

WVSS Policy for Educational Integrity

Why do we value educational integrity?

- It promotes personal integrity.
- It creates respect for others and the integrity of others' work.
- It promotes equal opportunity for all students to demonstrate their authentic learning.

Definitions: What is educational dishonesty?

- Any behaviour that gains an unfair advantage for a student over the other students.
- Tutors should not assist students with assignments for assessment.
- Giving out information from an assessment to other students, either directly or digitally.
- Removing test material from the classroom either physically or digitally.
- Failing to show up on the agreed upon time for a test.
- Bringing unauthorized material into an exam room or consulting such material during an exam.
- Communicating with another student during an exam.
- Plagiarism: taking work, words, ideas, pictures, information or anything that has been produced by another person or artificial intelligence and submitting it for assessment as your own. Paraphrasing ideas or research without a citation also constitutes plagiarism. Students should seek the advice of their teachers if they have any questions about what is expected or whether something is common knowledge or needs to be cited.
- Copying: taking work from another student, with or without his or her knowledge and submitting it as your own.
- Collusion: helping another student to be educationally dishonest. This includes making your exam paper visible to another student so he/she can copy you; you are also cheating.
- Collusion versus collaboration: Ideas that are produced collaboratively must be presented in your own written words. Submitting the written work of another student as your own also represents collusion.

Prevention: How are we actively working to deter students from academic misconduct?

WVSS teachers will communicate this policy to students, reviewing what constitutes academic misconduct. Teachers are responsible for administering assessments, so no student has an advantage over another. This includes having different forms of a test for students who are absent and making sure all electronics including wearable technology are removed from the classroom during exams. Teachers will teach academic research skills, including conventions for paraphrasing and citing the ideas of others (“Six steps for effective paraphrasing” and “Paraphrase: Write it in your own words”). Students are expected to act with integrity. If students have any questions around academic misconduct, it is their responsibility to seek out advice from their teachers.

Monitoring: What processes do we have in place?

Students will be given the opportunity to practice the skills of paraphrasing and citation before submitting work for evaluation. Final versions of work that is completed externally and for assessment will be submitted to Turnitin.com. All incidences of academic misconduct will be recorded on a Google form. Administrators and counsellors will review this form periodically and meet with students who have multiple incidents.

Sanctions: What will happen if you violate the principles of educational integrity?

- Parents may be notified by teachers.
- A record of the incident will be maintained by administration; counsellors may be notified.
- A mark of 0 may be given.
- The student may not be eligible to receive letters of reference or recommendation, school-based award or scholarships and may be taken off the Honour Roll.
- Repeat offenses will result in more severe consequences.

For incidents of academic misconduct which result in serious consequences the following steps are taken:

1. The student will meet with the teacher and an administrator and be given an opportunity to explain what has happened.
2. The teacher and administrator will then decide on a suitable consequence.
3. The teacher and administrator will inform the parents/guardians of the consequence.
4. Students and parents have the right to appeal any decision.

This policy is reviewed by Curriculum Council each September and distributed to all staff.

IB Academic Integrity Policy – West Vancouver Secondary School

All teachers follow “WVSS Policy for Educational Integrity.” This name was purposefully chosen to encourage integrity (one of our four pillars) in all subject areas. Academic honesty is explained to students through the learner profile attribute of “principled.” Policies for IB internal and external assessments follow.

Policy for IB Internal and External Assessment

IB teachers will follow the school policy for educational integrity and will report all incidents of academic misconduct to the IB Coordinator and administration.

Process for all work that is submitted to IB for assessment, internal and external.

- All work is submitted to turnitin.com.

Policy for dealing with incidents of academic dishonesty.

- Incidents of academic dishonesty will be dealt with on a case-by-case basis using the school process outlined previously.
- Depending on the nature of the problem, consequences may include but are not limited to the following:
 - ✓ -fixing the problem
 - ✓ -redoing the assignment under supervision
 - ✓ -removal from the course

More than one incident of academic dishonesty with internal or external assessment may result in removal from the IB Diploma Programme.

For internal and external assessment (excluding exams).

Teachers are responsible to guide the students in the choice of topic and the requirements of the task. They are also responsible for explaining the assessment criteria to the students.

It is the responsibility of teachers to explain the basic meaning and significance of concepts that relate to academic honesty, especially authenticity and intellectual property. Teachers must explain clearly the requirements and that the assignment must be entirely a student's own work. In particular, teachers must stress that students are not allowed any assistance (electronic or human).

Teachers are allowed to provide feedback on the first draft of an assignment but should not heavily annotate or edit the draft.

All incidences of malpractice must be dealt with before marks for internal assessment are submitted to IB.

All work submitted to the IB for moderation or assessment must be authenticated by a teacher and must not include any known instances of suspected or confirmed malpractice. Each student must sign the coversheet for internal assessment to confirm that the work is his or her authentic work and constitutes the final version of that work. Once a student has officially submitted the final version of the work to a teacher (or the coordinator) for internal or external assessment, together with the signed coversheet, it cannot be retracted. If an instance of malpractice is identified after the final version has been submitted, the IB will be contacted.

Teachers need a reasonable amount of time to authenticate work and deal with any issues. Students who submit their work late take the risk of the school not submitting their work if there is not adequate time to submit their work or there are any instances of suspected or confirmed malpractice.

Exams

Rules and regulations for IB exams are reviewed with all students prior to IB exams.

If there is an incident of academic misconduct in an IB examination, the following process will be followed:

1. The invigilator reports the incident to the IB Coordinator
2. The IB Coordinator investigates the incident and reports it to the Head of School.

3. The incident is then report via “Contact us” link on IBIS to IB.