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Friday 15<sup>th</sup> August

Dear Parents / Guardians

### **ISHCMC Academic Honesty Policy**

You will find a copy of the ISHCMC Honesty Policy attached to this letter.

This guide has been developed by our teachers and is considered an important document for students, parents and teachers, as it affects homework ethics, student behaviour and teachers' expectations of students and their academic work. The policy gives clear guidance to students regarding what is or is not acceptable behaviour with regard to issues such as collusion, duplication of work and plagiarism.

Please take time to read through and discuss this document with your child. It is important that all concerned understand the importance of academic honesty, as well as the consequences of failing to comply with the guidelines. The Acknowledgement page, signed by the student and a parent/guardian, should be returned to school by Wednesday 20<sup>th</sup> August.

Thank you for taking the time to read the policy. If you have any questions regarding it, please feel free to speak with me or your child's teachers.

Yours sincerely,

Oscar Nilsson  
Head of High School

Attachments:  
Academic Honesty in High School ISHCMC  
Acknowledgement of Academic Honesty Policy form (to be returned)

*Celebrating*  
**15 YEARS**  
*of*  
**Excellence**



International Baccalaureate  
Organisation Member



East Asia Regional Council of  
Overseas Schools Member



# Academic Honesty in the High School at the International School Ho Chi Minh City

We, as a school, value honesty and academic integrity. We encourage all students to conduct themselves in a responsible way. In this spirit, we expect all students to avoid malpractice.

The International School Ho Chi Minh City believes that instruction in academic and personal honesty is a fundamental part of a student's education. Honesty and integrity are basic, desirable character traits. Academic dishonesty is generally defined as cheating or creating a false impression of a student's performance.

It is expected that you as an ISHCMC student will demonstrate academic honesty at all times. You will be taught and encouraged not to break these rules.

You should assume that all work, including homework, is to be done individually unless the teacher states that working together on a particular assignment is permitted.

## **Explanations:**

Students will be informed as to what constitutes malpractice, and will be instructed in the skills necessary to avoid committing academic dishonesty. The school defines malpractice as behaviour that results in, or may result in, a student gaining an unfair advantage in assessment. Malpractice includes, but is not limited to:

1. **COLLUSION:** This involves supporting malpractice by another student, as in deliberately allowing one's work to be copied or submitted for assessment by another student. In instances of collusion, both parties are equally guilty.
  - Letting someone copy your homework or assist in their cheating in any way;
  - Letting your partner do all of the work on a project and then put your name on the project as if you had done an equal share of the work. The partner is also guilty of collusion.
  
2. **DUPLICATION of WORK:** This is defined as the presentation of the same work by the same student for different assessment components and/or diploma and/or school requirements, when it is contrary to the regulations of either the school or the external body assessing the work.
  - Turning in an old project done by you or someone else
  - Using the same piece of work for two assessments
  
3. **PLAGIARISM:** The act of presenting another person's intellectual property or work as one's own work (ie. written words, ideas, visual images, auditory expressions or any material that comes from another source, including the Internet, CD-ROM-based resources and text-based reference materials), without crediting the source of that material. Even material that has been paraphrased in the student's own words is considered plagiarised material unless proper credit or explicit reference is given.

A Student should not:

- Copy another person's homework;
- Look at another person's paper and copy their answers;
- Copy directly from the Internet, by cutting and pasting someone else's work and presenting it as their own;
- Copy directly from a printed source, by taking someone else's work and presenting it as their own;
- Reword someone else's words and not give them credit for the ideas, and thereby pass someone's ideas off as their own;
- Use a foreign language translator to change from one language to another and then use that translation as if it were in their own words;
- Forge another person's signature, including a parent's signature;
- Have someone do your work for them, including a **tutor or your parents**.

#### *A Note on the Role of Tutors/Parents*

Many students have tutors who help them with their homework. Students who receive such help should show their tutors these guidelines. There is often a thin line between acceptable and unacceptable tutor assistance, but the following guidelines should be observed. **A student and his/her tutor must take joint responsibility for the authenticity of any school assignment on which they work together.** The tutor must never do all of the work for the student; equally, the student must never allow his/her tutor to do all of the work. The student's role is to come up with the initial ideas and written work. The tutor's role is to comment on the student's ideas and written work. Any assignment which is more the work of the tutor than that of the student is unacceptable.

#### **Acceptable and Unacceptable Practice**

**Ideas:** It is **acceptable** for a tutor to discuss and comment on the student's own ideas. It is **acceptable** for a tutor to suggest a new idea or ideas to the student. However, it is **unacceptable** for a tutor to give the student lots of new ideas (such that the student abandons his/her own ideas), which the student then passively uses, claiming that the ideas are his/her own. This is plagiarism.

**Writing:** It is **acceptable** for a tutor to comment on and suggest possible improvements to a student's written work. It is, however, **unacceptable** for a tutor to write a student's assignment, which the student then claims as his/her own. This is plagiarism.

4. **UNFAIR PRACTICE:** Any other behaviour which gains an unfair advantage for a candidate or which affects the assessment results of another candidate (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record, disclosure or receipt of confidential information about examinations, obtaining unauthorized access to examination material, the use of a calculator or other means of arriving at an answer when this is precluded in the syllabus/component, disruptive behaviour in the examination room, failure to abide by the instructions of an invigilator, impersonation of another person or forgery of their signature, failure to abide by the conditions of supervision designed to maintain the security of the examinations, the inclusion of offensive or obscene material in scripts or coursework) also constitutes malpractice.

(Taken from the IBO's *Vade Mecum* and IGCSE regulations)

A Student should not:

- Talk with another student during a quiz or test;
- Use hidden notes on a quiz or test;
- Perform any act of dishonesty in regard to their academic achievement;
- Make up or change actual laboratory data;
- Share information about what is on a quiz or test with students in another section of that class.

**Attached are the IB regulations for students in all examinations.** Breaches of these examination regulations internally from years 9 – 12 will incur a mark of zero for that particular examination. The IBO will be informed of any unfair practice during external examinations and may take further action.

### **How do you get caught?**

- New computer technology makes it very easy to determine if you have copied something directly from the Internet.
- Teachers talk to one another and may learn of your cheating from another teacher.
- Teachers remember work that was turned in by other students in the past. When correcting papers and exams, they do not forget what other students have written.
- Teachers know your style of writing. They often recognize what was actually written by you and what was probably written by someone else.

### **How to avoid academic dishonesty:**

- Write in your own voice, not just in your own words. Make your work personal and uniquely yours. Express the ideas you have. Try to make as much of your work as original as possible.
- It is always OK to use ideas from someone else, as long as you give that person credit for those ideas. Make sure always to credit where you got the information you are using, both in the body of your written work and on your Works Cited page at the end.
- Be organized so that you don't have to try to produce work at the last minute. Last minute work often lends itself to cutting corners, and cutting corners can lead to academic dishonesty. Give yourself time to do the work properly.
- When you do research, keep good records of where you have found the information you will use.
- Always include a Works Cited page, which is a list at the back of your project of all of your sources of information (Internet web pages, books, magazine articles, and so on).

### **What will teachers do?**

- In each of your subjects, your teachers will explain to you the right ways to use someone else's ideas in your work. If you are not sure whether a particular behaviour is cheating or plagiarism, discuss the matter with your teacher.
- Your teachers will educate you about the seriousness of cheating and plagiarism.

- Teachers will make every effort to create an environment that reduces the pressure to cheat and plagiarize. They want to support you in your learning.
- Our school librarian will be happy to help you. Don't hesitate to ask the librarian questions.
- If a teacher recognizes cheating or plagiarism, or even suspects such a case, he/she will take immediate steps to deal with it. Each case will be treated individually.

### **Teaching Support**

Teachers in all faculties and the librarian will assist students by carefully demonstrating good practices in order to help students avoid academic dishonesty; instruction in honest work, proper note-taking, MLA referencing and source acknowledgement will regularly be given to guide students in the ways of proper academic practice. Students are always free to consult their teachers and librarian for assistance whenever needed. Teachers will endeavor to avoid assigning tasks that are simply generalized "reports". Students will be encouraged to form and develop their own analysis and problem solving. Teachers will consider the steps taken by students along the way to submitting ultimately the finished assignment. Teachers will reinforce concepts of intellectual property and the need to credit outside sources of information and ideas within the written work, as well as on the Works Cited page.

### *Consequences of Academic Dishonesty in High School*

There are very serious consequences levied by the International Baccalaureate Organization and other boards for dishonesty. Students found to have submitted plagiarized or dishonestly produced academic work assessed by IBO will fail to receive a grade in the subject concerned, and will fail to receive an IB diploma as a result. It should be noted that **external regulations and subsequent consequences will apply** in conjunction with internal school sanctions.

At ISHCMC, we take this matter very seriously, too. Therefore, we will teach students how to avoid academic dishonesty in conjunction with Modern Languages Association (MLA) format for crediting sources. We expect students who are in violation after this instruction to face serious consequences. High School students found to have committed academic malpractice will result in teachers imposing the following internal sanctions:

**First Instance: Any work produced dishonestly will be penalized and will receive a mark of zero for the plagiarized section(s) of the work.** The issue will be handled by the teacher concerned, with notification of the violation sent to the Head of High School and a letter will be sent to the parents explaining the consequences of any further academic dishonesty. The piece of work will need to be resubmitted to a satisfactory standard. No additional marks will be granted.

**Second Instance:** Any work produced dishonestly will be penalized and will receive a mark of zero for the work as a whole. The teacher will provide notification of the violation to the Head of High School. The student will meet with the Head of High School. The school will notify parents and provide them with a copy of the malpractice report. Students/Parents will be informed of the consequences for this and any further malpractice. The piece of work will need to be resubmitted to a satisfactory standard. No additional marks will be granted. A record of the malpractice will be kept on file for 12 months.

**Third Instance:** Any work produced dishonestly will be penalized and will receive a mark of zero for the work as a whole. The student and parent(s) will meet with the Head of High School. The student will also serve a one-day internal suspension from classes, losing all credit for work during the suspension, as well as receiving a zero for the work. The piece of work will need to be resubmitted to a satisfactory standard. No additional marks will be granted. A permanent record of the malpractice will be kept on file.

**Fourth Instance:** The student will face a three-day suspension from school and the consequences attached to that, as well as receive a zero for the work. The work must be resubmitted. A permanent record of the malpractice will be kept on file.



**ACKNOWLEDGEMENT OF  
ACADEMIC HONESTY POLICY  
HIGH SCHOOL**

I fully understand the Academic Honesty Policy for High School students of the International School Ho Chi Minh City. I have read the policy and my teachers have given me opportunities to ask questions in order that I may completely understand the policy and how it may affect me.

My signature below shows that I have a full understanding of what is considered dishonesty or cheating. I am aware of the serious consequences involved if I should choose to be academically dishonest while I am a student at the International School of Ho Chi Minh City.

**Please sign and return this form to homeroom teachers by  
Wednesday the 20<sup>th</sup> August 2008**

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student's Printed Name**

**Homeroom** \_\_\_\_\_

**I have discussed this policy with my child.**

\_\_\_\_\_  
**Guardian/Parent's Signature**

\_\_\_\_\_  
**Date**



## Malpractice Report

Date: \_\_\_\_\_

Student: \_\_\_\_\_

Grade level: \_\_\_\_\_

Subject: \_\_\_\_\_

Component: \_\_\_\_\_

**Class teacher's report:**

Candidates has read the contents of the class teacher's report on the suspected malpractice:

**Candidate Signature:** \_\_\_\_\_

Candidates has been given the opportunity to make a statement as to the nature of the reported malpractice:

**Candidate Signature:** \_\_\_\_\_

Centre report complete/attached

YES / NO / Not applicable

Teacher report attached

YES / NO

*Handwritten* candidate report attached

YES / NO

Plagiarized source indicated / included

YES / NO / Not applicable

\_\_\_\_\_  
**Class teacher**

\_\_\_\_\_  
**Class teacher's printed name**

\_\_\_\_\_  
**Head of High School**