



SOPHIA
MUNDI

The Inner City Steiner School P-12

ACADEMIC HONESTY POLICY

Table of contents

Introduction	3
Associated principles.....	3
Academic Dishonesty and Malpractice	3
Prevention of Academic Dishonesty.....	4
Cheating, collusion and plagiarism.....	4
Procedure for Investigating Suspected Cases of Academic Dishonesty	4
The Consequences of Academic Dishonesty	5
The responsibilities of staff, students and parents.....	5
Appendix 1	6
Assessment Task Cover Sheet.....	6

Introduction

The Senior School's academic policy framework provides students and other members of Sophia Mundi Steiner School's (SMSS) community, with information about our approach, attitude and procedures for a range of academic and student administration matters.

Associated principles

SMSS is committed to improving and developing itself in line with its core philosophy and with the focus of providing the best possible education for all the students in its care. Part of this commitment must extend to ensuring that all of our student assessments and our reporting meet the highest standards.

Sophia Mundi Steiner School recognizes the ongoing role of communication between teachers and parents concerning the well-being and academic progress of the students attending the school. It is to this end, that academic honesty is inherent in all aspects of a human being: values, personal integrity, role modeling and respecting cultural differences. These attributes must be evident and up held to the highest possible level at SMSS through taught skills and experiences. Specialist teachers, class teachers and Guardians report on each student's learning outcomes independently, to contribute to a complete picture of the student's achievement and experience.

Academic Dishonesty and Malpractice

Although the following list is not exhaustive, academic dishonesty can, in general, take several forms:

- **Plagiarism:** claiming authorship of someone else's work, (intentionally or otherwise), is a serious misdemeanour and attracts severe penalties which is further outlined in the college handbook.
- **Copying:** taking work of another student, with or without his or her knowledge and submitting it as one's own.
- **Exam cheating:** communicating with another candidate in an exam, bringing unauthorised material into an exam room, or consulting such material during an exam in order to gain an unfair advantage.
- **Duplication:** submitting work that is substantially the same for assessment in different courses without the consent of all teachers involved
- **Falsifying data:** creating or altering data that have not been collected in an appropriate way.
- **Collusion:** helping another student to be academically dishonest

Prevention of Academic Dishonesty

SMSS, in line with IBO recommendations and practice, may submit random or selected pieces of work to external bodies for verification and evaluation of sources. Whenever possible, students should be able to submit electronic copies of any work to either the teacher or the relevant teacher for such verification at any time. It is recommended that students keep all rough notes and drafts that they produce in preparing work for submission to teachers or examiners in order to be able to defend themselves against charges of malpractice.

Prevention of malpractice is 'taught' from an early age at SMSS through staff understanding pedagogical and human development, personal integrity, role modeling and respecting cultural differences.

Cheating, collusion and plagiarism

All work in each individual assessment (IA) task must be the work of the student. Students are not permitted to submit for marking / rating, as original, any work which contains:

- Identical material to the work of another person (eg. another student, a parent, a tutor)
- Identical material to a published work unless the source is acknowledged in referencing.
- Students must not cheat (i.e. engage in a dishonest act to gain unfair advantage)
- In Senior School, all students are required to complete an Assessment Task cover sheet where it is a requirement to sign that they have understood this policy (see appendix 1)

Procedure for Investigating Suspected Cases of Academic Dishonesty

If a teacher, or another member of staff, suspects that a student may have engaged in cheating, collusion or plagiarism and breached the school's standards of academic honesty the matter will be referred to the faculty through the IB coordinator or the Principal. Together they will investigate the matter, and will inform the student of the concerns of the teacher. As part of this process the student will be provided with the right of reply. If it is demonstrated beyond reasonable doubt that the student has cheated, colluded or plagiarised then a mark of zero will be given. It is the responsibility of the IB coordinator to send a report to the coordinators help desk (help@ibo.org) to inform the IBO of the breach. This reporting is only relevant to Diploma students.

If repeated transgressions occur, parents will be notified. If it cannot be shown that there is work which is clearly inappropriate the student will be found not guilty of dishonesty and no record will be kept of the matter. If, on the other hand, it *can* be shown that inappropriate work has been submitted, the IB Diploma Coordinator will make a recommendation to the Principal as to whether or not the case is one of academic dishonesty, or of an academic infringement. Again in line with the IBO's policy and practice, the determining difference between these two possibilities will be one of intent. The Head of Senior School or Principal, in consultation with the IB DP Coordinator, will decide the outcome of the case.

The Consequences of Academic Dishonesty

Any student who has been found to be academically dishonest in any of the above ways, or otherwise, will have a record of this put into their student file, and this will be communicated to the student's parents. If the work has been submitted as an official piece of IB DP coursework, it will not be accepted, but, if there is time for him or her to do so before the school's internal deadline for this work, the student will be allowed one chance to resubmit another piece of work in its place. If there is not time for the student to produce new work, he or she will normally not receive a grade for that subject and will therefore not receive an IB Diploma.

A second violation – in any subject - will result in the matter being referred to the school's Principal who in conjunction with the IB coordinator and parents will consider the student's removal from the relevant IB curricular programme at SMSS and/or his or her being disallowed from being able to take an IB certificate in that subject. In addition the student may not receive credit towards any other course s/he is currently undertaking at SMSS. Other disciplinary action may also be considered by the Principal. If a student submits work to the IB which is later recognized as having been produced dishonestly, the IBO will not award a Diploma to that student.

Where plagiarism occurs in an Independent Project (Vocational/VCAL graduating pathway), parents are involved immediately and re-submission is required. If re-submission is not at a sufficient standard a fail will be recorded.

The responsibilities of staff, students and parents

- All SMSS High School staff, students and parents should make sure that they are aware of the contents of this policy and what academic honesty and dishonesty both mean. They should also make themselves aware of the consequences of academic dishonesty.
- Parents should speak to their children about the need to be honest and why it is important to be so in terms of academic progress.
- Teachers should explain what this policy means to students in the specific terms of the work that they are asking students to produce. They should also speak to students regularly during the drafting of work, when the student/teacher interaction is more collaborative than evaluative. They should also model good practice and be vigilant with marking..
- Coordinators and Heads of School should ensure that academic honesty and dishonesty is explained to staff, students and parents at relevant times, giving examples of both good and bad practice where possible. They should investigate any suspected breaches of the standard in an open and fair way. Their recommendations to the principal should be clear and reasoned.
- Students should recognize that they are ultimately responsible for their own work and that the consequences of any breaches of the standard of academic honesty will be theirs alone. They should speak to teachers regularly about their work and show drafts of it at various stages in the production process. They should ask teachers for advice if they are at any time unsure of what they have done in relation to referencing sources.

Appendix 1

Assessment Task Cover Sheet

Assessment Task Cover Sheet

Sophista name: _____ Student ID: _____
Teacher Name: _____ Course: _____
Unit: _____ Assessment task: _____
Due Date: _____

I understand the policies on plagiarism of Sophia Mundi Science School. I certify that:

- (a) the work that I have submitted is my own work and has not been submitted for assessment before;
- (b) I have kept a copy of this assignment and all relevant notes and reference material that I used in the production of the assignment;
- (c) I have given references for all sources of information that are not my own, including the words, ideas and images of others.

Student Signature/s: _____ (for hand copy submissions)
Sophista name (printed): _____
Date Submitted: _____

Were you granted an extension? Yes / No (circle)
If yes, attach completed Extension Approval behind this sheet


This sheet must be attached to your completed Assessment Task before handing in.
Students are reminded that:

- extensions of time must be applied for in advance to the subject teacher,
- they must retain a second copy of any Assessment Task completed at home, there are significant penalties for late or non-submission of an Assessment Task.

RECEIPT OF ASSIGNMENT

Students to complete all details with (*), then remove and keep as proof of submission after the teacher has signed.

Students name (*): _____ Student ID (*): _____
Teacher Name (*): _____ Course (*): _____
Unit (*): _____ Assessment task (*): _____
Due Date (*): _____ Date and time received: _____
Received By (*): _____ Signature: _____



SOPHIA MUNDI (Australia)
19 MARY, Margaret Graham
1 St Helens Street, Melbourne/Victoria 3007 Australia
T: 03 9479 9279 F: 03 9479 0215 E: enquiries@sophiamundi.vic.edu.au www.sophiamundi.vic.edu.au
© 2016 Sophia Mundi