Warwick Academy

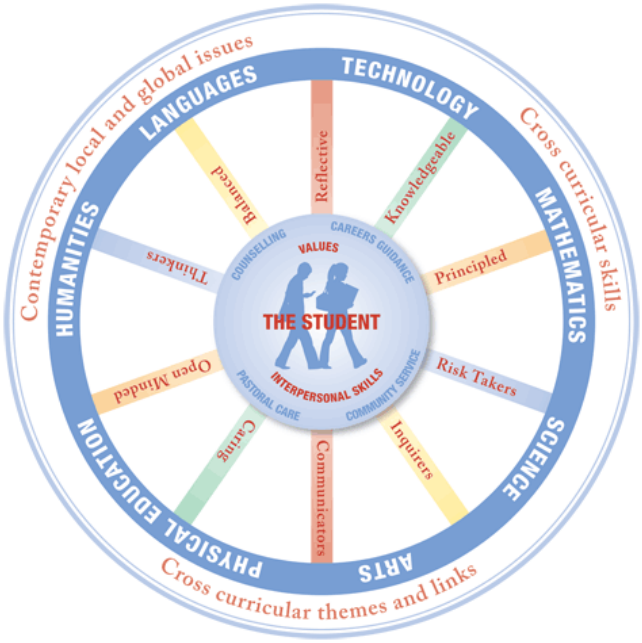
'so much more than a place to learn'

Academic Integrity Policy

MISSION STATEMENT

Building on centuries of excellence, we provide an international educational environment designed for our diverse student body. Our innovative curriculum is delivered with a commitment to personalised pastoral care and enhanced by a dynamic co-curricular programme. We strive to create a culture of collaboration so that our students can become lifelong learners, global thinkers and successful leaders.

CURRICULUM MODEL



NOTES
Dated: April 2026
Staff involved: SJ, MT, RSO, RW, FW, SSI
To be reviewed: May 2028

Philosophy

Warwick Academy expects students to be honest in all realms of their academic school life. This policy defines our expectation regarding the morals and ethics of plagiarism and student ownership of work, particularly as they approach research at the International Baccalaureate level. We seek to educate students in the correct and ethical practice of acknowledging and using the work of others, the concept of intellectual property and the critical factor of recording the ideas of others in various formats. We do this in two ways: we teach the ethics and the workings of documentation and ensure students adhere to their responsibilities regarding accountability for correct citation practice. The fundamentals of this policy are honesty, trust, fairness, respect and responsibility.

We acknowledge that plagiarism is unethical and will not be accepted.

With all work, students are expected to follow the rules and regulations of the Warwick Academy Academic Integrity Policy including the rules and regulations set by external examination bodies such as the IBO, BTEC, IGCSE Cambridge and I/GCSE Edexcel. Refer to these examination bodies for their policies on specific practice, including student conduct in examinations.

Responsibilities

Students
All students will:

- Develop and use research skills in accordance with the Academic Integrity Policy
- Evaluate the reliability and usefulness of resources
- Respect the work of others by referencing all sources, including AI generated content, correctly in all presentations, written and oral
- Unless specifically directed by a teacher, use proper MLA format and citations. (MLA format should be used when citing AI generated content in the context of the IB Diploma programme).
- Follow the rules and regulations of the Warwick Academy Academic Integrity Policy including the rules and regulations set by external examination bodies such as the IBO
- Act honestly in their production of work and usage of AI

Teachers
All teachers will:

- Provide the instruction and outline the suggested recommended practice as they teach work requiring citation
- Provide support and guidance in order for students to be able to ethically research, with confidence, academic integrity and honesty, when submitting work based on research

- Attend training and review provided documentation to ensure they are competent and confident as they support student learning with regards to academic honesty and integrity in research
- Encourage students to be academically honest when using information from quotation, summary or paraphrase and in any format e.g. visual, written or oral
- Follow the rules and regulations of the Warwick Academy Academic Integrity Policy fairly including the rules and regulations set by external examination bodies such as the IBO
- Set all IB assignments in Managebac with plagiarism checking software (Turnitin) enabled.

School

The school will:

- Develop and maintain a safe environment for students to explore their understanding of how knowledge is developed and to practice academic honesty. This is in recognition of the IB definition of "what academic honesty is: making knowledge, understanding and thinking transparent." (Academic honesty in the IB educational context, 1)
- Ensure staff are trained in academic honesty and supported through departments to ensure consistency with this policy and its fair application
- Provide all students with training and supporting documents to ensure they have the tools to meet the expectations of this policy
- Through communication of this policy, on the VLE and through school meetings, promote parental awareness of academic honesty. In accordance with the Language Policy, will ensure that communication is adapted to allow for clarity regardless of cultural or language difference of anyone in the school community
- Arrange regular review of this policy and its connections to other pertinent policies (i.e. Assessment Policy, Language Policy, etc.)
- Follow the rules and regulations of the Warwick Academy Academic Integrity Policy including the rules and regulations set by external examination bodies such as the IBO

Parents

Parents will:

- Through communication from the school, through the VLE and school provided meetings, be aware of the policies governing their child's academic work
- Support students by recognizing the students' responsibility for their own work
- Support student engagement and responsibility as described in examples in this document as well as other supporting documents

<u>Provisions for Education and Support</u>

Our school will be explicit in the teaching of MLA format for citations and bibliography/works cited:

- Mandatory citation clinics will continue to offer Y12 and Y13 students the opportunity to practice citing a variety of sources including AI generated text and images, at the start of the school year.

- Private research consultations provided to students through the Library will contain a citation component and instructions on the ethical use of AI generated work.
- Multiple copies of official citation guides will be available from the Library.

This is to ensure academic honesty through transparent use of ideas and works of another in any form in any schoolwork. It is our intention that this will develop an understanding of the importance and value of academic integrity in all aspects of life.

Plagiarism - definition

Plagiarism is taking credit for someone else's work and/or ideas.

For example:

- Copying directly from another's work and claiming it as your own.
- Omitting citation within the body of the work.
- Lack of consistency between citations within the body of the work and the Works Cited.
- Paraphrasing and summarizing another's work without acknowledgement.
- Copying or permitting another student to use your work, including an electronic files in order to submit it as their own.
- Collaborating on assignments with shared information and claiming it as your own.
- Claiming AI generated content as your own.

Plagiarism can be avoided by:

- Handing in your own work.
- Following Modern Language Association guidelines and recommendations for citation, for both quotation and works cited. When citing AI generated content, students must clearly reference the AI tool in the body of their work and add it to the bibliography. The in-text citation should contain quotation marks using the MLA referencing style and the citation should also contain the prompt given to the AI tool and the date the AI generated the text. The same applies to any other material that the student has obtained from other categories of AI tools—for example, images.
- Not waiting until the last minute for correct citation and accurate and completed works cited list.

School Maladministration – Definition

The IB defines school maladministration as an action by an IB World School or an individual formally associated with an IB World School that infringes IB rules and regulations, and potentially threatens the integrity of IB examinations and assessments. It can happen before, during or after the completion of an assessment component or completion of an examination (IBO 19).

Examples of this include (but are not limited to):

- A subject teacher providing excessive assistance to their students during coursework production by providing templates or framework and/or providing multiple edits to the work.
- In the context of IA, a Language A, B and Ab initio, a teacher rehearsing the final internal oral assessment before the final exam. A teacher using the same texts and extracts selected by the student (language A), or stimuli selected by the teacher (Language B and ab initio) for both practice and the final internal assessment. A teacher recording the final internal oral assessment more than once and submitting the best recording for final examination.
- Additional time granted to students on exams without authorization from the IB.
- Insufficient number of and/or poorly trained invigilators for IB exams.
- Failing to monitor student bathroom visits during IB exams.
- Any non-compliance with the most recent version of conduct of examination rules, including unsecure storage of examination materials.

Responsibilities

All members of the school community share the responsibility of maintaining a high level of academic integrity.

Misconduct

The IB defines student academic misconduct as deliberate or inadvertent behaviour that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment. Behaviour that may disadvantage another student is also regarded as academic misconduct. It also includes any act that potentially threatens the integrity of IB examinations and assessments that happens before, during or after the completion of the assessment or examination, paper-based or on-screen (IBO 22).

During the writing time of the examinations, students can also engage in acts of academic misconduct, which may range from the possession of banned items such as notes, mobile phones and other IT equipment, to the exhibition of disruptive behaviour. Equally, students may not attempt to answer examination questions and instead invest their time writing offensive or obscene and/or irrelevant comments. Assisting other students in the same or a different school to commit academic misconduct also represents a serious offence.

Another inherent risk that is affecting the student community is the use of social media platforms on the internet. With very good intentions, student communities organize study groups in which they share review materials and strategies to better prepare themselves for the final examinations. However, there is a risk that participants of those groups obtain and share examination materials, that is, live examination content or coursework that has reached the internet through fraudulent practices.

Students should be reminded about the responsible use of social media; everything that is posted or shared online leaves a digital footprint behind and can become public. Even conversations considered private such as the ones taking place in closed groups on social media platforms have the potential to be shared by any member of that group. All IB students are expected to inform their school administrators and programme coordinators immediately if an act that compromises the integrity of the examination is identified, and are trusted to act in accordance with this policy when outside of school.

Misconduct during an IB examination – for example, taking unauthorized material into an examination, behaviors that disrupts the examination or distracts other candidates, or communicating with another candidate. Disclosure of information to and receipt of information from candidates about the content of an examination paper within 24 hours after a written examination via any form of communication/media is also regarded as misconduct.

Internal Response Structure to Suspected Plagiarism

IBDP Years Warwick Academy fully supports IBO Rules and Regulations. Students and parents agree to abide by both the Warwick Academy Academic Integrity Policy in conjunction with the IBO Rules and Regulations.

- Teacher meets with student to gather information and HOD and SMT where relevant.
- If needed, teacher will review this policy document with student and redirect to citation guide. In addition, consult the IBO Rules and Regulations.
- Student resubmits work.
- HOY&HOD notified.
- Deputy Principal: Curriculum notified.
- Teacher awards plagiarism demerits if appropriate or work infraction.
- Parent notified through demerit system via email.

In the event of additional cases, ISS, OSS, failure of a section of a course may be considered. Any infraction will be considered in an annual context.

Subsequent consequences for misconduct are found in the Academic Integrity document of 2019 that the IBO has laid out within the penalty matrices in Appendix 1 (27).

Procedures for dealing with Policy breaches by Schools:

Cases of possible school maladministration are reported to the IB by external stakeholders such as examiners, programme coordinators, teachers, whistle-blowers and school visitors or are identified by the IB through samples of work, review of responses to examination papers, or after an inspection. If required, the IB will carry out further investigations into the work submitted by the student(s) affected by the incident in accordance with the IB's policies on complaints and whistle-blowing.

- The person responsible for the investigation must submit a full report to the IB, using the form School staff statement (suspected maladministration) within ten working days of receipt of the notification.
- The person responsible for the investigation (head of school, IB programme coordinator or party designated by the IB) is responsible for communicating the investigation to all parties involved in a timely manner.
- Individuals under investigation must be provided with the opportunity to respond in writing to the allegation using the templates provided by the IB (IBO 47), and an interview should also be conducted in the presence of witnesses from both parties.
- Components of the investigation report can be found in the IBO 2019 Academic Integrity Policy (IBO 20).

- After review of the report at the IB Global Centre, the Head of School and IB Programme Coordinator will be informed whether or not the assessment process was compromised within their school. In the event the IB determines that the assessment process has been compromised, possible further actions and/or sanctions will be applied, as described in the "Penalty matrices" (IBO 27)
- Additional mechanisms and approaches are available in the event the first investigation into an alleged case of maladministration is found to be unsatisfactory (IBO 21).

Integrity Policy Implementation, Evaluation and Review

This policy must be read and understood alongside the schools Learning Enrichment (SEN), Assessment and Language policies.

The Academic Integrity Policy committee will meet annually to review the policy for minor changes. Full review of the policy will occur every five years or upon significant change in the school's or IBO's academic honesty protocols/procedures, the development of new ideas for instruction in academic honesty and/or the result of research and data analysis as noted by the committee.

The document is communicated to the whole school community as follows:

- It is posted on the School Website
- It is included to the School IB DP Prospectus
- It is introduced to IB student during IB Research Workshops
- It is placed in the Staff Handbook and referenced in Department Handbooks.
- Parent/ Pupil access to the document through the schools virtual learning environment (FIREFLY).

The Committee responsible for this document are:

- Principal: Mr. D. Horan
- Head of Secondary: Mr. M. Thorpe
- Deputy Head: Curriculum Mrs. R. Sousa
- Head of Sixth Form: Mr. R. Woods
- Director of Sixth Form Studies (IB Co-ordinator): Mrs. S. Jackson
- Librarian: Mrs. F. Wolffe
- Extended Essay Coordinator: Mrs. S. Sinclair

Works cited:

International Baccalaureate Organisation. *Academy Integrity Policy*. 2023. Cardiff, October 2019. 18 May 2023. <https://ibo.org/globalassets/new-structure/programmes/shared-resources/pdfs/academic-integrity-policy-en.pdf>.

Modern Language Association of America. "How do I cite generative AI in MLA style?" 2023. *MLA Style Center.* 18 04 2023. <https://style.mla.org/citing-generative-ai/>.