

Academic Integrity Policy NTI Gymnasiet Skövde

The IB Mission Statement

“The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.”

www.ibo.org

NTI Gymnasiet Skövde, Academic Integrity Policy and the IB Learner Profile

NTI Gymnasiet Skövde (formerly ITgymnasiet i Skövde) was founded in 2001 and was granted authorization as an IB World School in 2004. NTI Gymnasiet Skövde has 4 programmes; three national Swedish programmes related to IT and technology (Technical Programme, Electric & Energy Programme and Technical 4th Year) and the International Baccalaureate (IB) Programme. Although the school follows two differing educational systems, both systems share a common pedagogical base of academic integrity in all areas of study.

At the centre of the IB Diploma programme is the IB Learner Profile. IB Learners strive to be inquirers, knowledgeable, thinkers, communicators, open-minded, caring, risk-takers, balanced, reflective and principled. Under ‘principled’ we find the following text: “We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.”

Therefore academic integrity, the respect for the ideas and work of others, is central to the values and standards of the IB Mission Statement, is one of the ten attributes of the IB Learner Profile and is a vital building block in the sound foundation of an IB education as it is in all educational systems.

Academic Integrity

What is academic integrity? The IB defines academic integrity as the following:

Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic, and honest scholarly work.

At NTI Gymnasiet, academic integrity is a cornerstone to our approach to teaching and learning. Academic integrity is shown when students learn to take the responsibility for their own learning and the work they themselves produce, and to give recognition to the work and ideas of others. This may be a challenge for many students but nevertheless an important line to be drawn for their diploma studies but also to prepare them with a principled approach to further studies in the academic world.

What is school maladministration?

The IB defines school maladministration as an action by an IB World School or an individual 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.

Categories of school maladministration include the following:

- For coursework, when a teacher provides excessive assistance during coursework production and equally if a teacher provides multiple edits to course work.
- In an examination, when a school administrator or invigilator contravenes the regulations set out in the *Conduct of Examinations* booklet. For example, additional time is granted without authorization, failure to monitor bathroom visits, failure to check calculators and that too few or untrained invigilators are present at exams or that a subject teacher enters the examination hall and assists their students.

What is student academic dishonesty or 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. This includes behaviour in school, out of school and online.

Academic misconduct includes

- Plagiarism – this is defined as the representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgement.
- Collusion – this is defined as supporting academic misconduct by another candidate, for example, allowing one's work to be copied or submitted for assessment by another
- Duplication of work – this is defined as the presentation of the same work for different assessment components and/or DP core requirements.
- Misconduct during an IB examination (for example, taking unauthorized material into an examination, behavior that disrupts the examination or distracts other candidates, or communicating with other candidates)
- Any other behavior that gains an unfair advantage for a candidate or that affects the results of another candidate (for example falsifying a CAS record, 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).'
- An unreferenced use of text or any other product produced by an AI tool

Implementation ***How do we implement this policy?***

Ensuring academic integrity

Academic integrity is a cornerstone to our approach to teaching and learning. And it is important that diploma programme students understand what academic integrity is and avoid any form of academic misconduct.

Modern day technology of the internet including artificial intelligence (AI) technology and tools of research and communication create an immense reserve of information and knowledge, and a diversity of channels in which to access but also to communicate ideas and thinking. It is therefore more important than ever to make clear the underlying principle of academic integrity in all studies.

It is not enough to just inform but 'Academic integrity skills must be intentionally planned and taught with models and practice to prevent students who are well intentioned from getting caught because they lack full understanding of the expectations' (from *Diploma Programme: From principles into practice*, IBO 2015).

Therefore, at NTI Gymnasiet i Skövde we work with the principle of academic integrity in all subjects (horizontal articulation) and at all levels (in preparation for and during the diploma programme) during the three school years here (vertical articulation). The 3 basic guidelines for implementation are that an academic policy needs to

- be transparent, fair and consistent.
- outline clearly the rights and responsibilities of all members of the school community
- make clear what is considered good academic practice, academic misconduct and the consequences of misconduct

In the pre- diploma year the following activities work with issues of academic honesty:

- Source criticism is a course requirement of the Swedish curriculum in all courses taught throughout the preparatory year
- Effective citing and referencing are addressed in all courses, in particular when report and essay writing are in focus
- Fictive case studies focused on anti-plagiarism
- Group work and team projects complement individual assignments in order to emphasize transparency of the work process
- Development of an ethically sound academic mind-set through open discussion and debate

In the diploma programme years, further development of practices initiated in the pre- diploma year are planned and integrated into the teaching of the diploma courses. Such activities include:

- Effective citing and referencing are addressed in all DP subjects with special emphasis on IA components
- Effective citing and referencing are addressed in the Extended Essay course
- Academic Honesty is the focus of the first Extended Essay Group Seminar. In the EE course, five inter-disciplinary seminars are held over the span of the course which aim to encourage students to reflect on their own essay subject and writing, capitalize on an inter-disciplinary forum (learn and gain ideas from other subjects) as well as give support and ideas to colleagues (peer evaluation).
- Fictive case studies focused on anti-plagiarism in Extended Essay course
- Reference given to latest IB publications *Effective citing and referencing (2022)*
- Discussion seminar on academic integrity in relation to Learner Profile attributes
- TOK discussions on ethical issues of ownership of intellectual property and the use of AI tools
- Mock exams are held once per academic year to evaluate the present academic standard of the student and to give formative feedback. They are also designed to mirror the official exams as much as possible both in content and procedure to prepare the students as well as possible for their final examinations. Here issues of correct and incorrect academic conduct are explained and put into practice.
- Information relating to use of AI tools, namely, clear reference to use of text or any other product produced by an AI tool, as well as in-text citation to include the prompt given to the AI tool and the date the AI generated the text.

Teachers are supported in their teaching and assessment to support and ensure academic integrity by a number of resources:

- Software is implemented for all student material handed in (Urkund and Turnitin)
- Regular teacher meetings give the opportunity for teachers to discuss issues of concern
- Special study days for the whole school address the issue of academic integrity
- Teachers are informed of relevant IB policies in cases of suspected academic misconduct

- Exam invigilators are given clear instructions and training as to what constitutes academic misconduct in the exam situation and how this should be handled.
- Teachers are given the opportunity to discuss the challenges and opportunities of as well as guidance on the use of artificial intelligence tools

Implementation

Cases of suspected academic misconduct: Incidents related to coursework

Working Routine

It is the responsibility of the school to inform, instruct and support the students to understand the rules and expectations relating to academic integrity.

When work is handed in for assessment, relevant soft-ware is available for further scrutiny.

In the process of IA submission on IBIS (IB Administrative System) the teacher confirms authenticity of the submitted work.

Prior to IA submission on IBIS, a consent form is signed by the student to confirm authenticity of own work and acknowledgement of work of others in any submitted work.

If academic misconduct is suspected, then NTI Gymnasiet Skövde follows the guidelines given by IBO in the *Academic Integrity Policy* to investigate such cases.

Suspected academic misconduct before submission

- If academic misconduct is suspected before submission for assessment, then the situation is resolved within the school.
- If a teacher suspects academic misconduct, then this must be reported directly to the IB Coordinator.
- A meeting will then be held with the candidate together with the teacher who has reported suspected misconduct and the IB Coordinator. The candidate's guardians (if student is under 18 years of age) and Head of School will also be informed.
- The candidate will be asked to submit a new assessment component. The initial assessment work will not be marked or given feedback on.
- A new assessment deadline may or may not be given.
- A written documentation of this incident will be sent home to be signed by both candidate and guardians (if student is under 18 years of age).

Suspected academic misconduct after submission

The IB Coordinator is required to inform the IB Organization immediately. The IB Organization will then start an investigation and decide the consequences. If academic misconduct is established after issue of the candidate's results, the subject grade may be withdrawn and therefore the diploma can be withdrawn. For further information, please see the *IB Academic Integrity Policy*. (2019. Updated 2023)

Cases of suspected academic misconduct : Incidents related to examinations

Working Routine

The school follows all instructions given in the relevant session version of the *Conduct of Examinations* booklet and the school ensures that invigilators and students understand the rules.

If a student is found in breach of regulations, the school will contact the IB within 24 hours of the examination to report the incident. The student is allowed to complete the examination, if his/her behaviour is not disruptive to other students. The exam script is submitted for assessment as usual and the IB will take this issue further if necessary. For further information concerning investigation of student academic misconduct, please see the IB *Academic Integrity Policy*. (2019. Updated 2023)

Communication *How do we communicate this policy?*

Information concerning academic integrity is given in a variety of forms, and is available at all times and to students, guardians (if the student is under 18 years of age) and other members of the school community via the school IT-based administrative system (Schoolsoft) and Google Classroom.

At the start of the pre- IB diploma year, anti-plagiarism case studies introduce all students in the school to issues of academic integrity and to respect the ideas and work of others.

At the start of year 1, issues relating to academic integrity are given at the beginning of each individual subject course, both face-to-face in the classroom and via course material on the school's administrative system. The teacher will come back to and ensure that students have understood issues relating to academic integrity, for example plagiarism, correct citation and referencing, and sources criticism.

Academic integrity and the rules, regulations and procedure of examinations are communicated to both students and invigilators at several points during the diploma years, namely; at the IB1 Diploma Meeting at beginning of DP Year 1, prior to the first Mock examinations in June of DP1, during the autumn term of DP Yr2, prior to Mock examinations in March of DP Yr2 and finally prior to final examinations starting in April DP Yr2.

An overview of the principle of academic integrity and what is considered to be academic misconduct and the consequences of this, is also given to both students and their guardians at a Guardians' Evening at the beginning of the first diploma year. Here issues of particular importance to highlight in the document *Diploma Programme Assessment Procedures 2024. B1 General regulations: Diploma Programme Article 16 Candidates suspected of academic misconduct* - what is defined as misconduct and the routines in place to develop the student's understanding of good academic practice as well as procedures to resolve academic misconduct in school. IB1 Guardians (if student is under 18 years of age)/ student are then asked to sign a document to confirm that they have understood the requirements of the IB Programme including those relating to academic integrity prior to formal student registration on to the diploma programme.

Academic Integrity may also be taken up where relevant in discussion in Appraisal Talks held once a term where the opportunity is given for the student together with guardian and mentor to reflect on

International Baccalaureate (IB) at NTI Gymnasiet Skövde
Academic Integrity Policy
November 2024

these issues and to discuss ways towards better fulfilling the attribute 'principled' in the IB Learner Profile.

Academic Integrity is also discussed at IB teacher meetings and may be a subject of focus on a study day for all school personnel.

This [Academic Integrity Policy](#) is available on the school webpage.

The [Academic Integrity Policy](#) is written in collaboration with the IB Team, NTI Gymnasiet Skövde.

IB Documents used in support of this policy (can be found on www.ibo.org)

Diploma Programme Assessment Procedures 2024

General Regulations Diploma Programme (B1 of Diploma Programme Assessment Procedures 2024)

Diploma Programme: From principles into practice (2015)

Academic Integrity Policy (2019. Updated 2023)