

Winston Churchill High School Academic Integrity Guidelines & Expectations

“It is our job to help students develop into ethical individuals who would not consider cheating. Of course, it is also our job to catch those students who, despite our efforts, choose to make unwise decisions.” (borrowed and adapted from: IBO News Item May 15-2003; George Mason University Honor Code; Lexington High School Honor Code)

It is important that the work students are credited for at Winston Churchill High School is indeed their work and has been created under acceptable conditions with the use of appropriate resources. With this basic principle in mind, the following is intended to provide all members of the school community with the information needed to ensure individuals do not engage in activities that bring into question their academic integrity.

Violations and Consequences

Violations of any of the rules, expectations or definitions included in this document will result in academic disciplinary measures that may include, but are not limited to: **reduction in marks** awarded, **removal from the course(s)** in which the violation(s) occurred or **recommendation for expulsion** from Winston Churchill High School.

Issues of Academic Malpractice concerning *International Baccalaureate students* will also be dealt with in accordance to the Guidelines set forth by the International Baccalaureate Organization in their publication, “Academic Honesty” (August 2009, updated July 2011). Disciplinary measures may include but are not limited to: a **reduction in marks**, **removal from course(s)** in which the violation(s) occurred, **removal from the International Baccalaureate Program** or **recommendation for expulsion** from Winston Churchill High School.

Electronic Devices and Testing Situations

Alberta Education Policy states: *Students may not bring any headsets, digital audio players, cell phones, pagers, or other electronic devices into the examination room. No hand-held electronic dictionaries and no electronic or paper templates and/or graphic organizers are allowed. Students may not bring prohibited calculator materials into the examination room.*

All testing situations at Winston Churchill High School will follow the Alberta Education Policy with respect to the use of electronic devices. Violations may result in a mark of zero (0) until academically honest work can be completed, or in certain situations, a permanent mark of zero (0) for the assessment in question. Electronic devices of any kind, with the exception of calculators approved by the classroom teacher, are not allowed into any examination session, with consequences for violation being applied regardless of whether any attempt is made to use the devices.

International Baccalaureate Policy states: *... a candidate is likely to be found guilty of malpractice if unauthorized material (for example, an electronic device other*

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than a permitted calculator, notes, a mobile/cell phone) is taken into an examination, regardless of whether any attempt is made to use that material.

Testing Misconduct/Malpractice

During any examination/test session at Winston Churchill High School, students may face consequences as stated above for violation of examination/testing rules. Testing Misconduct/Malpractice includes, but is not limited to:

- Accessing an examination, parts of an examination or information about an examination prior to the examination session.
- Violating the regulations and expectations regarding electronic devices and testing situations described above.
- Referring to, looking through or working on any examination or examination section other than during the timed testing period for that examination session.
- Using any prohibited aids.
- Leaving the examination room without permission.
- Attempting to remove from the testing room any part of the examination or notes related to the examination.
- Copying from another student or a published work.
- Attempting to give or receive assistance, or otherwise communicate through any means with another person about the examination during the writing session.
- Attempting to write an examination for another person.
- Creating a disturbance during the examination session.
- Using testing accommodations that have not been approved.

(Adapted from “AP Bulletin for AP Students and Parents 2011-2012”)

Academic Honesty and Integrity References and Guiding Principles

The following have been used as guiding principles and references for defining misconduct/malpractice and academic honesty and integrity, but is not to be considered all inclusive or definitive.

Academic Integrity is not unlike a professional code of ethics for students. In its simplest form, it means that students do not cheat on exams, do not do another student’s work, do not falsify data or what someone else said or wrote, and give credit to those who originated the ideas and thoughts students incorporate into their work.

The International Baccalaureate Organization refers to *Academic Honesty* occurring when an authentic piece of work is one that is based on the student’s individual and original ideas with the ideas and work of others fully acknowledged. Therefore, all assignments, written or oral, completed by a student for assessment must wholly and authentically use that student’s own language and expression. Where sources are referred to, whether in the form of direct quotations or paraphrase, such sources must be fully and appropriately acknowledged. *Academic honesty* must be seen as a set of values and skills

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that promote personal integrity and good practice in teaching, learning and assessment. It is influenced and shaped by a variety of factors including peer pressure, culture, parental expectations, role modelling and taught skills. Although it is probably easier to explain to candidates what constitutes academic *dishonesty*, with direct references to plagiarism, collusion and cheating in examinations, whenever possible the topic must be treated in a positive way, stressing the benefits of properly conducted academic research and a respect for the integrity of all forms of assessment for the Diploma Programme.

Although candidates must be taught to appreciate the merits of academic honesty, there must be no uncertainty over the consequences of acting in a dishonest manner or failing to observe the standard academic practice of acknowledging the work of another person. To do so would be a breach of the general regulations and constitute malpractice.

Rutgers University provides the following definitions

(borrowed and adapted from “*Academic Integrity Policy – Effective September 1, 2011*” http://academicintegrity.rutgers.edu/files/documents/AI_Policy_9_01_2011.pdf, January 30, 2012):

1. **Plagiarism:** Plagiarism is the use of another person’s words, ideas, *representations (WCHS addition)* or results without giving that person direct credit. To avoid plagiarism, every direct quotation must be identified by quotation marks or by appropriate indentation and must be properly cited in the text or in a footnote. Any questions about what constitutes plagiarism should be discussed with your teacher.
2. **Cheating:** Cheating is the use of inappropriate or prohibited materials, information, sources, or aids in any academic exercise. Cheating also includes submitting papers, research results and reports, analyses, etc. as one’s own work when they were, in fact, prepared by others. The use of books, notes, calculators, cell phones, prohibited devices or materials, copying another student’s work during a quiz or examination or acquiring a copy of an examination from an unauthorised source prior to a quiz or examination is also considered cheating.
3. **Fabrication:** Fabrication is the invention or falsification of sources, citations, data, or results, and recording or reporting them in any academic exercise. This includes citing sources that do not exist, making up or falsifying evidence or data or other source materials, falsifying research papers or reports by selectively omitting or altering data that do not support one’s conclusions or claimed experimental precision.
4. **Facilitating of Dishonesty:** Facilitation of Dishonesty is knowingly or negligently allowing one’s work to be used by other students without prior approval of the instructor or otherwise aiding others in committing violations of academic integrity. Such students can be considered to be as culpable as the student who receives the impermissible assistance, even if the facilitator does not benefit personally from the violation.

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Northwestern University suggests “*Eight Cardinal Rule of Academic Integrity*”.
(<http://www.northwestern.edu/provost/students/integrity/rules.html>, January 30, 2012)

1. **Know Your Rights.** Do not let other students in your class diminish the value of your achievement by taking unfair advantage. Report any academic dishonesty you see or believe has occurred.
2. **Acknowledge Your Sources.** Whenever you use words or ideas that are not your own when writing a paper, use quotation marks where appropriate and cite your source in a footnote, and back it up at the end with a list of sources cited.
3. **Protect Your Work.** In examinations, do not allow your neighbors to see what you have written; you are the only one who should receive credit for what you know.
4. **Avoid Suspicion.** Do not put yourself in a position where you can be suspected of having copied another person's work, or of having used unauthorized notes in an examination. Even the appearance of dishonesty may undermine your teacher's confidence in your work.
5. **Do Your Own Work.** The purpose of assignments is to develop your skills and measure your progress. Letting someone else do your work defeats the purpose of your education, and may lead to serious penalties against you.
6. **Never Falsify a Record (or permit another person to do so).** Academic records are regularly audited, and students whose grades have been altered put their entire transcript at risk.
7. **Never Fabricate Data, Citations, or Experimental Results.** Many professional careers have ended in disgrace, even years after the fabrication first took place.
8. **Always Tell the Truth When Discussing Your Work with Your Instructor.** Any attempt to deceive may destroy the relationship between teacher and student.