is and the rules and regulations regarding the consequences of academic misconduct.
- Parents agree on the terms and conditions of the DP and read and sign the agreement involving the academic honesty statements given by the DP coordinator at the start of the programme.
- Parents collaborate with the school and DP coordinator to support the academic integrity policy.

### **Academic Integrity for Internal Assessments**

- Work for assessment must be genuine and authenticated by the subject teacher adhering strictly to the subject guide.
- Excessive guidance and feedback cannot be given to the drafts of work and guidance should be within the limits of prescribed criteria in the subject guides as all work are considered exams.
- Resubmission of a work is only possible during a draft stage of a work but not after the original is submitted for assessment. After an oral component of an assessment is conducted, a candidate cannot repeat it to improve.
- If there is an incident of severe health problem during a presentation or oral exam component, then it is at the discretion of the teacher and the IB DP coordinator to repeat it.

- The DP coordinator informs the IBO of the adverse circumstances before IAs are submitted to take the necessary precautions and make arrangements.
- **No** student should plagiarize, can present another candidate's work as their own, can receive substantial assistance on an assignment, cheat, or engage in double submission when a work is used in another DP course.
- If there is a suspected case of plagiarism in a "draft", the DP coordinator is consulted by the teacher to take the next steps like student's re-doing the work.
- In case of violations of the rules and regulations, the consequences may be, but not limited to; a reduced grade for the work in question, referral to an administrator, loss of the opportunity to earn an honor cord, withdrawal from the course and loss of credits, or school suspension. The Disciplinary Committee of the school and the DP coordinator meet and take immediate action on the matter informing and involving all stakeholders.
- All internal assessment components will be turned into Turnitin.com and must be authenticated by the teacher. If a student's work does not have a high enough rating, it will not be sent on for IB grading or moderation and the student will receive an "F" in that component.

### **Academic Integrity for External Assessments**

- Academic integrity is strictly enforced during the administration of examinations following the guidelines explained in the Conduct of Exams by IBO.
- All the externally assessed components of DP subjects should demonstrate candidates' adherence to academic integrity and must be authenticated by subject teachers and the DP coordinator.
- All external assessment components are checked against plagiarism using the software "Turnitin".
- The DP coordinator submits a request for inclusive arrangement for final examinations in May almost a year before when applies.
- The DP coordinator ensures that all the IB DP confidential exam scripts and answer sheets are kept in secured places as outlined by IBO.
- The DP coordinator sends the Exam Papers and relevant documents to the exam centers timely and maintaining security.

## IB Definitions and Examples of misconduct/breach of rules and regulations

- **Academic misconduct:** behaviour (whether deliberate or inadvertent) that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in any components of assessment. Behaving in a manner which may disadvantage another candidate is considered academic misconduct as well.

### Examples of breach of the regulations:

- a. 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
- b. 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
- c. duplication of work**—this is defined as the presentation of the same work for different assessment components and/or DP core requirements
- d. 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)
- e. unethical behaviour** such as the inclusion of inappropriate material in any assessment materials or the breach of ethical guidelines when conducting research
- f. 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).

(IB General Regulations, p.12)

**Note:** The phrasing of the policy here can be similar to or the same as some other schools' due to the nature of definitions and phrasing of IB.



## References

IBO (2019), *Academic Integrity*, Cardiff.UK

IBO (2017), *Academic Honesty in the IB educational context*,

IBO (2010), *Diploma Programme Assessment principles and practices*, Geneva, Switzerland.

IBO (2020,2021), *Diploma Programme Assessment Procedures*, Geneva, Switzerland.

IBO (2015), *Diploma Programme: From Principles into Practice*, Geneva, Swit-

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