



VIS INTERNATIONAL SCHOOL ACADEMIC HONESTY POLICY

VIS bases its internal **Academic Honesty Policy** on the guidelines provided for by the University of Cambridge International Examinations and the IBO in the attached document entitled "Academic Honesty Guidance". The School has produced a further integrated document entitled "Educational Agreement" which is revised on a yearly basis and specifies rights and duties for all stakeholders.

Teachers, students and families are invited to carefully read through both documents and refer to them in case of doubt. Subject teachers and the Coordinator are available for further assistance on any issue that might arise. All stakeholders on the ICE and IBDP are expected to comply with the Academic Honesty Guidelines and with the Educational Agreement.

Academic honesty mainly regards issues relating to plagiarism, collusion and malpractice and regards all stakeholders.

Plagiarism is intended as using other people's work without duly citing the legitimate author.

Students are introduced to the importance of avoiding plagiarism from the beginning of their course of studies at VIS by both the Coordinator and the subject teachers.

A referencing workshop is organized at the beginning of the IBDP Year2 to provide students with the necessary technical basis for commonly accepted referencing practices.

The school is not currently equipped with a plagiarism detection software, but teachers check for plagiarism in case of suspicious work and run random checks for plagiarism when material is handed in.

Collusion is intended as a candidate using the work of another candidate as his/her own. This can occur either for Coursework/Internal Assessment components or during tests and official examinations. Teachers encourage students to collaborate with each other, but the work each candidate hands in must then be the candidate's personal work only. The issue of collusion is addressed by the Coordinator and subject teachers in several instances throughout the two years.

Appropriate internal measures are taken in case collusion is detected in class tests. Measures laid out by the University of Cambridge International Examinations and the IBO are adopted during official examinations and for examination components.

Malpractice mainly refers to disrespect of IGCSE / IB procedures and responsibilities by the Coordinator, teachers or students.

Collusion and plagiarism fall within the malpractice sphere. IB material explaining the responsibilities of teachers and students is handed out to candidates for the Extended Essay, TOK and CAS. Should a candidate, teacher or the coordinator be suspected of malpractice the school will follow the University of Cambridge International Examinations / IBO guidelines in dealing with the case. Candidates are informed that a malpractice charge might lead to the certificate / diploma not being awarded.