



ACADEMIC INTEGRITY POLICY

Arendal videregående skole recognizes the central role of teaching students the principles and practices of academic integrity so that they can grow into creative, independent and principled learners and contributors to society who at the same time build on and benefit from the ideas and work of others.

Academic integrity practices

School leadership, teachers and librarians all attempt to exemplify academic integrity in their own work. Teachers, especially homeroom teachers and teachers in the languages and social sciences, discuss academic integrity, intellectual property and legitimate collaboration with students and give them guidance on what academic integrity consists of. Teachers and librarians give students help with how to appropriately acknowledge the sources of the ideas and information they present in their work. We see both principled and practical guidance with academic integrity as increasingly important given the evolution of digital learning and the fact that in the Education Programme for Specialization in General Studies, students are allowed access to digital and physical resources also in exams. Our academic integrity policy is one that supports the growth of *honest* academic work.

In the IB Diploma Programme, academic integrity is a theme that is taken up in the induction programme, returned to regularly in IB lessons and paid particular attention to in the Extended Essay process. The agreed citation format for the Extended Essay is APA. Students are provided lessons specifically dedicated to learning how to cite sources, create reference lists and to identify what types of information require citations. The instructions of how to use the reference tool in word is available to all students and teachers, to encourage and ease source citation.

The following is a summary of how academic integrity is approached in the IB Diploma Programme:

Academic Honesty in the IB Honor Code:

- I give credit to the ideas and work of other people:
 - I acknowledge that *correctly* using the ideas and work of another person to support my own arguments is an important academic skill.
 - I do not plagiarize my work.
 - I therefore commit to learning how to use quotes, citations and references to acknowledge any source that I use in my work.
- I am eager to collaborate, but do not collude:
 - I produce my own work in my own words and do not allow my work to be copied by another student.
 - I do not duplicate work for different assessment components of IB Diploma requirements.
- I use AI bots and programmes *responsibly*, and do not use them to produce responses that I attempt to claim are my own ideas or products of my knowledge or skills.
- I use my best judgment to **avoid any other form of misconduct** that would give me or someone else an *unfair* advantage over other students (e.g. fabricating data, taking unauthorized material into exams, misbehaving during exams, falsifying a CAS record).



Plagiarism

"I give credit to the ideas and work of other people"

- Authentic work is based on your original ideas, with the support and acknowledgement of the work of others.
- Why is it important?
 - Legal and moral reasons: All people have rights to the results of their intellectual and creative expression and these rights are protected by law (e.g. patents, trademarks, copyright).
 - Fairness: Credit and accolades need to be awarded honestly and to those who have earned it. Using other people's work as your own robs others of credit.
 - Practical reason: The only way to develop one's own thinking is to think one's own thoughts, inspired by others' thoughts.
 - Respect: When we give credit to others for their works and thinking, we demonstrate our respect for the time, energy and novelty of others.

What needs to be cited and acknowledged and how?

- All your DP work needs to have:
 - Proper notation of any direct quotes you use.
 - References to your sources in the text.
- Additionally, all formal DP assignments need to have a list of your sources at the end of the text (bibliography/reference list)
- Additionally, other features of style are important, particularly in your Extended Essay.
Examples:
 - Formatting Title pages
 - Formatting heading
 - Using italics
 - Using parentheses
- APA is the standard style used across the majority of subjects at Arendal VGS, unless otherwise noted by the subject teacher or EE supervisor.

Collusion and Duplication

"I am eager to collaborate, but do not collude"

- What is collaboration? Working together with other students, teacher, parents etc. to discuss a topic, to solve problems, to understand theory, to generate data etc.
- What is collusion? Examples:
 - Looking over your shoulder in exams.
 - Producing the same text for your assignment as your classmate.
 - Having someone else solve your math problem or write your lab report.

Authenticity

I am responsible for creating my own work

- Essential coursework across subjects will have progressive checkpoints throughout the assignment process. Topic proposals, outlines, rough drafts, and other forms of progressive assessment and feedback are required before handing in a final draft. Teachers and EE



supervisors must be able to observe student progress throughout the assignment to ensure the work is authentically their own. Students must produce evidence of their development and progress, including a submission of a rough draft, in order for a final draft to be accepted.

Breaches of academic integrity

Learning academic integrity, and in particular learning when and how to acknowledge the ideas and work of others when they are not directly quoted, is challenging. We wish to focus on promoting good practices. However, we need to be realistic that sometimes breaches of academic integrity do occur.

Coursework

Teachers who work with students on a daily basis become familiar with their character, abilities and writing style. They are best positioned to identify potential suspicions of misconduct. If plagiarism is suspected in an assignment, if the assignment is a particularly important one, and sometimes for random checks, teachers use a plagiarism detection programme on our electronic learning platform. Other evidence may point towards misconduct.

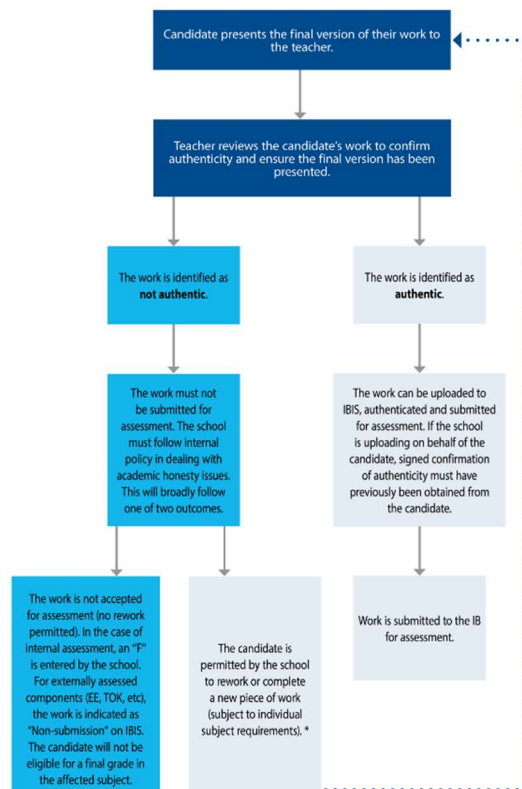
If a student engages in academic misconduct, the following will take place:

1. The teacher discusses the matter with the student, attempting to identify whether the breach was unintentional or intentional. To be fair to students, we must always investigate the intentions. This will take place as a viva voce, where the teacher will ask questions about the assignment, regarding content, progress, and ideas.
2. In the case that the breach is intended, the teacher re-iterates to the student why academic integrity is important and how the student should cite and acknowledge the ideas and work of others.
3. Depending on the circumstance, the student will be asked to revise their work and are given more direct support as to how to create content in line with academic integrity.
4. Sometimes in the latter case, and always on repeated breaches of academic integrity, the student is referred to the Head of Department or, if need be, the Head of School.



Arendal videregående skole

- For all coursework and oral components (non-written examination components), teachers and supervisors should follow the flow diagram (figure 7) as a standard practice for checking authenticity of the candidate's work.



Teachers and EE supervisors will not submit any coursework to the IB that cannot be verified to be the student's own authentic work. The result can be that students whose coursework cannot be verified as their own will not meet the requirements to sit for final examinations, and will thus, not receive a Diploma or Certificate.

The consequences of breaches of academic integrity are determined in the school regulations and for IBDP students, by the International Baccalaureate Organization. If a student at Arendal videregående skole is found to have breached academic integrity standards regarding an official internal assessment, the teacher is given two choices depending on circumstances. The first, is to reject the plagiarized work and encourage a revision. If there have been several instances of misconduct, then an assessment can be rejected and no grade will be given on the assessment task in question. This may lead to inability to award a term grade or a final grade in the subject (national programmes). It may also be reflected in the student's grade for behavior.

In a last attempt to ensure that the student is able to complete their coursework, and meet the requirements for sitting for exams, the student will be given the option to handwrite their coursework under supervision of a teacher, the coordinator or a paid supervisor in order to ensure authenticity. The student will need to submit any materials they wish to use to their subject teacher for inspection of unauthorized materials. Students may submit their references, notes, outlines and handouts for inspection. Only documents that have been reviewed by the subject teacher will be allowed in the room during the writing of the coursework.

If a student's work is under scrutiny regarding academic misconduct, and the student refuses to rewrite the coursework, they will not be allowed to take the exams in the relevant subjects.



Additional scrutiny will be placed on work in other subjects to ensure that work submitted to the IB for assessment can be authenticated by the subject teacher.

Academic misconduct during exams

If misconduct happens in an exam situation in the national programmes, the exam answer may be rejected. If the exam answer is rejected, the student will have to wait to re-take the exam in the subject in question as a private candidate. It also means that no final grade is awarded in the subject.

If IBDP students are suspected of misconduct, the DP Coordinator informs the IBO of the suspicion and the IBO initiates an investigation into the breach. The DP Coordinator gathers all relevant evidence and provides a detailed report of the suspicion. The student has the opportunity to be heard. After reviewing all evidence, and if the student is found guilty of misconduct, a penalty will be given according to the nature of the breach. This may be that no marks are awarded for the assessment component or in the subject concerned. The latter case means that the student is not awarded an IB Diploma and will not be allowed to register for exams for one year. If the breach of academic honesty is very serious, it may be decided that the student will not be allowed to register for exams at all.

Academic integrity policy revision

This policy is the responsibility of the Head of School. It is prepared in cooperation with the leadership team, including the IBDP Coordinator, and acknowledged by all teachers.

The policy applies to all assessments conducted at Arendal videregående skole. It is available on the school's electronic learning platform for staff, students and parents. The policy will be revised on a yearly basis.