



EKOLA Bilingual High School / International High School of EKOLA School Academic Honesty Policy

§1 Terms & definitions

1. In teaching, learning and assessment, the school promotes understanding and practice of academic honesty and integrity.

2. Academic honesty is understood as a set of values and behaviours that are consistent with the IB Learner Profile as well as the school teaching priorities of educating young people in the spirit of integrity and developing responsibility for one's own work as well as respect for the work and achievements of others. This creates an academic context in which all students have an equal opportunity to demonstrate their knowledge and skills acquired during their studies in IBDP.

3. Therefore, students need to understand:
 - their responsibility for producing authentic and genuine individual and group work
 - the responsible use of information technology and social media
 - how to correctly attribute sources, acknowledging the work and ideas of others
 - how to observe and adhere to ethical and honest practice during examinations.

4. All coursework, including school internal assignments throughout the course as well as internal and external assessment works required by IB, must be authentic, based on a student's individual and original ideas, while the ideas and work of others which are used by the student are to be fully acknowledged.

5. Students submitting their work for assessment are expected to:
 - a) acknowledge their sources using a standard style of referencing in a consistent manner so that the words, ideas, illustrations and findings of a student can be clearly distinguished from the words and the work of other authors, therefore make clear which words, ideas, images, etc, are not their own, distinctly mark the in-text citations, with clear indication where the borrowed material starts and finishes;

- b) acknowledge other author's material whether copied, adapted or paraphrased;
- c) include the bibliography / the list of works cited / the reference list in which all sources cited in the text shall be listed and bear in mind that all sources listed in the bibliography must be cited or referred to in the text;
- d) consult with subject teachers and Extended Essay supervisor the quality of sources to be used prior to starting the writing process or other types of assignments.

§2 Verification procedures

1. The school provides students with safe environment for raising awareness of academic honesty. Both the IBDP coordinator and teachers are responsible for providing opportunities for students to practise and learn how to use other people's work in support of their own, including teaching the awareness of malpractice and explaining the procedures in case the academic honesty policy has been breached:

- a) it is explained in age-appropriate language how malpractice is defined by IB, in particular, plagiarism, collusion, duplication of work, misconduct during examinations, unethical behavior (e.g. inclusion of inappropriate material in any assessment, falsifying a CAS record, communication about the content of a written examination within 24 hours after this examination). The documents Academic Honesty Pamphlet and Effective Citing and Referencing are available for students on MS Teams, in "IBDP Coordination" folder. The consequences of malpractice are explained to students. Afterwards, an agreement (see the document attached) is signed by each student;
- b) in given subject lessons, teachers define for students what is an authentic piece of work and show possible examples of malpractice in their own subjects;
- c) subject teachers give students guidance on organizational and self-management skills needed while completing assignments, rigor of academic writing and effective acknowledging of sources. They recommend and regularly evaluate the way in which other authors' work is used in students' assignments (in-text citations, references, list of works cited, etc) as well as help assess the quality of sources used.

2. In the event of suspected plagiarism of Internal Assessment, TOK essays, Extended Essay or any other written assignments, the student is asked to explain the details of their work and prove their knowledge of the topic. Such a consultation takes place on a designated date in the presence of the subject teacher, IB coordinator, class tutor and psychologist/counselor with the consent of student's parent.

§3 Penalties procedures

1. In case of malpractice committed at school during the subject course, to ensure consistency and fairness when it happens, the school keeps central records of each situation and the consequences which are as follows:

a) a student who fails to adhere to the principles of academic integrity during graded written assessment (quiz, test, classwork, etc) shall receive a failing grade on the part of assessment with no opportunity for retaking it. Notification of the misconduct is reported to the class tutor and IB coordinator.

b) a repeated incident results in consequences as mentioned in point “a” as well as school senior administrator and a panel of teachers reviewing the incident. A formal written warning is issued, signed by the student, their parents or legal guardians, the teacher involved and IBDP coordinator. The incident is recorded in school electronic register in the form of negative remark on student’s conduct and shall be mentioned in the recommendation letter that the student might ask from the school.

2. In case of malpractice committed at school during the preparation of written assignments as IB Internal or External Assessment, to ensure consistency and fairness when it happens, the school keeps central records of each situation and the consequences which are as follows:

a) upon the first incident in which a student fails to adhere to the principles of academic integrity in any draft of IB Internal or External Assessment works are reported to IBDP coordinator who organizes the meeting mentioned in §2 point 2 and takes a written note of those;

b) upon the second incident of academic misconduct in case of IB Internal or External Assessment drafts, the subject teacher notifies IBDP coordinator about the fact, and the given IA / EA work is not authenticated by the subject teacher on IB Information System, which results in the student not being awarded IB Diploma in a given session.

3. Students repeatedly failing to adhere to the principles of academic integrity may be subject to disciplinary action including the mid-year or end-of-year evaluation of their conduct with “inadequate” or “reprehensible” conduct assessment grade.

Possible consequences may be different depending on a student’s background, character history and their history with regard to academic honesty, age and level of awareness (previous teaching), severity of the incident, intent or non-intent, or other factors. The school staff always keeps in mind that the cases of malpractice vary and we are always ready to adopt an individual approach, each case being recorded so that the necessary consistency is always ensured.

AGREEMENT

EKOLA Bilingual High School

INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME

STUDENT'S NAME: _____

GRADE DP1 / DP2

I agree to abide by the EKOLA Bilingual High School – Rules and Regulations for Students and I confirm that I am acquainted with the document.

I acknowledge that my failure to hand in to IBDP coordinator and subject teachers the final version of my Internal and External Assessment* works and/or Creativity-Activity-Service documentation by the deadlines defined in the calendar for the Examination Session May 2025 / May 2026 will mean a nonfulfillment of IB Diploma Programme requirements. I have been informed by the IBDP coordinator that special consideration will be given to students in cases of adverse circumstances.

I also acknowledge that I am familiar with the principles of academic honesty and ethical practice defined by International Baccalaureate and I agree to comply with them at all times. I am aware that submission of assignments that have not been completed according to academic integrity shall result in IBO taking formal disciplinary action against me and grading a given assignment with an “N”, making the award of IB Diploma impossible in a given examination session. I have acquainted myself with the School Academic Honesty Policy and I understand the consequences of malpractice in school assignments.

DATE: _____

STUDENT'S SIGNATURE: _____

* Internal Assessment in IBDP: Language A, B, ab initio Individual Oral Exams, Business Management Written Commentary and Research Project, Global Politics Engagement Activity and Extension, Psychology Experimental Study, Biology-Chemistry-Physics Individual Scientific Investigation, Mathematics Exploration, Theory of Knowledge Exhibition; External Assessment in IBDP: Extended Essay, Theory of Knowledge Essay, Language A Literature HL Essay