

Academic Integrity Policy for the IB program at Bergen katedralskole

Relevant supplementary documents:

- IB Academic Integrity Policy
- Conduct of the examinations booklet
- Reaksjoner for fusk og plagiat
- Ordensreglement
- Procedures for complaints

At Bergen katedralskole we value fairness, honesty, and effort. This academic integrity policy serves as guidance for good academic practice for students, leadership, and teachers, while also clearly stating the rules and the consequences should they be breached.

The policy will outline the principles and guidelines for specific groups in the IB community at Bergen katedralskole, such as school leadership and administration, teachers, and students. This policy is an extension of the "Reglement for fusk og plagiat" (regulation for cheating and plagiarism) and the "Ordensreglement" (rules for order and conduct). All the policies apply to the IB program, but where there is conflict this policy and the official IB Academic Integrity Policy override the others.

From the official IB academic Integrity Policy: *"As part of the IB's educational goal to award reliable, fair and recognized outcomes to our students through valid assessments, this policy has been created to ensure a common understanding of the IB's academic integrity principle. Results cannot be fair if some students have had an unreasonable advantage over others."*¹

Code of Conduct

Regulations on common code of conduct for the High schools in Vestland has been determined by the Central Committee for training and competence with a basis in law 17. July 1998 number 61 and the education Act§ 9 A- 10. (now paragraph 12 - 10).

The following section applies to all students at Bergen katedralskole and has been translated section from "Orden and Atferdsreglement" - Order and behaviour rules. Students have a duty to comply with the laws, regulations and guidelines in place at the school. At Bergen Katedralskole it is forbidden to:

Cheat or to attempt to cheat on tests or other assignments

¹ AIP

Monitoring academic misconduct

Unless otherwise agreed upon with the teacher, written assignments should be uploaded to Its Learning where they will be checked for plagiarism. Students should keep evidence of ongoing process, and be able to discuss this progress with their teacher. Teachers are expected to have a good understanding of their students' knowledge and communication style in their subject in order to monitor assignments. During test situations the subject teachers are responsible for ensuring that mobile phones and smart watches are not accessible, and desks should be moved apart if possible. On all tests it must be clearly stated in writing which equipment, or tools (such as use of calculators, online resources, textbooks etc) are permitted.

Academic misconduct consequences

Where there is reason to doubt that the student has produced the work themselves, either by plagiarizing, cheating or colluding, then the teacher will invite the student into a meeting to discuss the content of the work. The DP coordinator, or another subject teacher, can take part in these meetings. Any use of unpermitted tools or equipment in assignments or tests is considered cheating. In the event of cheating the subject teacher must ascertain if there is enough work that was produced only by the student to assess. If not then IV (not enough evidence for assessment) should be awarded for the task.

If the student is unable to explain the content and their sources, then the work will not be accepted for assessment. Depending on the circumstances, the student may be given the opportunity to resubmit the work. For work that is to be submitted to the International Baccalaureate Organization, the student may be required to re-write their work under the supervision of the DP coordinator and without internet access.

The contact teacher should be informed of any academic misconduct, or attempted academic misconduct, that involves students in their class. Subject and contact teachers should be in dialogue about whether parents or legal guardians need to be informed if the students are under 18.

Any form of cheating, disruption or collusion, during exams, or in the holding room between exam papers, will be noted in the exam log and reported to the International Baccalaureate Organization. Examples of potential consequences can be found at the end of this document in Appendix 2: Student academic misconduct. This is taken from the 18 Academic Integrity policy which supersedes the consequences in the rules and regulations that govern us as a public school in Norway.

Referencing and Research skills

All students are recommended to use APA referencing at Bergen katedralskole. Students in the Diploma Programme are given a workshop on how to reference correctly as part of the Extended Essay process. Students who have come from another education system and are used to using a different referencing system can use that as long as their teacher /extended essay supervisor approves this use. Referencing styles must not be mixed.

The librarian holds a workshop on research, and developing critical thinking skills for International Baccalaureate Diploma students each spring. Students are introduced to accessing academic research and given access to the school purchased resources, such as JSTOR. The Librarian is a resource that students are encouraged to use if they need further help with referencing or research.

Use of artificial intelligence tools

Any and all use of AI tools must also be referenced. Citations, identifying which text has come from an external source must be included everywhere ideas or text from an artificial intelligence source has been used. The in-text-citations should be in the referencing style already used in the document. In addition the reference or citation list at the end should also contain the prompt given and the date the text was generated. See "AI teaching with AI tools" International Baccalaureate Organization 2023 on Its Learning.

The School Leadership and administration

It is the responsibility of the school leadership to ensure that the IB program at the school is in compliance with all regulations from the IB.

The leadership at the school is responsible for

- having an academic integrity policy, with scheduled plans for reviews and updates
- teaching students about academic integrity from the start of their education
- ensuring that teachers, support staff, students and parents and legal guardians have a common understanding of the IB's expectations with regard to academic integrity. This includes what constitutes student academic misconduct and school maladministration, and the possible consequences.
- Being responsible for investigation and holding individuals who have engaged in academic misconduct accountable.
- immediately notifying the IB of any breach in the procedure for the storage of IB exam materials or the conduct of the exams, in accordance with the procedures described in programme-relevant documents

- supporting the IB in any investigation into possible student academic misconduct and/or possible school maladministration, following guidance provided by the IB.
- Conducting the exams in accordance with the guidelines presented in the “conduct of examinations booklet”.

Teachers

The IB teachers at Bergen katedralskole should have a good understanding of the regulations, policies, and subject guides, so that they in turn will be able to offer support to their students learning about academic honesty. The teacher’s role is to help the students develop a conscientious and responsible attitude to their learning process, allowing them to understand the ethical implications of all scholarly work.

Students need time and support to gradually develop, for example, the technical skills to correctly reference a piece of work, how to produce genuine and authentic work or how to conduct research in a responsible and ethical manner. By creating a supportive environment, teachers can ensure that their students are properly prepared to complete their education and meet the assessment requirements of the IB. Focusing on processes for managing academic integrity incidents, IB teachers must support their school and programme coordinators and are also responsible for:

- ensuring that students have a good understanding of the expectations and guidelines of their subject (s)
- ensuring that students understand what constitutes academic misconduct and its possible consequences
- planning a manageable workload so students can allocate time effectively to produce work according to IB expectations
- giving feedback and ensuring students are not provided with multiple rounds of editing, which would be contrary to instructions described in the relevant subject guides
- ensuring that all student work is appropriately labelled and saved to avoid any error when submitting assessment to the IB
- developing a plan to cross-reference work across multiple groups of students when they are preparing to submit final pieces of work for assessment in order to prevent collusion
- keeping electronic copies of students’ past work for three years in case a plagiarism check is required
- responding to student academic misconduct and supporting the school’s and IB’s investigations
- responding to school maladministration and supporting the school’s and IB’s investigations.

Students

The IB students at Bergen katedralskole are expected to attain the necessary values and knowledge about the academic integrity standard set by the IB. The teaching and non-teaching staff will guide the students during their process, but it is important that the students recognize that they have an independent responsibility to comply with the requirements. IB students at Bergen katedralskole must support their school, programme coordinators and teachers and are expected to:

- have read and have a good understanding of their school's and the IB's policies
- complete all assignments, tasks, examinations and quizzes in an honest manner and to the best of their abilities
- give credit to used sources in all work submitted to the IB for assessment in written and oral materials and/or artistic products
- Limit help from friends, family, other students, private tutors, essay writing or editing services, pre-written essay banks, or file-sharing websites when completing or editing your work to ensure that the work you submit is entirely your own.
- abstain from giving undue assistance to peers in the completion of their work
- recognize that they are accountable for actions and behaviours online, and show a responsible use of the internet and social media platforms
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- **Exams:**
 - o Attend the exam workshops arranged by the school, recognizing that important information about the conduct of the examinations and the relevant regulations will be explained there.
 - o Do not discuss IB examinations and questions for a 24-hour period after the examination concludes, to respect students who may not yet have finished their examination.
 - o not clicking on links or in other ways getting hold of potentially illegitimately leaked exam content.
 - o not sharing or in any other way expose other students to potentially illegitimately leaked exam content.

Students are expected to respond to acts of student academic misconduct or school administration and report them to their teachers and/or programme coordinators

For specific rules and consequences for academic misconduct, please see "Appendix 2: Student academic misconduct" to the official IB Academic Integrity Policy.