



The Royal Harbour
Academy

Academic Honesty Policy Student Agreement

Effective Date:- September 2015

Royal Harbour Academy Academic Honesty Policy

Rationale

The Royal Harbour Academy offers the International Baccalaureate Career-related Programme (IBCP) as part of the final two years of its secondary school program. The International Baccalaureate Organization (IBO) expects schools that are accredited by its programs, such as The Royal Harbour Academy and its teachers, to uphold the values of academic honesty through the prevention and detection of malpractice.

According to the IBO, candidates need to understand the concept of academic honesty such that, the work they produce is authentic. “An authentic piece of work is one that is based on the candidate’s individual and original ideas with the ideas and work of others fully acknowledged.” (IBO, 2003)

The Regulations in the IBO Diploma Program define malpractice as “behaviour that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment component.” (IBO, 2003). Malpractice includes, but may not be limited to, the following:

1. Plagiarism: the representation of the ideas or work of another person as the candidate’s own.
2. Collusion: supporting malpractice by another candidate, as in allowing one’s work to be copied or submitted for assessment by another
3. Duplication of work: the presentation of the same work for different (or multiple) assessment components and/or diploma requirements.
4. Any other behavior that gains an unfair advantage for a candidate or that affects the results of another candidate; this may include but is not limited to such instances as taking unauthorized material into an examination room, misconduct during an examination, and/or falsifying a portfolio record.

Avoiding malpractice is a responsibility that is shared by both teachers and students. Teachers must promote and advocate academic honesty through the explicit instruction of appropriate research and citation skills. In addition, it is the responsibility of students to ensure that the work they produce is authentic. Students and parents must be aware of the rights and responsibilities, as well as the possible disciplinary consequences, of failing to comply with this policy.

The Royal Harbour Academy uses a plagiarism prevention system that allows teachers to submit electronic copies of assignments. As part of this program, each assignment is compared with numerous pages of the internet. Teachers then receive a report for each individual assignment that highlights the original written work with the original source.

I have read the Royal Harbour Academy Academic Honesty Policy, and understand the content and accept the consequences outlined in the policy should I plagiarize work.

Date: _____

Name: _____

Signature: _____

SIXTH FORM ACADEMIC HONESTY POLICY

Teacher Responsibilities:

At the beginning of each academic year teachers will discuss the Academic Honesty Policy and provide/explain examples of plagiarism. The policy will also be available in the student handbook. This policy applies to all exam and course work. Examples of plagiarism may include, but are not limited to, plagiarism and collusion issues, referencing guidelines, and describing how work is determined to be authentic.

1. Supervise the development of assignments and provide advice to students when necessary. This may be accomplished by observing student work during class, submission of rough notes and plans, and/or submission of a 'draft' at least 5 school days prior to a due date.
2. Set a deadline that is sufficiently early to allow for detection of major malpractice.
3. Request, with teacher discretion, that all written assignments be submitted both electronically and in a hard copy to the teacher.
4. Confirm that the work submitted by the students is authentic at the next class meeting. This may be prior to actually grading assignments.

Student Responsibilities:

1. Uphold the academic integrity and the quality of scholarship through the submission of work that is authentic.
2. Keep rough notes and submit these in a timely manner, if requested by the teacher.
3. Actively work on assignments when class time is given for such.
4. Submit drafts of written assignments when teachers request to do so.
5. Submit final copies of written assignment in digital and hard copy formats.
6. Ensure that amended work is submitted to staff with notification of amendments.
7. Fully and correctly acknowledge the work of others in a works cited and/or bibliography.

Student Violations

The following refer to offences of plagiarism across subjects as all teachers are required to report offences to the Head of Sixth Form

1st Offence:

The student will receive zero-credit for that assignment. A letter describing the situation and the policy will be forwarded to parents and placed in the student's file. Parents will acknowledge receipt of this letter through their signature. The student may have an opportunity to re-write the paper. Parents will be contacted by the teacher involved regarding the offence and consequences. A formal letter will be sent home by the Head of Sixth Form and copy placed in the student file.

2nd Offence:

The student will receive zero-credit for the assignment. A letter will be sent to parents from the Head of Sixth Form describing the alleged malpractice, and a copy will be placed in the students file. Colleges will also be notified of the offence by the Head of Sixth Form or Head Teacher. The student will be suspended until such time that parents meet with the teacher, the Head of Department and/or the Head of Sixth Form. At this meeting the student will have an opportunity to present their case. The student may be placed on probation with respect to IBCP candidate registration.

3rd Offence:

The student will receive zero-credit for the assignment. The student will be suspended until such time that parents meet with the teacher, the Head of Sixth Form and Head Teacher. At this meeting the student will have an opportunity to present their case. The student will be withdrawn from the IBCP as they have demonstrated that they are not capable of meeting IB standards.