

# DP Academic Integrity Tracking

**"I would prefer even to fail with honor than to win by cheating"**

*Sophocles*

**When a student is caught committing any of the below misconduct:**

**The subject teacher suspecting academic malpractice will discuss this with the student, to ascertain whether malpractice has taken place.**

**collusion**

**duplication of work**

**plagiarism**

**unfair practice**

**1st**

If genuine error - subject teacher clarifies with student, the correct procedures to be followed. Teacher sends an email to Student Support Services team member, coordinator and subject HOD. No further action required.

If malpractice is evident - teacher notifies the Student Support Services team member, coordinator and the subject HOD. Subject teacher clarifies whether this is first malpractice offense and will need to check student's personal files with the Student Support Services team member.

If **FIRST** offense of malpractice - teacher speaks to student and guides him/her into the correct procedures to adhere to academic honesty practices. Teacher writes an email home (cc'ing homeroom teacher, coordinator, subject HOD, the Student Support Services team member and Secondary Secretary (who will place the email in student file). Student will be given a zero, and will need to redo the assignment, for which the teacher will give a formative feedback only.

**2nd**

If **SECOND** offense of malpractice (irrespective of subject), the Student Support Services team member and the subject teacher arrange a meeting with parents or guardians. The Secondary Principal is notified. A zero will be given on the assignment. The note from student file will be communicated in the university application process.

**3rd**

If **THIRD** offense of malpractice, the Student Support Services team member arranges a meeting with the Secondary Principal and parents or guardians. The student will be withdrawn from his/her IB candidate status. School Director would be consulted to determine the student's enrollment at school.

ISB and its teachers are encouraging academic integrity by

- Having a referencing system for formal citations.
- Teaching academic writing skills and providing students with detailed guidance of academic writing and referencing systems.
- Monitoring the writing process.
- Inviting students to seek for clarification when unsure.
- Supporting students to develop their self-management strategies to avoid procrastination and divide tasks into smaller and manageable task.