



**Bishkek  
International  
School**

# **Academic Honesty Policy**

Reviewed by the Management Board: August 2018  
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**Approved by the Governing Board: August 2018**

# Preface

## Policies, Handbooks and Regulations

This policy is one of several policies, procedures and related documents that guide operations at Bishkek International School (BIS). The full list of relevant documents, prepared by the Management Board and approved by the Governing Board, comprises:

Policies:

1. Vision, Mission and Development Policy
2. Admissions Policy
3. Inclusive Education Policy
4. Language Policy
5. Academic Honesty Policy
6. Assessment Policy
7. Health & Safety Policy
8. Child Protection Policy
9. Educational Visits Policy
10. Ethics Policy
11. Accounting Policy

Handbooks:

1. Staff Handbook
2. Parents & Guardian Handbook
3. Student Handbook

All Governing Board members and all staff must be aware of each of these documents and their contents. All policy documents and handbooks are available to students and parents/guardians via the BIS website or provided in PDF form to parents/guardians on request.

All policy documents and handbooks are reviewed and revised by the Management Board every year, normally in April/May for approval by the Governing Board in June for the following academic year. All students, parents and staff are invited to send comments and suggest any changes to the Management Board at any time before the end of April each year for consideration for policies/handbooks for the next academic year.

Overall Governance of BIS is guided by the legal charter and various internal regulations. These are:

1. Legal Charter of 'ESCA-Bishkek International School'
2. Regulations of the Governing Board
3. Regulations of the Parents Association
4. Regulations of the Advisory Council

# International Baccalaureate

BIS is an International Baccalaureate World School, offering the International Baccalaureate Diploma Programme (DP), and is an official candidate school for the Primary Years Programme (PYP) and the Middle Years Programme (MYP). IB World Schools share a common philosophy and commitment to high quality, challenging, international education that BIS believes is important for our students. For further information about International Baccalaureate, see [www.ibo.org](http://www.ibo.org)

## International Baccalaureate 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”*

## International Baccalaureate Learner Profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

1. **Inquirers:** Develop a natural curiosity that allows them to become lifelong learners.
2. **Knowledgeable:** They explore ideas of importance and dig deep into its meaning creating a balance of their learning.
3. **Thinkers:** They apply thinking skills that allow them to tackle complex problems in creative ways.
4. **Communicators:** They understand and can articulate information in confident, creative ways, including a second language.
5. **Principled:** Students are honest, fair, just and full of integrity. They strive to solve their own problems and to take responsibility for their own actions.
6. **Open-minded:** Students understand and embrace other cultures. They recognize and celebrate their own backgrounds and learn tolerance for others.
7. **Caring:** Students actively care about others and participate in active service.
8. **Risk-Takers:** Students are brave in the face of new challenges. They strive to take on new roles and to defend their own beliefs.
9. **Balanced:** Students understand the need to be emotionally, physically and mentally balanced. They strive for this in themselves and others.
10. **Reflective:** Students reflect on their own learning. They are able to adjust for weaknesses and strengths.

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## 1 Introduction

Academic honesty is an integral part of the BIS culture at all levels of the school and applies to all members of the community, including: Governors; staff; students and parents. For the IB Diploma and MYP Programmes and for Cambridge IGCSE academic honesty is taken extremely seriously by both the accrediting organisations and by BIS. Failure of any student to meet the standards set in this area will result in failure to achieve a grade in assessments and therefore failure to complete their course.

This Academic Honesty Policy draws heavily on the IBO publication ‘*Academic Honesty in the IB Educational Context*’, August 2014, which is available at: <http://www.ibo.org/globalassets/digital-toolkit/brochures/academic-honesty-ib-en.pdf> and it is recommended that staff and students read this document. This policy also draws on the IB Learner Profile attributes to be ‘Principled’ and ‘Reflective’:

**Principled:** Students are honest, fair, just and full of integrity. They strive to solve their own problems and to take responsibility for their own actions.

**Reflective:** Students reflect on their own learning. They are able to adjust for weaknesses and strengths.

Academic honesty refers to:

- Submission of original and reliable work.
- Full acknowledgement of the original authorship and ownership of creative material.
- Protection of all forms of intellectual property, including forms of intellectual and creative expression, as well as patents, registered designs, trademarks, moral rights and copyright.
- Proper conduct of examinations according to rules set by IB and Cambridge International Examinations

The aims of this policy are to:

- Promote a culture that actively encourages academic honesty.
- Enable students to understand what constitutes academic honesty and dishonesty.
- Enable students to accurately acknowledge the ideas and work of others.

- Provide guidance on the review and investigative process for academic honesty.
- Make clear the consequences of misconduct.

All students and staff must fully adhere to the Academic Honesty Policy at all times as it applies to all assignments, ranging from simple homework to formal assessments.

This policy is reviewed and updated at least annually. Review is conducted by the BIS Management Board and Programme Coordinators. Governing Board approval is required for any changes to the policy.

## 2 Misconduct leads to Disqualification

Misconduct is any behaviour that may lead to any student gaining an unfair advantage in any assessment. Misconduct, can lead to disqualification from the Diploma Programme and/or Cambridge IGCSE examination, which includes any of the following practices:

- **Plagiarism:** The representation of the ideas or work of another person as your own idea or work;
- **Collusion:** Supporting misconduct by another student, e.g.: allowing your work to be copied or submitted for assessment by another person;
- **Making up data** for an assignment;
- **Duplication of work:** Submitting the same work for different parts of the diploma, e.g.: for both the Extended Essay and an internal assessment in a subject area;
- **Falsifying a CAS record;**
- **Misconduct during an exam,** including:
  - Failure to comply with the instructions of staff responsible for the examination;
  - Possession of unauthorised material or attempting to refer to such material (mobile phone, notes, unauthorised calculator, unauthorised software, etc.);
  - Attempting to disrupt the exam or distract another student;
  - Copying the work of another student;
  - Including offensive material in a script;
  - Impersonating another student;
  - 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.

## 3 How to Avoid Plagiarism

Plagiarism is copying another person's work, writing, artwork, graphics, music or ideas and presenting them as your own. If a student fails to acknowledge the sources that they use in creating their work, this is plagiarism. Any plagiarism which is discovered will lead to a discipline process, and, in the case of the Diploma Programme, may lead to disqualification.

Quoting other people's work is allowed provided students use quotation marks and references correctly. Paraphrasing is allowed, by using your own words to present someone else's idea, but students must clearly acknowledge the source used. The easiest way to avoid plagiarism is to honestly, accurately and clearly acknowledge all material used to produce your work. Acknowledgement may be by reference in the body of the text and/or in footnotes and in a bibliography at the end.

All ideas and work of other persons must be acknowledged. This includes:

- Reference to all books, journals, websites, and any other electronic media used;
- Reference to sources of all photographs, film, dance, music, performance or visual arts, maps, illustrations, software, data, graphs, audio-visuals, and ideas used;
- Reference to the source of any material that is paraphrased;

- Use of quotation marks and references for all passages that are quoted verbatim from someone else's work.

BIS uses the Chicago Manual of Style (CMOS) system to acknowledge sources, as described here:

<http://www.chicagomanualofstyle.org/home.html>

If a student is in any doubt about how to correctly use the CMOS system, seek clarification from the Librarian or the Extended Essay Coordinator.

## 4 How to Avoid Collusion

Students are often permitted and sometimes encouraged to work together with other students i.e.: to collaborate. However, any final written individual assignment must be produced independently, even if work is based on the same data. This means that when students submit an individual assignment the introduction, content, conclusion and summary must be written in their own words. It must not be the same as another student's work even if students have worked together on one project. Presenting the same work or very similar work is collusion and will be penalised.

Even when students have not worked with another student on a project, if they allow their own independent work to be copied, or presented, by another student for assessment this is also collusion and will be penalised.

### 4.1 Use of online translation tools

Students are often asked to write in a language other than their primary language. Whilst students are encouraged to use dictionaries, thesauruses and other word reference materials to help them express their ideas in the target language, they should construct the main body of the text themselves. The use of online translation tools to translate whole texts is a breach of academic honesty as students are not expressing themselves in the target language using their own words. Presenting work that has been translated in its entirety will be penalised. The consequence of submitting translated work will be determined by the professional judgement of the classroom teacher; possible consequences include students redoing the work under supervision or, for repeat occurrences in assessed work, or no grade being awarded.

## 5 Academic honesty in the MYP

As set out in '*MYP: From principles into practice*' (IBO: 2014), students in the MYP should be introduced to the meaning and significance of concepts related to academic honesty, in particular academic honesty and authenticity. Students must at least be made aware that forms of intellectual and creative expression (e.g. works of literature, art or music) must be respected and are normally protected by law.

Skills such as citing and referencing should be introduced as ATL skills to students in the MYP. The minimum information required in the MYP for identifying sources includes the name of the author, date of publication, title of source, and page numbers, as applicable.

MYP students who do not adhere to expectations of academic honesty in their work will be penalised. For first offences, the teacher will discuss the importance of academic honesty with the student, invite them to re-do the work in question and inform the MYP coordinator. The student should be warned that repeat offences may result in a grade of 0 for the work in question and an email to parents. In cases where students repeatedly do not adhere to academic honesty expectations, a meeting may be arranged with the student, their parents and the MYP coordinator to discuss the issue and subsequent sanctions to be implemented.

## 6 Student Responsibility

**All students must:**

1. Only submit their own personal authentic work for assessment. For example, work produced by the student in other languages and translated into the target language solely using an online translation tool should not be submitted.
2. Understand the difference between collaboration and collusion and not present work arrived at through a process of collusion.
3. Not make up (fabricate) any data for an assignment.
4. Review their work before submission to identify any text, data, photographs, software and other material which requires acknowledgement.
5. Always fully acknowledge the ideas and words of others using the CMOS system.
6. Comply with all internal school deadlines for assignments.
7. Prove that all pieces of work are their own, and are not plagiarised, if a staff member suspects any academic dishonesty.
8. Accept any staff decision regarding authenticity of the assignment if they are unable to prove originality of the assignment to the satisfaction of the IBDP Coordinator.
9. Obey the rules relating to proper conduct of examinations.

**All IB Diploma students must:**

1. Sign the official cover-sheet for each submitted assignment to indicate that the work is authentic and accept that no changes can be made to the assignment after signing this sheet.
2. Only provide honest and accurate accounts of CAS and other activities.
3. Not submit the same work for different parts of the Diploma e.g.: for both the Extended Essay and an internal assessment in a subject area.
4. Understand that Academic Honesty can be checked at any stage, including standard review by anti-plagiarism software used by the IBO after submission of assignments
5. Understand that not only is academic honesty the best approach for life, it is also in their own interest to avoid any risk of being found guilty of misconduct and possible disqualification from the Diploma Programme.

## **7 Parent/Guardian Responsibilities**

### **For the Diploma Programme**

Parents/Guardians are responsible to read and understand this policy and to sign their agreement with the policy before their child enters the Diploma Programme. For students in the programme, parents/guardians are responsible to encourage adherence to the policy and to support BIS in implementing the policy throughout the Diploma Programme.

### **For the MYP and IGCSE Programmes**

Parents/Guardians of MYP and IGCSE students can provide support by encouraging them to ask their teachers for advice if they are having difficulties with their work, understanding the requirements of the MYP and what is expected of students in terms of academic honesty, and ensuring that the student is responsible for their own work.

## **8 Staff Responsibility to Help Students to Follow the Academic Honesty Policy**

The first responsibility of staff is to help students avoid any academic misconduct.

1. The IBDP Coordinator, together with the Librarian and IBDP teachers, will provide students with:
  - A workshop on the Academic Honesty Policy to all IB Diploma students in the first month of their enrolment.
  - An Academic Honesty Policy review workshop for DP students every academic term, to answer questions about the policy and to clearly inform how misconduct will be investigated and the consequences of being found guilty of misconduct.

- Instructions on 'Conduct of Examinations' prior to both internal and external exams and review them with students in a class about the exam process.
2. All DP teachers will ensure that:
    - All Diploma students fully understand the Academic Honesty Policy.
    - The policy is consistently applied at all times, including any internal assignments.
    - Initial internal assignments are used to educate students on the Academic Honesty Policy, with a 'no-fault' process and no sanctions applied for internal assignments in the first month of the Diploma Programme.
    - Act as good role models for students, including the correct use of MLA citing conventions when providing any reference material to students.
  3. All MYP and IGCSE teachers will ensure that:
    - Students understand the basic meaning and significance of concepts that relate to academic honesty, especially intellectual property and authenticity.
    - Students have opportunities to learn key ATL skills such as citing and referencing as part of their classroom studies
    - Students are given opportunities to make mistakes and learn from them so that they are well prepared for further studies.

## 9 Staff Responsibility to Enforce the Academic Honesty Policy and Assist Investigations

The second responsibility of staff is to ensure that all students are treated fairly and that the Academic Honesty Policy is enforced.

### 9.1 Internal assignments, not assessed as part of the Diploma Award

Internal assignments not assessed as part of the Diploma Award include homework, classwork, and internal exams. For these assignments, staff must follow these steps:

1. Check assignments for authenticity, including:
    - Changes in writing style or work which is too mature or too free of errors or more characteristic of a university academic than a Diploma student;
    - Evidence of plagiarism revealed by computer analysis of the text;
    - Data that may not be authentic;
    - Work that has already been submitted for another assignment.
  2. In case of doubt about authenticity, the student is told about the concerns.
  3. If the student agrees that the work is not their own, the work may be withdrawn and resubmitted if this is a first offence and there is time to resubmit. For subsequent offences, resubmission will not be allowed. In all cases, sanctions will be applied as described below for first, second and third offences.
  4. If the student insists that the work is their own, the teacher will:
    - Report the concern about authenticity to the subject teacher and the IBDP Coordinator;
    - Provide a statement explaining why they doubt the authenticity of the work;
    - Ask the student to provide evidence that the work is their own by providing evidence of corrected drafts, or work of a similar style or standard completed earlier;
    - Provide all evidence to the IBDP Coordinator.
2. When evidence of suspected misconduct in assignments or exam conduct is received by the IBDP Coordinator, the Coordinator will form a panel of 3 staff to review the evidence. The panel may interview the student and the teacher involved in assessment or invigilation.

3. In case the panel decides that the concern is valid and that the student has not proven authenticity (or appropriate exam conduct in case of exams) to the satisfaction of the panel, the panel will refuse to accept the work for assessment and implement the policy sanctions for first, second, or third offence.

## 9.2 Assignments which will be assessed as part of the Diploma Award

Wherever possible, any assignments to be submitted for assessment as part of the Diploma Award are first checked for authenticity before submission for assessment. Staff must:

1. Check assignments for authenticity, including:
  - Changes in writing style or work which is too mature or too free of errors or more characteristic of a university academic than a Diploma student;
  - Evidence of plagiarism revealed by computer analysis of the text using a web based programme or the Turnitin proprietary programme when available;
  - Data that may not be authentic;
  - Work that has already been submitted for another assignment;
  - Accuracy of CAS records.
2. Use the Turnitin programme to fully check all major assignments, including final versions of the Extended Essay and the TOK essay.

When a staff member is concerned about authenticity for any reason, the following steps are taken:

1. The student is told that there are doubts about the authorship of their work.
2. If the student agrees that the work is not their own and if the cover sheet has not yet been signed by the student, the work can be redone and resubmitted if this is a first offence and there is time to resubmit. If there is insufficient time or this is not the first offence, resubmission will not be allowed.
3. If the student insists that the work is their own, the teacher will:
  - Report the concern about authenticity to the subject teacher and the IBDP Coordinator.
  - Provide a statement explaining why they doubt the authenticity of the work;
  - Ask the student to provide evidence that the work is their own by providing evidence of corrected drafts, or work of a similar style or standard completed earlier;
  - Provide all evidence to the IBDP Coordinator.
4. When evidence of suspected misconduct in assignments is received by the IBDP Coordinator, the Coordinator will form a panel of 3 staff to review the evidence. The panel may interview the student and the teacher involved in assessment or invigilation.
5. In case the panel decides that the concern is valid and that the student has not proven authenticity to the satisfaction of the panel, the panel will:
  - Allow one chance to revise and resubmit the work, provided it is completed in time to be reviewed again internally and then (if approved) submitted to the IB examiner;
  - In case of insufficient time at first submission, or in case of unproven authenticity at second submission, the following action will be taken:
    - If the amount of plagiarism is 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 plagiarism is significant (i.e. not minimal) the assignment will be given an 'F' grade, resulting in no grade being awarded for the subject concerned. This automatically means that no Diploma can be awarded.

6. The student may only dispute this grade by appealing to the IB directly.

In case academic dishonesty is detected after a student's work has been accepted or submitted for assessment to IB, the IBDP Coordinator will inform the IB Curriculum and Assessment (IBCA) office with information about the student and the academic dishonesty that has been detected.

### 9.3 Investigations overseen by the International Baccalaureate Organization

Investigations by the IBCA take place in any of these cases:

1. The IBDP Coordinator informs IBCA that misconduct may have taken place during an exam.
2. An external examiner suspects misconduct and provides evidence to justify his or her suspicion.
3. An IB member of staff identifies examination material that may or may not be the authentic work of a student and provides evidence to justify his or her suspicion.

**When misconduct is suspected during an IB Diploma exam** the investigation may take the following form:

1. The student will be allowed to complete the exam in order to minimise disruption.
2. The exam invigilator will immediately inform the IBDP Coordinator, who will inform the Director of Studies and Head of School as soon as possible.
3. The Coordinator will begin an investigation as soon as the exam ends. This will include interviewing the student and taking written statements from everyone involved, including the student.
4. The student's parents/guardians will be contacted if the student is under 18 years old. For students of 18 or older, parents will be contacted if the student agrees.
5. Full written statements will be submitted to the relevant section of the IB and shared with the student and their parents/guardians.
6. The student will be allowed to complete all other exams in that Diploma session.
7. The IB will make the final decision about possible consequences, based on the written statements.

**When misconduct is detected by an external examiner (outside BIS) or by an IB member of staff,** the investigation may take the following form:

1. The head of examinations administration will inform the IBDP Coordinator in BIS that a student is being investigated for suspected misconduct.
2. The IBDP Coordinator informs the Director of Studies and Head of School that a student is being investigated.
3. Notification to the student and parents/guardians and investigation of possible misconduct normally takes place immediately but may be delayed until after the last written examination taken by the student, as decided by the Head of School, Director of Studies and IBDP Coordinator.
4. The student's parents/guardians are informed by the Head of School for all students under 18 years old. Parents of older students will be informed if this is agreed with the student.
5. The conduct of the investigation is decided by the IBDP Coordinator but normally includes:
  - Giving the student with a copy of the Regulations, highlighting articles about misconduct.
  - An interview with the student, with a relative or friend in attendance, and at least two BIS staff members present.

- The student's permission will be sought for a transcript of the interview to be taken and submitted to IBCA.
  - The student must be shown the evidence and be invited to present an explanation.
  - The student will be asked to provide a written statement explaining their position.
  - The student and their parents/guardians have the right to see evidence, statements reports and correspondence about the case, with due regard to protecting the identity of any informants.
  - The student must be given sufficient time to prepare a response to the allegation and their rights must be protected.
6. After full investigation, the IBDP Coordinator will provide IBCA with:
- A statement from the student;
  - A statement from the subject teacher or extended essay supervisor;
  - A statement from the Coordinator;
  - A summary of an interview with the student about the allegation of misconduct.
7. After reviewing the information provided by the IBDP Coordinator, a decision is taken by the IBCA.
8. If a student disagrees with the decision of the IBCA, and the student has new factual evidence to present to support their case, an appeal may be made to the final award committee within three months of the original decision.

## 10 Sanctions for Misconduct in the IB Diploma Programme

### 10.1 Sanctions for proven misconduct in internal assignments

For internal assignments, not assessed as part of the Diploma Award:

- **First Offence:**
  - (i) First misconduct is noted in the student record and the student is given a written warning,
  - (ii) The assignment must be repeated in accordance with the Academic Honesty Policy.
  - (iii) Parents are notified in writing by the IBDP Coordinator.
- **Second Offence:**
  - (i) Second misconduct is noted in the student record and the student is given a written final warning.
  - (ii) The student is given no mark for the assignment.
  - (iii) The student receives disciplinary consequences decided by the Head of School, Director of Studies and IBDP Coordinator, which may include additional exams, tests, coursework and homework.
  - (iv) Parents are notified in writing by the Head of School.
- **Third Offence:**
  - (i) Third misconduct is noted in the student record with recommendation for expulsion from the Diploma Programme.
  - (ii) No credit is given for the relevant course.
  - (iii) The Head of School, IBDP Coordinator and Director of Studies decide together if there are any extraordinary circumstances which justify not excluding the student and make a recommendation to the Management Board.
  - (iv) The Management Board decision on exclusion, or continuation, with disciplinary measures and specific conditions, is final.
  - (v) Both the student and parents are notified in writing by the Head of School.

## 10.2 Sanctions for misconduct for assignments submitted as part of the Diploma Award

Sanctions are applied in compliance with IB regulations for any academic dishonesty (misconduct) in work which counts towards the award of the final Diploma. However, if misconduct is suspected in the first draft of an Internal Assessment, the Extended Essay or the Theory of Knowledge essay, and there is time to revise and resubmit the work before assessment, internal sanctions (first, second and third offence) will be applied, as well as allowing resubmission in most cases.

If misconduct becomes evident after work has been submitted to the IB, or if there is insufficient time to resubmit before IB deadlines, the misconduct investigation and sanctions will follow IB Regulations which state that:

1. If the amount of plagiarism is 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'.
2. If a student 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.
3. Misconduct during an examination will result in no grade being awarded for the specific subject involved.
4. If a student falsifies a CAS record, no Diploma will be issued until 12 months after the examination session have passed. The CAS record will need to be correctly completed.
5. If the case of misconduct is very serious, the student may not be allowed to re-register for examinations in any future session.
6. An IB Diploma may be withdrawn from a student at any time if misconduct is subsequently established.

If a student disagrees with the decision of the IBCA and the student has new factual evidence to present to support their case, an appeal may be made to the final award committee within three months of the original decision.

In addition to the sanctions imposed by IB Regulation, BIS may apply other sanctions including: suspension, expulsion, refusal to allow the student to attend specific events or receive BIS awards.

## 11 Agreement and Signature

**I have read and fully understand the BIS Academic Honesty Policy for the IB Diploma Programme and I agree to comply with it.**

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_