

1.9 Suncity School will require that every candidate studying the IB Diploma Programme, regardless of their registration category, **sign a declaration stating that all work they submit for assessment will be their own authentic work**. This declaration will cover all class assignments, homework assignments and work undertaken for internal assessment.

2. Misconduct

2.1 The Regulations define misconduct 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.

Malpractice includes:

- **Plagiarism**: this is defined as the representation of the ideas or work of another person as the candidate's own
- **Collusion**: this is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another
- **Duplication of work**: this is defined as the presentation of the same work for different assessment components and/or diploma requirements
- Any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record).

2.2 Many candidates believe that because the Internet is in the public domain and largely uncontrolled, information can be taken from web sites without the need for acknowledgment. Candidates must record the addresses of all web sites from which they obtain information during their research, including the date when each web site was accessed. The uniform (or universal) resource locator (URL) constitutes the web site address for this purpose. (Simply stating the search engine that was used to find the web site is not acceptable.) This includes the copying of maps, photographs, illustrations, data, and graphs etc.

2.3 There are other ways in which a candidate may commit malpractice and thereby breach the Regulations. The following examples of malpractice do not constitute an exhaustive list and refer mainly to the written examinations:

- Taking **unauthorised material** into an examination room (for example, an electronic device other than a permitted calculator, own rough paper, notes, a mobile phone) regardless of whether this material is used or potentially contains information pertinent to the examination
- **Misconduct** during an examination, including any attempt to disrupt the examination or distract another candidate
- Exchanging, or in any way supporting, or attempting to support, the **passing on of information** that is related to the examination
- **Copying** the work of another candidate
- **Failing to comply with the instructions** of the invigilator or other member of the school's staff responsible for the conduct of the examination
- **Impersonating** another candidate
- **Stealing** examination papers
- Using an **unauthorised calculator** during an examination
- **Disclosing** or discussing the content of an examination paper with a person outside the immediate school community within 24 hours of the end of the examination
- **Fabricating** data for an assignment
- **Sharing information with other IB students** at other IB schools after examination sessions have concluded

3. Conventions

Referencing at SUNCITY SCHOOL – Instructions for students:

3.1 Citations

A citation is a reference to a source. All the material referred from books, articles, essays, websites, databases, newspapers, musical compositions, and literary creations etc. must be acknowledged. The basic principle is that the reader should always be able to differentiate the ideas of an author of a literary creation from the author or creator from whom this was referred from. The work cited list displays the sources that are used in a particular research paper.

Citations gives due credit to the author of the words or ideas that you incorporated into your paper.

MLA 8

MLA stands for the Modern Language Association, an organization that focuses on language and literature.

Works Cited page must include the following as its list of core elements. The core elements are:

1. Author
2. Title of source
3. Title of container
4. Other contributors
5. Version
6. Number
7. Publisher
8. Publication date
9. Location

Citations are listed in alphabetical order by the first word in the citation, which is typically the last name of the author.

Procedure for different types of Citations

Book

Basic Book Format

Last Name, First Name. Title of Book. Publisher, Publication Date.

Books: One Author

Example.....

Jacobs, Alan. *The Pleasures of Reading in an Age of Distraction*. Oxford UP, 2011.

Books: Multiple Authors

When the book has just 2 authors.....Reverse the first of the names...follow it with a comma and give the 2nd name in normal order. Example....

Olsen, Gregg, and Rebecca Morris. *If I Can't Have You: Susan Powell, Her Mysterious Disappearance, and the Murder of Her Children*. St. Martin's True Crime, 2015, pp. 18-22.

Books: Three or more Authors

The first author is listed.....followed by et al.

Example.....

Wysocki, Anne Frances, et al. Writing New Media: Theory and Applications for Expanding the Teaching of Composition. Utah State UP, 2004.

Books: Editors

Last name, First Name, editor. Title. Publisher, Publication Date.

Example...

Holland, Merlin, and Rupert Hart-Davis, editors. The Complete Letters of Oscar Wilde. Henry Holt, 2000.

A Work in an Anthology, Reference Book or a Collection

Last name, First name. "Title of Essay." Title of Collection, edited by Editor's Name(s), Publisher, Year, Page range of entry.

Title of poem, essay, story, etc. is put in quotes.

Example...

Burns, Robert. "Red, Red Rose." 100 Best-Loved Poems, edited by Philip Smith, Dover, 1995, p. 26.

An E-Book

An e-book can stand alone AND be part of another container or online collection.

Last name, first name. Title. Publisher, date. Title of Container, DOI location.

Example...

Gikandi, Simon. Ngugi wa Thiong'o. Cambridge UP, 2000. ACLS Humanities E-book, hdl.handle.net/2027/heb.07588.0001.001.

Article

Basic Article Format

Last name, First name, "Title." *Journal Name*, vol., no., date, pages.

Article in Print Journal

Example...

Baron, Naomi S., "Redefining Reading: The Impact of Digital Communication Media." *PMLA*, vol. 128, no. 1, Jan. 2013, pp. 193-200.

Article in a Database

Example...

Smith, Pamela H, and Tonny Beentjes. "Nature and Art, Making and Knowing: Reconstructing Sixteenth-Century

Life-Casting Techniques." *Renaissance Quarterly* vol. 63, no. 1, 2010, pp. 128–179. JSTOR, www.jstor.org/stable/10.1086/652535.

Article with no author

At times, there are articles without the author name. Example...

"The Estate Tax Debate." *The Wilson Quarterly*, vol. 25, no.1, 2001, pp. 100-02. Humanities Source, db12.lincweb.org/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=hus&AN=503839172&site=ehost-live.

Website

Author. "Title." *Title of Website, Blog, Social Media*, Version (edition), Number (vol. and/or no.), Publication Date, Location (pages, paragraphs, URL or DOI). Date of Access (if applicable).

Example with an author or editor...

Eaves, Morris, et al., editors. *The William Blake Archive*. 1996-2014, www.blakearchive.org/blake/.

Example without an author...

"Giant Panda." *Smithsonian National Zoological Park*, Smithsonian Institute, nationalzoo.si.edu/animals/giantpandas/pandafacts/. Accessed 6 August 2018.

Social Media

Blog

Example...

Hollmichel, Stefanie. "The Reading Brain: Differences between Digital and Print." *So Many Books*, 25 Apr. 2013, somanycbooksblog.com/2013/04/25/the-reading-brain-differences-between-and-print/.

Online Video

Example...

"*Buffy the Vampire Slayer*: Unaired Pilot 1996." *YouTube*, uploaded by Brian Stowe, 28 Jan. 2012, www.youtube.com/watch?v=WR3J-v7QXXw.
Date of access helps the reader know what version you used.

Example...

"Under the Gun." *Pretty Little Liars*, season 4, episode 6, ABC Family, 16 July 2013, www.hulu.com/watch/511318. Accessed 23 July 2013.

Film

The film citation consists of the movie title, director, production company and the year of release.

Twenty-Eight Days Later. Directed by Danny Boyle, produced by Alex Garland, Fox Searchlight Pictures, 2002.

Few examples of incorrect Citations

Three Authors

Example...

Westhues, Adam et. al. "A SWOT Analysis of Social Work Education in Canada." *Social Work Education*, vol. 20, no. 1 pp 35-56. doi:10.1080/02615470020028364

This citation is incorrect as the comma after the first name 'Adam' is missing

The correct citation will be ...

Westhues, Adam, et. al. "A SWOT Analysis of Social Work Education in Canada." *Social Work Education*, vol. 20, no. 1 pp 35-56. doi:10.1080/02615470020028364

Article in Print Journal

Example...

Baron, Naomi S., "Redefining Reading: The Impact of Digital Communication Media." *PMLA*, vol. 128, no. 1, Jan. 2013, pp. 193-

The citation is incorrect because the page numbers of the article from where it is starting to the page number where it is ending is not there. Also, the citation must end with a full stop.

The correct citation will be ...

Baron, Naomi S., "Redefining Reading: The Impact of Digital Communication Media." *PMLA*, vol. 128, no. 1, Jan. 2013, pp. 193-200.

Online Video

Example...

"Citation and Referencing for beginners." *YouTube*, uploaded by WInspire, 1 April 2019, <https://www.youtube.com/watch?v=U3ntLOPqCpg>.

The citation is incorrect because the date accessed is missing

The correct citation will be ...

"Citation and Referencing for beginners." *YouTube*, uploaded by WInspire, 1 April 2019, <https://www.youtube.com/watch?v=U3ntLOPqCpg>. Accessed 5 June 2020

4. *Guidance on the distinction between legitimate collaboration and unacceptable collusion or plagiarism*

International Academia Students at SUNCITY SCHOOL receive specific instructions on what is regarded as Academic Integrity and Academic dishonesty. The academically dishonest behaviour that leads to undesirable consequences, is shared with the students in the beginning of their first IBDP year. All students are provided with written information published at the SUNCITY SCHOOL intranet about plagiarism and academic honesty. When registering for the IBDP exam all students also have to sign that they are aware of and understand the policy and the consequences that

follows with misconduct. However, at the same time we stress what is regarded as legitimate collaboration that is not only allowable but, in fact, may be encouraged.

An example is in group 4, Science subjects. IA investigations are conducted where students cooperate to design an investigation, work together to gather, and collect data but where the data is processed and presented by each individual as their own work. The majority of students understand that there is no conflict between the IB learner profile terms "collaboration" and "academic honesty" when writing lab reports. For students to be Scientific in the group 4 investigations enough data has to be collected often in teams or groups. This is an example of where collaboration sometimes is both essential and necessary. The analysis and conclusions from the data collected is understood to be done by the individual student using the group data. This includes organizing the data in tables etc. For some few students this has to be explained further with examples to clarify the difference.

5. Information on what action will be taken by the school and the IBO if a candidate is found guilty of malpractice

5.1 Penalties are imposed on a candidate found guilty of academic malpractice/misconduct in order to:

- *ensure that the candidate does not gain an unfair advantage*
- *maintain the integrity of the examination session by excluding those candidates who have abused the system*
- *deter other candidates from taking the same action.*

*5.2 In the event of an academic misconduct by a student during the submission of **general class assignments** or during the **conduct of internal summative examinations**, a committee comprising of Diploma Programme Coordinator, home room tutor and subject teacher/invigilator will review the incident and decide on the penalty for the student. The penalty may range from giving a formal warning to detention from school for a specified period of time and even expulsion from the school. Following penalty matrix should be referred to, for details:*

Frequency of infringement	Infraction
First case of reported misconduct	A written warning
Second case of reported misconduct	Suspension for a week from school
Third case of reported of misconduct	Suspension for a fortnight from school
Fourth case of reported misconduct	Suspension for a month from school / Expulsion from school

*5.3 In the event of an academic misconduct by a student in the **formal coursework submission** (prior to sending it to IB through the eCoursework platform), the student would be required to resubmit the work within a specified timeframe, with the condition that the misconduct is not repeated under any circumstance in future. In case of a repetition, the student would not be allowed to resubmit his work and the student would be marked 'non-submission' for the coursework.*

5.4 A student charged with academic misconduct would have to undergo a reflective process in which s/he would be required to think over the circumstances under which the incident took place. This reflective exercise shall ensure that the student tries to imbibe the benefits of integrity in education and life.

5.3 Offences and their penalty

Any act of academic misconduct evidenced after the formal submission of coursework to IB (through the eCoursework platform) will be immediately reported by the Diploma Programme Coordinator to IB. The IB may also detect a case of academic misconduct in the course of reviewing the submissions done by students. The penalty for an academic misconduct pertaining to written and oral coursework and examinations would be proportionate with the severity of the incident. The penalty matrices stating different levels of penalty against different cases of infringements needs to be referred to, in the Appendix section of this document.

6. Academic integrity policy in practice

6.1 The librarian would conduct sessions on academic integrity and on technical aspects of academic honesty (citations and referencing) during the designated lessons on a weekly basis.

6.2 The librarian would conduct sessions with the teaching staff members on topics pertaining to academic honesty and maladministration on a quarterly basis

6.3 Members of the pedagogical leadership would ensure that the ethos of academic integrity reflects in all aspects of learning, teaching, and assessment for subjects/disciplines under their designated groups.

6.4 The subject teachers would be reflecting on the level of academic integrity attained by a student during the course of formative assessment. The same would be mentioned in the monthly formative assessment report by the subject teacher.

Appendix

Find below the screenshots from the IB document titled 'Academic Integrity' (*Published October 2019*) capturing difference cases of infringements and the subsequent levels of penalty.

Written and oral coursework and examinations

Infringements	Level 1 penalty Warning letter to the student	Level 2 penalty Zero marks for component	Level 3a penalty No grade for subject(s) concerned—see note 1	Level 3b penalty No grade for "parallel" subjects—see note 2
Plagiarism <i>Copying external sources.</i>	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—see note 4	Not applicable.	Student submits work heavily edited by a third party to circumnavigate the rules on teacher support. <i>A penalty will be applied for any student in the same or different school providing the service or facilitating work.</i>	Student submits work that was entirely produced or edited by a third party. <i>A penalty will be applied for any student in the same or different school providing the service or facilitating work.</i>	For a student in the same or another IB World School providing the service.

Infringements	Level 1 penalty Warning letter to the student	Level 2 penalty Zero marks for component	Level 3a penalty No grade for subject(s) concerned—see note 1	Level 3b penalty No grade for “parallel” subjects—see note 2
Inclusion of inappropriate, offensive, or obscene material	Minor offence—see note 5.	Moderate offence—see note 6.	Major offence—see note 7.	Major offence.
Duplication of work	Not applicable.	Presentation of the same work for different assessment components or subjects. <i>Partial reuse of materials; penalties will be applied to both subjects with reused materials.</i>	Presentation of the same work for different assessment components or subjects. <i>Complete reuse of materials; penalties will be applied to both subjects with reused materials.</i>	Not applicable.
Falsification of data	Not applicable.	Presentation of work based on false or fabricated data.	Not applicable.	Not applicable.

Conduct during an examination

Infringements	Level 1 penalty Warning letter to the student	Level 2 penalty Zero marks for component	Level 3a penalty No grade for subject(s) concerned—see note 1	Level 3b penalty No grade for “parallel” subjects—see note 2
Possessing unauthorized material in the examination room—see note 8	In candidate's possession but surrendered or removed during the first 10 minutes of the examination.	In candidate's possession but no evidence of it being used during the examination.	In candidate's possession and evidence of it being used during the examination.	Not applicable.
Exhibiting misconduct or disruptive behaviour during an examination—see note 9	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. <i>Penalties could be applied to multiple subjects if incidents happen during the completion of</i>	Not applicable.

Infringements	Level 1 penalty Warning letter to the student	Level 2 penalty Zero marks for component	Level 3a penalty No grade for subject(s) concerned—see note 1	Level 3b penalty No grade for “parallel” subjects—see note 2
			<i>different subject papers.</i>	
Exchanging, passing, obtaining or receiving verbal or written information from other students during the examination completion time—or attempting to	Not applicable.	Not applicable.	When candidates try, successfully or not, to share answers and/or examination content with others. <i>Penalties will be applied to all candidates participating in the incident.</i>	For a candidate in the same or another IB World School aiding other candidates.
Removal of secure materials such as examination papers, questions and answer booklets, from the examination room	Not applicable.	Candidate attempting to remove secure materials, but identified by invigilators before leaving examination room.	Candidate successfully removing secure materials from the examination room.	Not applicable.
Impersonating an IB candidate—both impersonator and person allowing impersonation	Not applicable.	Not applicable.	For both candidates allowing or conducting an impersonation.	For the candidate conducting the impersonation. <i>If the impersonator is not an IB student, the IB will try to establish their identity and inform the relevant awarding body that impersonator is or was registered for.</i> <i>If the impersonator is an IB graduate, the IB will apply penalties retrospectively.</i>
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.

Conduct that threatens the integrity of the examination

Infringements	Level 1 penalty Warning letter to the student	Level 2 penalty Zero marks for component	Level 3a penalty No grade for subject(s) concerned—see note 1	Level 3b penalty No grade for “parallel” subjects—see note 2
Gaining access to IB examination papers before examination’s scheduled time	Not applicable.	Not applicable.	Candidate 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 examination’s scheduled time, or within 24 hours after the examination	Not applicable.	Not applicable.	Candidate sharing partial or complete live examination content through any means, including but not limited to, email, text messages and the Internet, even when shared information is general.	Assisted the sharing of partial or complete live examination content.
Assisting another student(s) in committing an act of academic misconduct—see note 10	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.

Interfering with an academic misconduct investigation

Infringements	Level 1 penalty Warning letter to the student	Level 2 penalty Zero marks for component	Level 3a penalty No grade for subject(s) concerned—see note 1	Level 3b penalty No grade for “parallel” subjects—see note 2
Not cooperating with an investigation, whether involved or not	Not applicable.	Not applicable.	When a student shows any of these behaviours and/or refuses to submit a statement.	When a student shows any of these behaviours and/or refuses to submit a statement.

Infringements	Level 1 penalty Warning letter to the student	Level 2 penalty Zero marks for component	Level 3a penalty No grade for subject(s) concerned—see note 1	Level 3b penalty No grade for “parallel” subjects—see note 2
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.		

Forgery or falsification of IB grades or certificates

Infringements	Level 1 penalty Warning letter to the student	Level 2 penalty Zero marks for component	Level 3a penalty No grade for subject(s) concerned—see note 1	Level 3b penalty No grade for “parallel” subjects—see note 2
Forgery or falsification of IB grades or certificates <i>Attempt to fraudulently amend a result in a subject—electronic or hard-copy certificates and transcripts.</i>	Not applicable.	Not applicable.	Students may receive additional sanctions depending on the number of subjects affected.	

Revised on : 23rd Jul 2022 (IBDP Coordinator, Librarian, and members of the Pedagogical Leadership Team of Suncity International Academia)