

# ACADEMIC HONESTY POLICY

**Approver:** Board

**Owner:** Principal

**Last Reviewed By:** Board

**Next Review Date:** June 2019

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## RATIONALE

Academic honesty is central to the integrity of the IB Diploma Programs and student assessment at MMS.

## GUIDING PRINCIPLES

Through an understanding of Montessori values and the IB Learner Profile traits our students are encouraged to be principled in their actions and to be good communicators by acknowledging the role of sources in producing their work.

## MONTESSORI VALUES AND THE IB LEARNER PROFILE

Montessori values and the IB Learner Profile are embedded in MMS daily life. MMS students are:

- **Inquirers** who acquire the skills necessary to conduct inquiry and research
- **Knowledgeable** who explore concepts, ideas and issues
- **Principled** who act with integrity and honesty, take responsibility for their own action
- **Open-minded** who are accustomed to seeking and evaluating a range of points of view
- **Risk takers** who are brave and articulate in defending their beliefs

These qualities when applied to learning and student work will establish skills and behaviour which support academic honesty.

## AIMS

This policy document aims to do the following:

1. Define what is meant by academic honesty.
2. Explain what is meant by academic misconduct.
3. Outline the MMS approach to the prevention of academic dishonesty.
4. Describe relevant roles and responsibilities.
5. Describe how MMS will investigate issues of malpractice.
6. Describe the penalties that will be imposed by MMS and the International Baccalaureate if a student is found guilty of malpractice.

## WHAT IS ACADEMIC HONESTY?

Academic honesty is the true representation of one's knowledge and understanding when sharing these with others. It is important that students not only accurately share the information they find, but also where they found it and how it supports their conclusions. In order to share information in an academically honest way, students have to express it entirely in their own words, with in-text citations and full bibliographic details.

## WHAT IS ACADEMIC MISCONDUCT?

Intentional academic misconduct is malpractice whereby a student seeks to gain unfair advantage when submitting work for assessment. The International Baccalaureate highlights four main areas of malpractice:

1. **Plagiarism** occurs when a student presents the ideas and work of another person as that of his or her own. Plagiarism may involve copying someone else's work (including, but not limited to: images, writing, video, music or ideas), failing to acknowledge sources and/or claiming to have used sources that were not used.
2. **Collusion**<sup>1</sup> occurs when the final piece of work produced by a student is not his or her own, because it has been completed with the assistance of another person e.g. a friend, a tutor etc. Collusion can also involve a student giving his or her work to other students to present as their own.
3. **Duplication** occurs when a student presents the same or very similar work for assessment in separate components of the DP, e.g. using the same work for both an Internal Assessment and the Extended Essay.
4. **Fabrication** occurs when a student represents information, data, an observation or other research as genuine when it is not.
5. Other academically dishonest behaviour is that which allows a student an **unfair advantage** during an assessment task. The examples listed below are not an exhaustive list, but typify other forms of malpractice that breach MMS and/or IB regulations:
  - Making up data for an assignment, for example in Science investigations,
  - Falsifying a Project or CAS record,
  - Taking any unauthorised material into the examination room (see conduct for examinations),
  - Negatively influencing the good order of an examination,
  - Copying the work of another candidate during an examination,
  - Failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of an examination,
  - Impersonating another candidate,
  - Stealing examination or test papers,
  - Using an unauthorised calculator during an examination<sup>2</sup>,
  - Concealing and/or using unauthorised software on a graphic calculator, particularly, but not only, during examinations,
  - Downloading music illegally.

### Approach to the Prevention of Academic Misconduct at MMS

The most common form of malpractice is plagiarism and, therefore MMS makes every effort to ensure that students acknowledge the sources of information they have used. The goal at MMS is for students to be completely familiar with the APA referencing conventions when they commence the Diploma Program studies.

At MMS students are taught the importance of acknowledging sources in age-appropriate stages:

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<sup>1</sup> Note that collusion differs from collaboration. On some projects students may be asked to collaborate (work with one another), e.g. when gathering data. However, in most cases, the final submission must be one's own.

<sup>2</sup> Please refer to IB Diploma document, "Conditions of use of GDCs in examinations"

<b>Cycle 4 (Years 7 – 8)</b>	Students will record the author, title, publisher, and year for all sources used and will include these in an alphabetised bibliography. They will also include in-text citations (author or title) for each new piece of information found
<b>Cycle 4 (Years 9 -10)</b>	Students will produce complete bibliography and in-text citations according to the APA format.
<b>Cycle 5 (Years 11 -12 / IBDP)</b>	Students will accurately use the APA style of referencing

### Roles and Responsibilities with Respect to Academic Honesty

#### Student Responsibilities<sup>3</sup>

**All students from Year 9 to Year 12 at MMS are responsible for:**

1. Ensuring that the work they submit is their own.
2. Acknowledging sources of information correctly.
3. Keeping a research diary that shows how all information has been located and collected.
4. Reviewing their work prior to submission to check that all sources of information are acknowledged.
5. Signing the Academic Honesty Declaration.

#### IBDP students at MMS are responsible for:

1. Where required, submitting their work through school approved plagiarism checking software.
2. Meeting interim and final deadlines for a piece of work to allow the teacher to make checks of authentic authorship.
3. Signing IB coversheets attesting that the work being submitted is original.
4. Providing evidence, if requested, that their work is original.
5. Signing the Academic Honesty Declaration.

#### Teacher Responsibilities<sup>4</sup>

**MMS teachers are responsible for:**

1. Clearly informing students that academic honesty is MMS policy.
2. Maintaining clear and consistent standards, requiring fully paraphrased work, in-text citations, and complete bibliographies according to year-level standards.
3. Clearly explaining that academic honesty is an essential component of learning and understanding.
4. Helping students take notes properly in order to support proper documentation and prevent plagiarism.
5. Particularly with respect to IB Assessments (e.g. Internal Assessment, Extended Essay and Theory of Knowledge assessments) checking student work for authenticity prior to final submission.
6. Notifying the relevant Head of Department and the Program Coordinator when malpractice is suspected.
7. Giving the student one more opportunity to re-submit plagiarised work by an appropriate deadline.<sup>5</sup>
8. Serving on the Academic Honesty Review Panel, when asked.

<sup>3</sup> For further support with academic honesty, students should refer to the 'MMS Student Guidelines for Academic Honesty.'

<sup>4</sup> For further support with academic honesty, teachers should refer to the 'MMS Teacher Guidelines for Academic Honesty.'

<sup>5</sup> Determined by the teacher or, in cases of externally assessed work, the IB coordinator.

9. Completing the Student Referral Form in conjunction with the IB Program Coordinator.

**IB Program Coordinator responsibilities****MMS IB Program Coordinators are responsible for:**

1. Making students, teachers and parents aware of the MMS Academic Honesty Policy and consequences for students if found guilty of malpractice.
2. Providing students with the MMS Exam Code of Conduct and the IB 'Conduct of IB Examinations' (Year 11 to 12).
3. Ensuring that all Academic Honesty Declarations are completed and collated.
4. Supporting teachers and Senior School Deputy Principal with the investigation of suspected cases of malpractice.
5. Determining the need for and assembling an Academic Honesty Review Panel, to review cases of suspected academic dishonesty.
6. Completing the Student Referral Form in conjunction with the subject teacher, so Heads of Department are informed of matters.

**Teacher-Librarian Responsibilities****The MMS Teacher-Librarian is responsible for:**

1. Working with teachers to develop research activities that discourage plagiarism.
2. Working with students to explain and reinforce proper note-taking techniques.
3. Aiding any investigation where plagiarism is suspected.

**Parents of MMS students are responsible for:**

1. Ensuring that they are familiar with the details of the Melbourne Montessori School Academic Honesty policy and able to explain this to their children.
2. Discussing the implications of the Melbourne Montessori School Academic Honesty Policy with their children.
3. Overseeing their children's adherence to academic honesty principles and providing support, as required to the School in this regard.
4. Appropriate monitoring of their children's work in the home.
5. **Not** providing, or facilitating the provision of, undue assistance to their children with school work and/or assessment tasks.
6. Providing reliable support, when required, to the school's efforts at addressing any issues of academic misconduct in which their child may be implicated.

**Conduct of IB Examinations****Instructions for Candidates:**

1. You **must** be on time for all your examinations.
2. You **must** not become involved in any unfair or dishonest practice in any part of the examination.
3. You **must** not:
  - sit an examination in the name of another candidate,
  - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other unauthorised material **is breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not talk** to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

**“The Warning to Candidates must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see”** Effective from 1 September 2014



**NO IPODS, MOBILE PHONES MP3/4 PLAYERS  
or SMARTWATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB ENABLED SOURCES OF INFORMATION**

**Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification**

***This poster must be displayed in a prominent place outside each examination room***

## Management of Academic Malpractice

### A. Investigating Malpractice<sup>6</sup>

The following steps will be taken in investigating suspected cases of malpractice for Internal Assessments:

1. The class/subject teacher and either the Heads of Department, the DP coordinator, or the Senior School Deputy Principal tell the candidate that there are concerns about the authorship of his/her work.
2. If the candidate agrees that the work is not his/her own, if time allows, and if the candidate has not signed off the cover sheet, then the work can be re-done. The timing of this is to be negotiated between teacher and student. The student's parents will be informed of the incident.
3. If the candidate continues to insist that the work is his/her own, the subject teacher should be asked to provide a statement explaining why he/she believes that this is not the case.
4. The candidate, his/her parents, the subject teacher and the coordinator should hold a meeting to discuss the situation fully. A record of the meeting will be kept.
5. The candidate will be asked to produce his or her research diary showing where the information was found and how it was properly restated.
6. The final decision on whether or not malpractice has occurred will be made by the subject teacher with guidance from the DP coordinator.
7. With work sent externally for moderation or grading, if time does not allow for full investigation and the cover sheet has been already signed off by the teacher, the candidate and his / her parents will be informed of the situation. The candidate will be asked to provide evidence that the work is his/her own – corrected drafts, work of a similar style or standard completed earlier in the subject, or a brief test on the candidate's knowledge of the work – and the subject. The DP coordinator must report the case to the IBO coordinator help desk and provide evidence that substantiates the allegation of malpractice.

### B. Consequences of Malpractice<sup>7</sup>

#### Consequences of Malpractice, as outlined by MMS:

MMS has the right to apply other consequences when dealing with malpractice internally including internal exams, tests, coursework (internal assessments) and homework. Such sanctions are listed below:

1. 1st Offence: The student will be required to re-do the work in accordance with MMS academic policy. Parents will be notified either by the teacher or by the program coordinator. The malpractice will be noted in the school records.
2. 2nd Offence: The student will be given no grade for the work without an opportunity for resubmission. The program coordinator will notify parents. The student will receive disciplinary consequences. This second malpractice offence will be noted in school records.
3. 3rd Offence: If a student is found guilty of a third breach of academic honesty, he or she will receive no grade for the relevant course. The transgression will also be noted in a teacher comment on the report card. The student will receive disciplinary consequences including an external suspension. This third malpractice offence will be noted in school records.

### **Supporting Documents**

*Academic Honesty – Student Guidelines Academic Honesty – Teacher Guidelines*

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<sup>6</sup> These are internal MMS procedures. There are formal, external procedures for IB Diploma students – these are summarized in the appendix.

<sup>7</sup> For details on sanctions that may be applied by the IB see the appendix.

**APPENDIX 1****Summary of DP Mandated Procedures****The following steps will be taking in investigating suspected cases of malpractice for IB Diploma Examinations:**

Investigations take place when either:

1. An examiner suspects malpractice and provides evidence to justify his or her suspicion, in which case the DP coordinator informs the IB that malpractice may have taken place during an examination,  
Or
2. A member of staff identifies examination material that may or may not be the authentic work of a candidate and provides evidence to justify his or her suspicion.

**An investigation of malpractice detected by an examiner outside the school will take the following course:**

1. The IB will inform the DP coordinator that a candidate is being investigated for suspected malpractice.
2. The DP coordinator will immediately inform the Head of School / Principal that a candidate is being investigated.
3. The investigation will take place immediately, although it can be delayed until after the last written examination taken by the candidate.
4. The Principal / Head of School will inform the parents of the candidate.
5. The candidate will be shown the evidence and be invited to present an explanation or/of defence.
6. The candidate will be given a copy of the Regulations and his/her attention drawn to the articles that concern malpractice.
7. The candidate will be given sufficient time to prepare a response to the allegation
8. The IBO will be provided with statements from the candidate, the subject teacher or extended essay supervisor, and the DP coordinator.
9. With a relative or friend in attendance, the candidate will be interviewed. A summary of this interview or, with the candidate's permission, the transcript will be provided to the IBO.
10. The planning and conduct of the investigation will be left to the discretion of the DP Co-ordinator, but the candidate's personal rights will be protected.
11. The candidate and his/her parents have the right to see evidence, statements, reports and correspondence related to the case, although the identity of any informant will be withheld.

**An investigation of malpractice that takes place during an IB Diploma exam at school will follow the following procedure:**

1. The candidate will be allowed to complete the exam with as little disruption as possible.
2. The invigilator will immediately inform the DP coordinator of his/her suspicions.
3. The DP Coordinator will begin an investigation immediately after the exam has ended. This will include interviewing the candidate, and taking written statements from everyone involved, including the candidate and the invigilator.
4. The DP coordinator will inform the Head of School / Principal as soon as possible.
5. The candidate's parents/guardians will be contacted immediately if the candidate is under 18, and with the candidate's agreement if she/he is over 18.
6. Any written statements pertaining to the suspected malpractice will be submitted to the relevant authority of the IBO and shared with the candidate and his/her parents.
7. The candidate will be allowed to complete all other exams in that Diploma session.
8. The IB will make the final decision as to whether or not there should be consequences.

**\*\*Consequences of Malpractice for IB Diploma students, as outlined by the IB:**

1. If the amount of plagiarism is minimal, for example sources have been cited in the bibliography but the candidate has not used some means of indicating a quotation, this is referred to as 'Academic Infringement'. Zero marks will be awarded for the assessment component where the malpractice has occurred. However, the candidate may still be awarded a grade for the subject based on other assessment components.
2. If a candidate is found to be guilty of malpractice, then no grade will be awarded for the subject. This automatically means that no Diploma can be awarded. The candidate will be permitted to register for future examinations at least one year after the session in which malpractice was established.
3. If a candidate falsifies a CAS record, no Diploma will be issued until 12 months after the examination session have passed. The CAS record will need to be correctly completed.
4. Malpractice during an examination will result in no grade being awarded for the specific subject involved.
5. If the case of malpractice is considered very serious either because of what it entails or the candidate has already been found guilty of previous malpractice, the candidate may be refused the right to re-register for IB examinations in any future session.
6. If a student / former student is found guilty of malpractice at any time after the IB Diploma is awarded, the IB Diploma may be withdrawn.

Within three months of the original decision, an appeal may be made to the Academic Honesty Review Panel in light of new factual evidence.

**Linked with the IB publications:**

The Diploma Programme: From Principles to Practice  
Diploma Programme Academic Honesty  
Effective Citing and Referencing

**APPENDIX 2**

**ACADEMIC HONESTY DISCUSSION RECORD**

**Student Name:** \_\_\_\_\_

**Program of Study:** (please circle)      **Cycle 3**      **Cycle 4**      **Cycle 5**      **IB DP**

**Initial meeting Panel Meeting Date/time:** \_\_\_\_\_

**People present:**

**Concerns discussed:**

**Process followed:**

**Evidence presented/reviewed:**

**Outcome/follow-up:**

**Staff to be informed:** *please circle relevant staff*

Classroom teacher/Advisor/IB Coordinator/School Principal/Deputy Principal

Subject Teacher/LDU/Other: \_\_\_\_\_

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Inspiring our children  
to create a better world  
with their *own* two hands