



Academic Honesty in the IB DP at Schule Schloss Salem 2019-20

Schule Schloss Salem places great value on integrity and honesty. We therefore expect our students to be honest in their academic endeavours. This document sets out the school's Academic Honesty Policy. It explains:

- what constitutes a breach of academic honesty;
- how such a breach can be avoided, and
- what steps the school will take if academic dishonesty is detected.

1. What is a breach of academic honesty?

Such a breach would consist of gaining or trying to gain academic advantage by dishonest or unfair means or knowingly assisting another student in doing so.

2. What constitutes a breach of academic honesty?

Below are *some* examples of such breaches. This list does not exclude the possibility of other forms.

- 2.1. Recycling – This is when a student submits for assessment a piece of work which has already been submitted in whole or to a substantial degree for assessment in the subject or in another subject or course of study. This means you cannot take your history project, change a few details, and submit it as your social studies project. Nor can you submit work already assessed in a previous year (this includes if a student is repeating a course).
- 2.2. Fabricating of data – You cannot make up results or data. Science laboratory reports, for example, must only contain legitimate data collected in the course of your investigation and/or raw data individually processed by you. Data not vetted and permitted by your teacher/supervisor is not permitted
- 2.3. Engaging someone else to do your work – You may not ask (or pay for) someone else to do part or the entirety of a piece of work for you. Nor can you do work (with or without payment) for another person. In particular, private tutors are not permitted to help with Internal Assignments or any assessment work. Where expert help is needed, this is governed by IB regulations. Courses and online tutoring offering help with specific assignments are not permitted.
- 2.4. Communicating during an examination or test – You may not communicate, by speaking or by any other means, with another student. Nor may you communicate with another student – or with anyone – outside the examination room, through electronic or any other means.
- 2.5. Bringing forbidden material into a test or examination – This includes notes, textbooks, calculators, computers, cameras, mobile phones, electronic dictionaries or similar. It also includes using electronic devices inappropriately to obtain information during an exam/test. This includes material stored on your device or accessed via the internet or other network. On occasion your teacher might stipulate that a test or exam is “open book” (i.e. that notes are permitted) or that calculators may be used; however, unless clearly stated by the teacher, you must assume that nothing other than writing materials are permitted into the test/exam.
- 2.6. Attempting to read another student's work during an examination or test.



- 2.7. Writing an examination or test paper, or consulting with another person about the examination or test, outside the confines of the examination room without permission – This also applies to the illegitimate obtaining of test or exam questions before the scheduled test/exam.
- 2.8. Plagiarism – This is the representation of someone else’s work as your own, either by stating the work is your own or by failing to acknowledge it as someone else’s work
You would be deemed guilty of plagiarism were you to submit work that contained:
- phrases, clauses, sentences, paragraphs or longer extracts from published or unpublished work (including from the Internet) without proper acknowledgement of the source by appropriate citation;
 - someone else's words verbatim (i.e. exactly as written) without quotation marks even if a proper reference is given, especially when complete sentences or passages are taken over; or
 - someone else’s work (e.g., the work of another student), without appropriate acknowledgement.

Student work is checked for plagiarism using Turnitin. Students must not themselves upload work to Turnitin unless specifically instructed by a teacher. The degree of feedback and help given by the teacher is governed by the rules and regulations of the IBO in the respective subject guides and Teacher Support Materials, where the roles of the student, the teacher and the school are laid out.

All students at Schule Schloss Salem are expected to observe academic honesty. We require each student to sign the Academic Honesty Student Declaration.

3. Breaches of the Academic Honesty Policy will be dealt with as explained below.

- 3.1. If a breach of academic honesty is detected, teachers are required to report the matter to the Year Level Team or, in College, to the respective system coordinator, who will determine a penalty appropriate to the severity of the breach, e.g. grade reduction for minor infringements.
- 3.2. Where a substantial amount of the work is plagiarised or the student has attempted to gain a significant advantage through cheating, the teacher and, if appropriate, the team, the coordinator and the Studienleitung, decide to what extent a grade can be given at all. In the case of a specific assignment or cheating in a class test or examination in the Abitur-Kursstufe or the IB, the regulations applicable to the respective system are in force.
- 3.3. When consulted, the Studienleitung may decide to send an official warning letter to the student and the student’s parents. Further breaches of the Academic Honesty Policy are then likely to result in a cancellation of the student’s contract with the school.
- 3.4. Any office bearer of Schule Schloss Salem who is found to have indulged in academic dishonesty may be dismissed from their office.



Schule Schloss Salem Academic Honesty – Declaration

Name: _____

I acknowledge that I have read and understood the Academic Honesty Policy of Schule Schloss Salem. I hereby declare that I will respect and observe it.

Signed: _____

Date: _____