

Academic Integrity Protocol

Senior Section



Academic Honesty Protocol: Senior Section

Rationale and purpose

This protocol must be read in conjunction with the Academic Integrity Protocol and will be an integral part of the School Life Guide.

Academic integrity is part of a culture that is shared by the community, and all its members play an important role. Each pupil, however, is ultimately responsible for its practice.

Academic integrity is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work (IBO, 2019). To ensure academic integrity, pupils must learn various skills, such as note-taking, paraphrasing and citing. They must also understand the meaning of intellectual property in order to be certain that their work is indeed theirs.

The understanding and application of academic integrity is directly linked to students' ages because, as they grow, the situations in which they must use the skills, knowledge and understanding of the topic will change. Therefore, pupils are expected to show correct ethical behaviour regarding authorship and intellectual property of their academic work.

The purpose of this protocol is to clarify the expectations for the Senior Section and explain the procedure in case of suspected academic misconduct.

All members of the section will be responsible for understanding and complying with this protocol.

Academic misconduct

There are four categories of academic misconduct that can affect academic integrity in different stages of the evaluation process. Matrices of academic misconduct can be studied in detail in **Appendix 2**.

1. Academic misconduct in schoolwork.

- Plagiarism (of external sources, including artificial intelligence or classmates' work). Please consider as reference the information on citing detailed in appendix 3, as well as the citation and reference style guide in accordance with APA (American Psychological Association) norms, 7th edition.
- Handing in work assigned to someone else, modified by someone else or obtained from someone else.
- Making up or forging data or information.
- Duplication of work.
- Including inappropriate, offensive or obscene material.
- Sharing individual work with a classmate before its evaluation so that he/she can

unfairly benefit from it.

- Not being able to guarantee authorship of work. This occurs when the final version of a student's work is not in accordance with the preceding process (the preceding process may be incomplete or there is no evidence of it at all).

The process which enables authorship to be guaranteed consists of the following:

- Completing every stage defined for the process.
- Presenting draft(s) of work and receiving feedback from the teacher.
- There must be evidence of the process undertaken to produce the final version of the work.
- The final work must be coherent with drafts and feedback.
- The work must be consistent with the pupil's previous work (even in other subjects).
- The pupil must be able to account for his/her work by explaining it and being able to answer questions about it.

2. Academic misconduct in written tests.

- Failure to comply with any of the aspect of the "Assessment procedures" (see Appendix 1).
- Including inappropriate, offensive or obscene material.
- Giving information to other pupils while they take the test.
- Distributing live examination content before, during or after the scheduled time of that examination through any means (IBO, 2019).

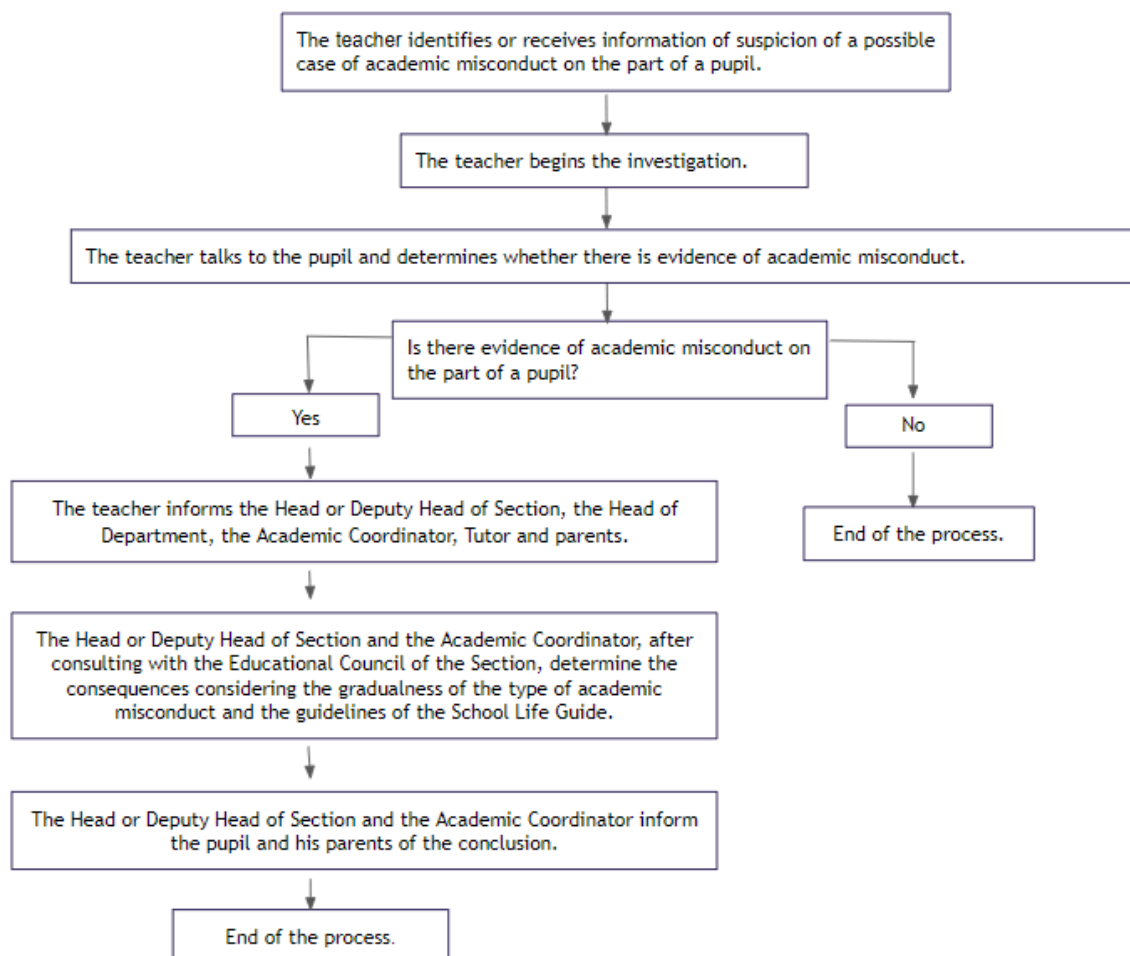
3. Academic misconduct that threatens the integrity of an examination.

- Gaining access to examination papers before scheduled start time.
- Distributing live examination content before, during or after the scheduled time of that examination through any means (IBO, 2019).

4. Interfering with an investigation of academic misconduct.

- Interfering or failing to cooperate with an investigation of academic misconduct.
- Not cooperating with an investigation, whether involved or not.
- Providing misleading or demonstratively false information.

Procedure in case of academic misconduct on the part of a pupil



In case of academic misconduct on the part of a pupil:

1. As stated in the Academic Integrity Protocol, no work that is the result of academic misconduct may be used for summative assessment since it does not reflect the student's knowledge and understanding. Therefore, it will have to be done again.
 - 1.1. If the academic misconduct occurs during a supervised exam, the test must be withdrawn and the pupil will not be allowed to continue. Later, the pupil will be given a new date to retake the test.
 - 1.2. If the academic misconduct occurs in a piece of written work (essay, research, report, etc.) the pupil will have to do the work again and hand it in on the date that is informed to him/her.
 - 1.3. In either case, the pupil will have to sign an academic integrity letter (a warning that a new case of academic misconduct cannot happen again), which will warn the pupil that if the situation happens again, consequences will be progressive.

- 1.4. In the case of IB Diploma candidates, the letter should also include a warning that no other misconduct will be tolerated in order to continue as IB Diploma candidate in the session for which the school has signed them up.
 - 1.5. If a misconduct occurs during an official, final IB assessment, it will not be sent to the IB and therefore it will be graded “F” (work that has not been presented or does not meet the requirements). This means that the pupil will not have an IB grade in that subject (which corresponds to an “N” grade) and will therefore not be able to fully pass the IB Diploma during the session for which the school has signed him/her up.
2. Considering the type of academic misconduct (refer to Appendix 2) and what is established in the School Life Guide regarding misconducts, the corresponding educational, accompanying and disciplinary measures will be determined.

In the case of a sanction for academic misconduct, the parents of the sanctioned pupil may ask the Head of Section, in writing, to reconsider the measure. They must do so within five school days after the measure is communicated to the pupil and his/her parents. Once the letter of reconsideration has been received, the Head of Section will have fifteen school days to reply.

Appendix 1

Procedure for exams

The invigilator must:

- Ensure serious and orderly conduct during the examination.
- Actively supervise the assessment, walking to different parts of the room to monitor what the pupils are doing. No other activity should be done during invigilation.
- Collect mobile phones and any other materials that are not permitted.
- Read aloud and follow all indications in the “Instructions for invigilators” document.
- Record any academic misconduct, following the procedures set out in this protocol.

Pupils must:

- Demonstrate the principles of academic integrity and the values of honesty, effort and responsibility when taking tests.
- Follow the invigilator’s instructions and the instructions on the test/examination.
- Bring all required materials.
- Go to the toilet before the test.
- Finish the test/examination on time and hand it in when the finishes.
- Pupils must not:
 - a. Enter the examination room with forbidden objects (bags, books, notes, etc.). If they do bring a forbidden object, they must hand it over to the invigilator immediately.
 - b. Share materials.

- c. Communicate with their classmates.
- d. Eat or drink.
- e. Leave the room to go to the toilet or any other place without authorisation.

Verbal instructions from the supervisor to the students¹

At the beginning of the exam

- Do not open the exams until I tell you to.
- Does anyone have any unauthorised material with them? This is the last chance to say it.
- Do you have everything you need for the test?
- Remember that any violation of the instructions is considered a violation of academic honesty.
- Read the instructions very carefully.
- Do you have (announce the time available) for this test. You cannot go out during the test.
- You can now start writing.
- It is now ... (post the exact time).

Note: Please write on the board:

- Start time:
- End time:

During the exam

- Announce the time remaining when applicable:
 - There are 30 minutes left.
 - There are 5 minutes left.

At the end of the exam

- Exam finished. Stop writing right now. Do not add anything or change anything in the answers.
- Make sure your name is written on the cover.
- After the exam is removed: you can leave.

Note: If a student finishes early, the test should NOT be withdrawn until the test is over.

^{1 1} International Baccalaureate Organisation (n.d.) *Diploma Programme Assessment Procedures*
<http://www.sso.ibo.org/>

Appendix 2
Academic misconduct matrices (IBO, 2019)

1) Classwork and components of written and oral exams				
Academic misconducts	Level 1	Level 2	Level 3a	Level 3b Academic misconduct that benefits another pupil and not themselves.
Plagiarism Copying external sources, including artificial intelligence.	Not applicable.	Between 40-50 consecutive words and incomplete acknowledgement of copied source(s).	More than 51 consecutive words copied and no acknowledgement of source(s) given— see note 3.	Not applicable.
Peer plagiarism <i>Copying work from another student.</i>	Not applicable.	Between 40-50 consecutive words with no acknowledgement and/or attempt to cite the copied source(s).	More than 51 consecutive words copied or submitting somebody else's work as one's own.	Not applicable.
Peer plagiarism <i>Student lending or facilitating their work.</i>	Student took reasonable steps to prevent their work being copied.	Student took no steps to prevent their work being copied or actively encouraged the copying of their work.	Student actively tried to sell their work to be submitted by others.	Student actively tried to sell the work of third parties to be submitted by others.

Collusion <i>Coursework only and when working collaboratively.</i>	Work of students show close similarity.	Work of students has similarities—less than 30%—and/or identical sections.	Work of students has extensive similarities—more than 31%—and/or identical sections.	Not applicable.
Submitting work commissioned, edited by, or obtained from a third party	Not applicable.	Student submits work heavily edited by a third party.	Student submits work that was entirely produced or edited by a third party.	For any student providing the service.
Inclusion of inappropriate, offensive, or obscene material	Including offensive or obscene comments or graphic materials.	<ul style="list-style-type: none"> - Including offensive or obscene comments or graphic materials. - Inclusion of materials with excessive or gratuitous violence or explicit sexual content or activity that could be considered or perceived offensive by others. 	Inclusion of materials with excessive or gratuitous violence or explicit sexual content or activity that could be considered or perceived offensive by others.	Not applicable.
Duplication of work	Not applicable.	Presentation of the same work for different assessment components or subjects. Partial reuse of materials	Presentation of the same work for different assessment components or subjects. Complete reuse of materials.	Not applicable.
Falsification of data	Not applicable.	Presentation of work based on false or fabricated data.	Not applicable.	Not applicable.
2) Conduct during an examination				

Academic misconducts	Level 1	Level 2	Level 3a	Level 3b Academic misconduct that benefits another pupil and not themselves.
Possessing unauthorized material in the examination room	In pupil's possession but surrendered or removed during the first 10 minutes of the examination.	In pupil's possession but no evidence of it being used during the examination.	In pupil's possession and evidence of it being used during the examination.	Not applicable.
Exhibiting misconduct or disruptive behaviour during an examination. E.g.: <ul style="list-style-type: none"> • failing to abide by invigilator instructions • disruptive behaviour • attempting to remove examination materials from the examination room • leaving the examination room without permission. 	Not applicable.	Non-compliance with the invigilator's instructions during one component.	Repeated non-compliance with the invigilator's instructions during one examination or non-compliance during two or more examinations.	Not applicable.
Exchanging, passing, obtaining or receiving verbal or written	Not applicable.	Not applicable.	When pupils try, successfully or not, to share answers and/or examination	For any pupil aiding other pupils.

information from other students during the examination completion time— or attempting to			content with others.	
Impersonating another pupil— both impersonator and person allowing impersonation	Not applicable.	Not applicable.	For the pupil allowing an impersonation.	For the pupil conducting the impersonation.
Failing to report an incident of academic misconduct	Not applicable.	Not applicable.	When student is aware of the act of misconduct, but decides not to report it to their school administrators.	Not applicable.
3) Conduct that threatens the integrity of the examination				
Academic misconducts	Level 1	Level 2	Level 3a	Level 3b Academic misconduct that benefits another pupil and not themselves.
Gaining access to examination papers before examination's scheduled time	Not applicable.	Not applicable.	Pupil in possession of partial or complete live examination content.	When in possession of partial or complete live examination content.
Sharing of IB examination paper content before or during the	Not applicable.	Not applicable.	Candidate sharing partial or complete live examination content through	Assisted the sharing of partial or complete live

examination's scheduled time, or within 24 hours after the examination			any means, including but not limited to, email, text messages and the internet, even when shared information is general.	examination content.
Assisting another student(s) in committing an act of academic misconduct. E.g.: distributing live examination content before, during or after the scheduled time of that examination through any means.	Not applicable.	Not applicable.	When a student assists the act of misconduct.	When a student assists the act of misconduct.
Failing to report an incident of academic misconduct	Not applicable.	Not applicable.	When student is aware of the act of misconduct, but decides not to report it to their school administrators.	When student is aware of the act of misconduct, but decides not to report it to their school administrators.
4) Interfering with an academic misconduct investigation				
Academic misconducts	Level 1	Level 2	Level 3a	Level 3b Academic misconduct that benefits another pupil and not themselves.
Not cooperating with an investigation,	Not applicable.	Not applicable.	When a pupil shows any of these behaviours	When a pupil shows any of these

whether involved or not			and/or refuses to make a declaration.	behaviours and/or refuses to make a declaration.
Providing misleading or demonstratively false information	Not applicable.	Not applicable.		
Attempting to influence witnesses	Not applicable.	Not applicable.		
Showing threatening behaviour to the person carrying out investigation or to witnesses	Not applicable.	Not applicable.		

Appendix 3
Academic Integrity letter
Academic misconduct and commitment

Santiago, (month day year)

Mr and Mrs
(Name of the mother and name of the father)
Parents of (pupil's name)
Pupil of (year level)

Academic Integrity letter
Academic misconduct and commitment

Dear parents,

We would like to inform you that **(pupil's name)** has been involved in a case of academic misconduct in **(name of the subject)** by description of academic misconduct.

(Pupil's name) has admitted his/her responsibility and we trust that this situation will not happen again. As per our Academic Integrity Protocol, your child will have to take the test one more time.

This action represents a serious misconduct according to our School Life Guide, as it contravenes the value of honesty.

In accordance with the relevant protocol, the Head of Section has decided to sign a commitment with your child by means of this Academic Integrity Letter (a warning indicating that he/she cannot be involved in another case of academic misconduct), so that he/she does not carry out an action of this nature in the future, with your support and that of the school.

Given the seriousness of this misconduct, **(pupil's name)** will have to behave in a way that reflects the personal and social values promoted by Craighouse School. Should another case of misconduct occur, it will be evaluated as per the School Life Guide and the relevant protocol.

It is very important that **(pupil's name)** reflects on his/her actions and their consequences. We are certain that a joint effort on the part of the school and the family will contribute to overcoming this situation and preventing it from happening again in the future.

If at any time you wish to discuss this situation with us, please do not hesitate to request a meeting through the section's assistant: **(contact details)**.

Yours sincerely,

Tutor's name
Class
Craighouse School

Head of **xxxxxx** Section
Craighouse School

Commitment

I, **(pupil's name)**, hereby promise to honour the aforementioned commitment and I accept the conditions laid down in this letter.

Pupil's name and signature:

Parent's name and signature:

Appendix 4

Citations and bibliographic references in the Senior Section

Citas

1. Why is it important to cite?

Citations can provide the basis to support or debate an investigation and offer documented evidence for content which is not common knowledge.

2. For which reasons do we cite?

- To affirm statements or claims that we make.
- To support our own ideas with the words of a different author.
- To show an opposing opinion and, generally, refute it.
- To give credibility to a piece of work by documenting the sources of the content and statements made, so they can be verified.

3. Length and number of citations

- Essential citations must be included. Essential citations are those that allow a reader to access the documents and verify the theories and hypotheses made in the work.
- The work should not be filled with long citations nor should it contain citations that do not serve a purpose. The work should be the author's words with occasional inclusion of others' opinions.

Progressive expectations by grade level

Year 9 (MYP)

- At least 3 citations.
- Complete bibliographical reference of any of the sources used.

Years 10 to 12 (Diploma)

- Over three citations.
- Complete bibliographic reference and with the order and perfect punctuation, as indicated in the Guide for bibliographic citations and references.

Appendix 5

Official Diploma assessments (for candidates and non-candidates)

The teacher must ensure that any official written assessment of the Diploma (for candidates and non-DP candidates) necessarily has a complete preliminary draft. If the draft format allows checking for similarity on Turnitin, it should be uploaded to Turnitin.

Final work must also be uploaded to Turnitin to check for similarity.

Each subject must define the stages of the process of each work that allow to guarantee the authorship of the same and to show the personal progress of each student. This process must be shared in writing with the students.

References

- IBO. (2023). Política de integridad académica. Cardiff, UK: International Baccalaureate Organization.

Revised: October 2022, agosto 2023

Updated: July, 2024

Person in charge: Head of Section