

## A4 Academic honesty

### A4.1 Policy

The IB requires that every IB World School offering the DP must have a policy to promote academic honesty.

This policy must be shared with DP candidates and their legal guardians when they begin the programme and must be followed up with reminders at regular intervals throughout the two years of the programme.

IB teachers are best placed to determine whether candidates' work meets the IB's standards concerning academic honesty. The IB expects teachers to use appropriate means to ensure that work is, to the best of their knowledge, the candidate's authentic work.

Schools are responsible for checking and authenticating all candidates' work before submission to the IB for assessment or moderation. Non-authenticated work must not be submitted.

#### Learn more

More information about what academic honesty means and how it is applied in the IB context, including development of a school policy, can be found in [Academic honesty in the IB educational context](#) (August 2014, updated November 2016).

### A4.2 What is academic misconduct?

There are a number of common ways in which academic misconduct occurs and these are outlined below. Coordinators should be aware of these when administering the DP and developing the school's academic honesty policy.

#### A4.2.1 Plagiarism

Plagiarism is defined as the representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. The IB uses plagiarism detection software to identify when this occurs.

All candidates for the IB diploma are expected to acknowledge use of the work or ideas of another person in any work (written, oral and/or artistic) they may submit for assessment by using a standard style of referencing.

### Learn more

If a candidate uses the work or ideas of another person in any form of work that is submitted for assessment, they **must** acknowledge the source at the point of use, using a standard style of referencing, and add the source to the bibliography. This includes direct quotation, paraphrasing or summarizing.

The IB does not specify which style(s) of referencing or in-text citation should be used by candidates. This is left to the discretion of the school.

Failure of a candidate to acknowledge a source will be investigated by the IB as a potential breach of IB regulations. This may result in a penalty imposed by the final award committee.

Further information can be found in the IB publication *Effective citing and referencing* (August 2014).

### A4.2.2 Collusion

Coordinators need to be aware that candidates are expected to present assessments in their own words and acknowledge the words or ideas of others where collaboration has occurred. While group working is a key element in certain subjects, for example, sciences, collusion occurs when this goes beyond collaboration, for example, when a single (or very similar) version of a report is presented by a number of candidates as their own individual work.

### A4.2.3 Other forms of academic misconduct

There are a number of other forms of academic misconduct.

### Learn more

Other forms of academic misconduct include:

- duplicating work to meet the requirements of more than one assessment component
- falsification or inventing fictitious data for an assignment
- taking unauthorized material into an examination room ([this poster](#) gives details)
- disruption of an examination by an act of misconduct, such as distracting another candidate or creating a disturbance
- exchanging, supporting, or attempting to support, the passing on of information that is or could be related to the examination
- failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of the examination
- impersonating another candidate
- theft of examination papers
- obtaining or seeking to obtain, disclosing, sharing or discussing the content of an examination paper with a person outside the immediate school community either at any time before the start of an examination or within 24 hours after the examination has ended
- use of essay-writing services (ghost-written or purchased essays) offering assistance in writing essays or other assessment materials.

Coordinators should refer to [Academic honesty in the IB educational context](#) and the [General regulations: Diploma Programme](#) articles 13, 16, 20, 21 and 22 for further details.

## A4.3 The authentication of candidates' work

### A4.3.1 Authentication

The IB will only accept work for assessment or moderation that has been authenticated and constitutes the final version of that work. This authentication should take place before work is submitted.

DP teachers are responsible for supporting candidates in the preparation of their work for assessment and for ensuring that all candidates' work complies with the requirements of the subject guide.

Therefore, teachers (or supervisors in the case of extended essays) are well placed to judge whether a candidate's work is authentic.

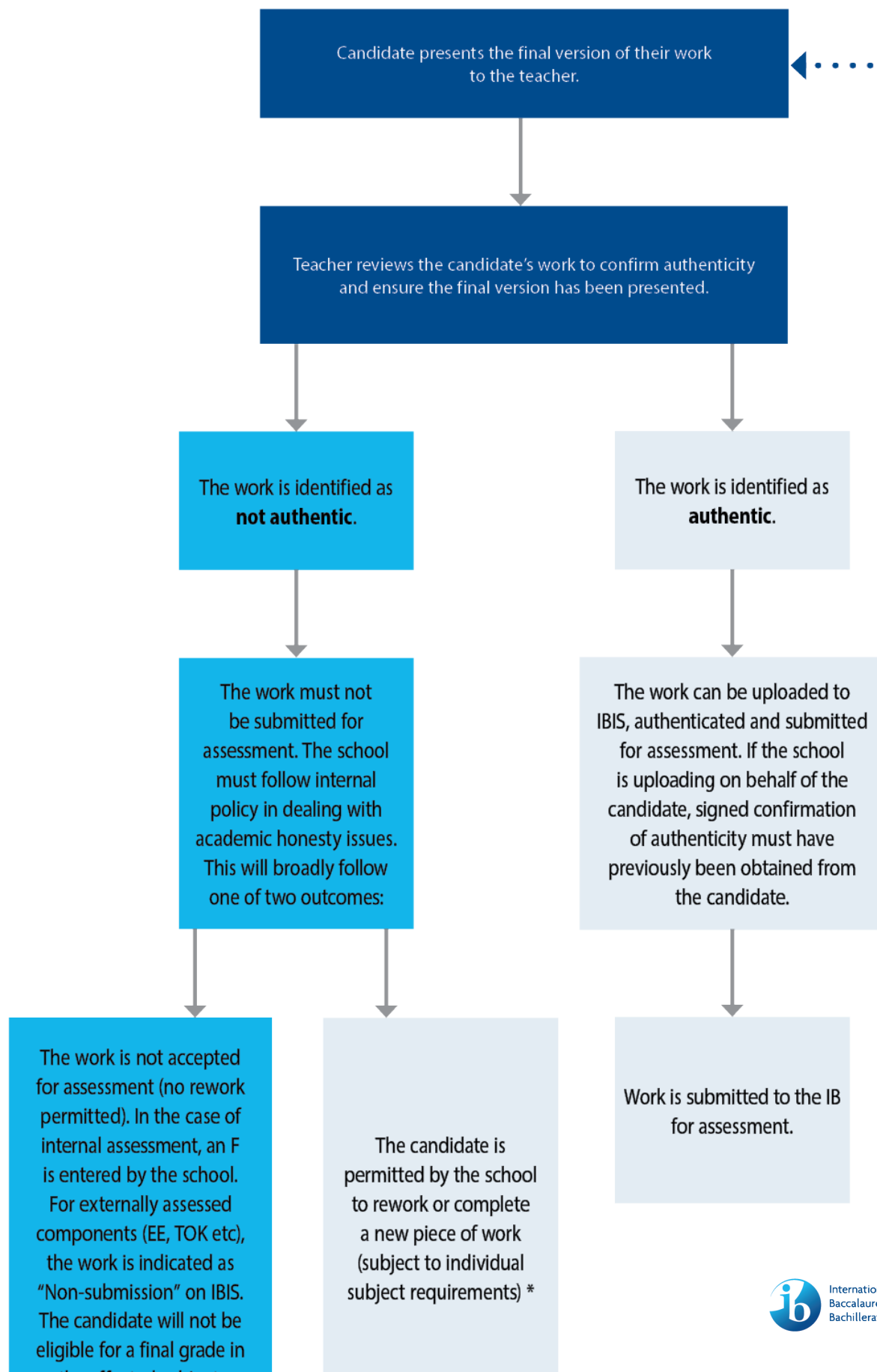
If a coordinator or teacher is uploading work on behalf of a candidate, then this authentication must be collected from each candidate by the school. A candidate consent [template](#) is available on the programme resource centre. The IB has the right to ask for proof of this candidate authentication.

Effective immediately, all coursework received by the IB will be checked via new text matching software for possible collusion and plagiarism. Any potential breaches of regulations will be investigated by the IB and the candidate may not receive a grade for the subject. The following resources on the [programme resource centre](#) are available for support.

- [Effective citing and referencing](#) (this can be shared with students)
- [Academic honesty in the IB educational context](#)

### Learn more about authentication.

- Authentication is an assurance from the teacher that, to the best of their knowledge and belief, the work being submitted has been undertaken by the candidate.
- For **assessment electronically uploaded by the candidate**, the authentication process is completed on screen by both the candidate and teacher.
- For **assessment electronically uploaded by the school** (on behalf of the candidate), the authentication process is completed on screen by the teacher. This option requires the school to have previously secured the candidate's authentication.
- For non-examination components, teachers and supervisors should follow the flow diagram (figure 2) below as a standard practice for checking authenticity of the candidate's work.



For further details, refer to [\*Academic honesty in the IB educational context\*](#).

Ongoing support and guidance from the teacher will help with the early detection of plagiarism and will dissuade candidates from, for example, deliberately copying another person's work without acknowledgment because they know their work is regularly subject to scrutiny.

### A4.3.2 The use of plagiarism detection software

It is not a requirement for schools to use plagiarism detection software and the IB does not endorse/recommend any particular online service. However, a significant number of IB World Schools do use plagiarism detection tools to check candidates' work for possible collusion and/or possible plagiarism. Some of these tools enable cross-comparison of work within a group of candidates by submitting the work to a repository. If this function is available and is selected, the software may be able to identify possible collusion between candidates and across schools.

## A4.4 Action that the IB may take in cases of alleged academic misconduct

### A4.4.1 Circumstances that will trigger an investigation

These are some of the most common circumstances that will trigger an investigation.

- A coordinator informs the Assessment Division, IB Global Centre, Cardiff, that academic misconduct may have taken place during an examination.
- An examiner reports possible plagiarism or collusion.
- A sample of assessment material randomly submitted to plagiarism detection software(s) (by the Assessment Division, IB Global Centre, Cardiff) reveals that the work of a candidate may not be entirely authentic.

Before the IB will investigate a case of suspected academic misconduct, there must be clear evidence to justify a suspicion of wrongdoing.

- In the case of plagiarism, the evidence must be in the form of a source that appears to have been copied by a candidate.
- In cases of collusion, an investigation will only be pursued if the candidates' work shows clear similarities.

#### A4.4.2 The investigation process

When the IB starts an investigation into academic misconduct, the coordinator is informed by email. The IB requires the coordinator to immediately inform the head of school of the investigation.

The IB will include full instructions for the investigation, including the steps to be taken by the coordinator, statement templates, and so on, with the email.

The evidence is then considered by the academic honesty sub-committee of the final award committee and the outcome is decided.

If an allegation of a breach of IB regulations is established, a penalty will be applied. If it is decided that no breach has occurred, the subject result will be released in the normal way.

The process is illustrated in figure 3.

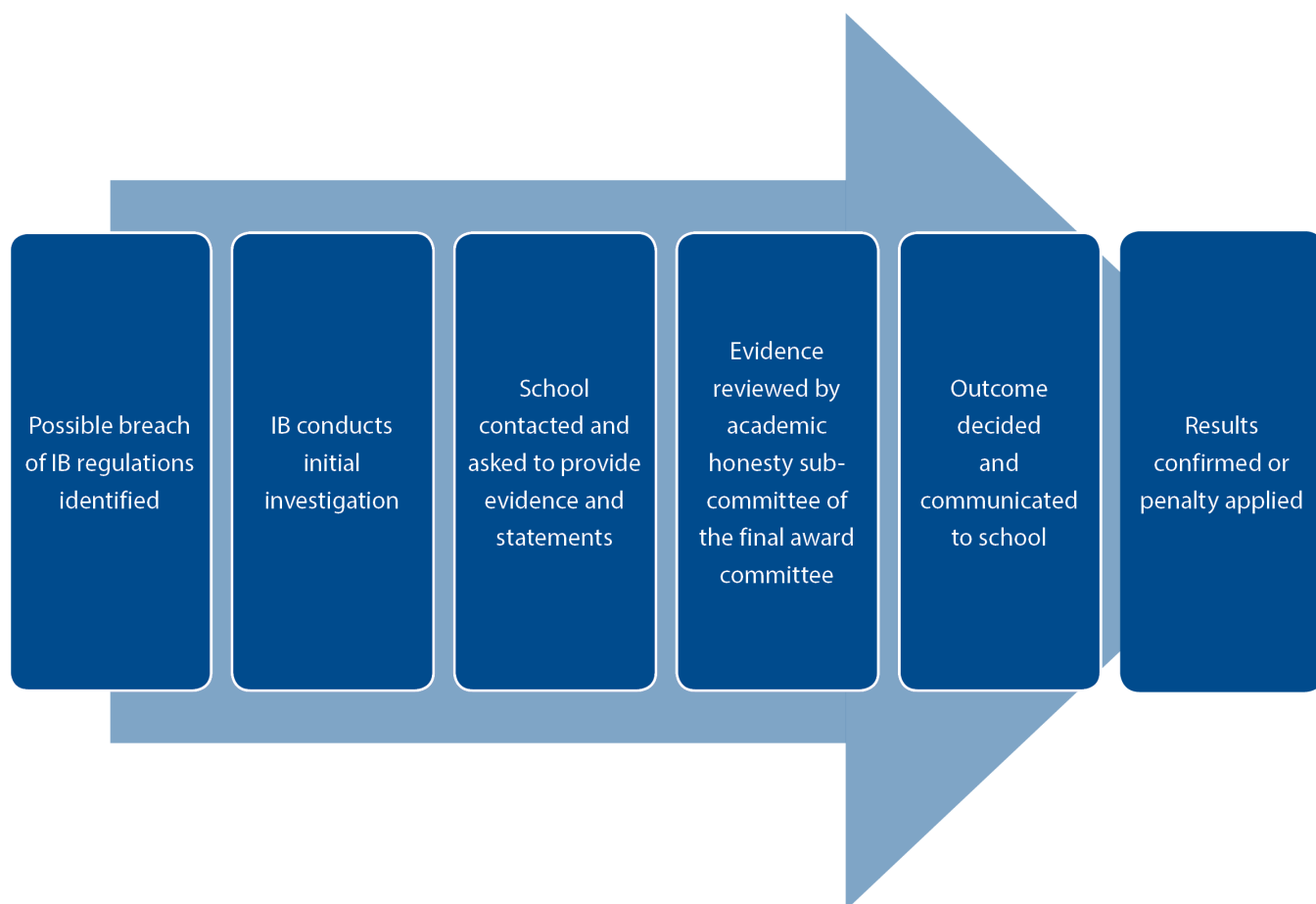


Figure 3

Figure 3 The investigation process

In all cases where the final award committee has established a breach of regulations, the head of school will be informed by email of the decision reached by the committee. The correspondence will be copied to the school's DP coordinator, appropriate IB staff and the chair of the examining board.

The final award committee, or its sub-committee, has full discretion to make these decisions.

#### A4.4.3 Appeals against decisions of the final award committee

Decisions of the final award committee may be appealed if there are acceptable grounds for the appeal. For further information about the process, acceptable grounds and any subsequent appeal,

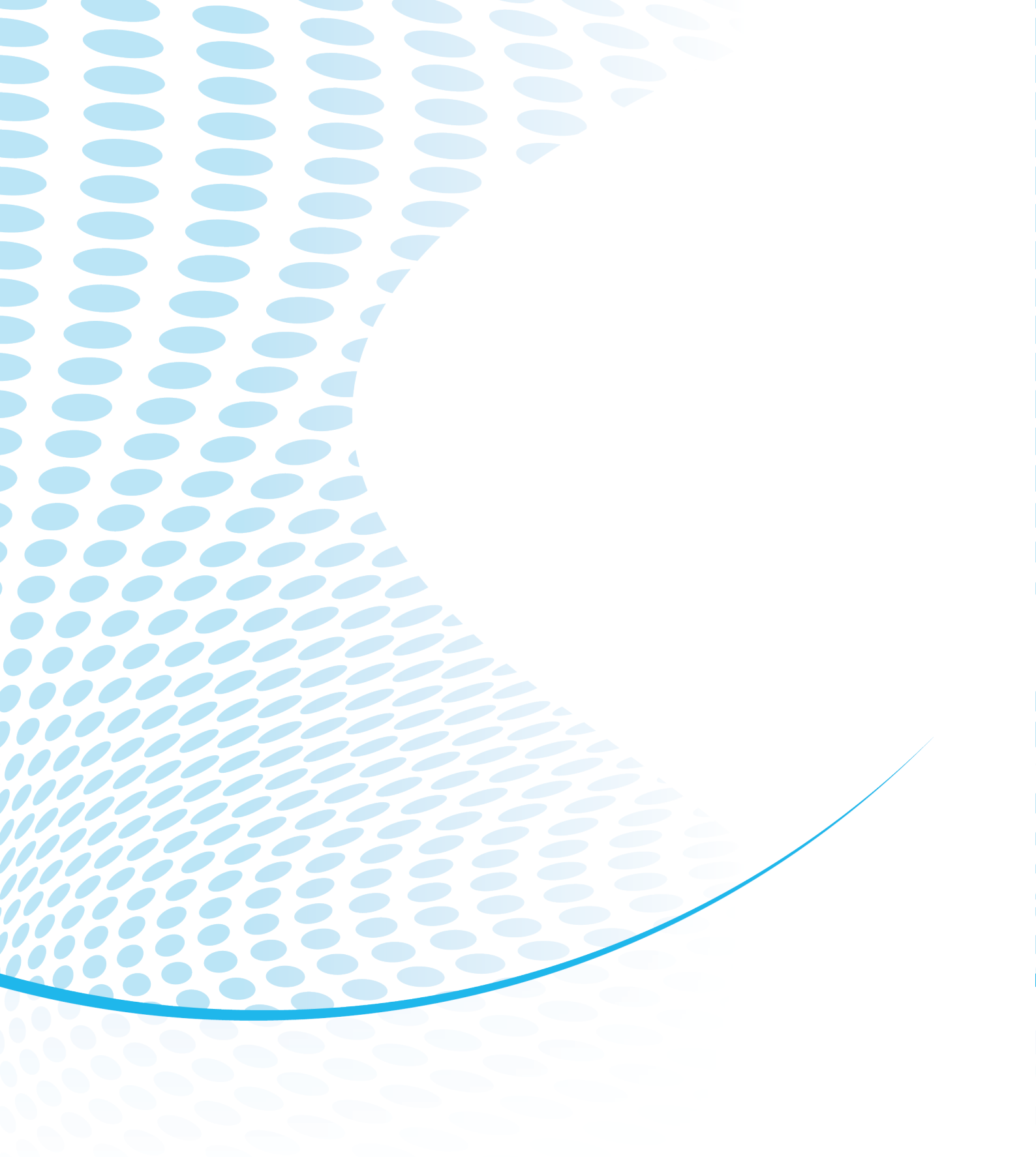


please refer to *Diploma Programme: Assessment appeals procedure* and article 22 of *General regulations: Diploma Programme*.

See also the following sections of *Diploma Programme Assessment procedures*.

[A4.3](#) The authentication of candidates' work

[A4.3.2](#) The use of plagiarism detection software



## Annex 4: The responsibilities of IB World Schools in ensuring the integrity of IB assessments

### About this annex

This annex describes the responsibilities of any educational institution that has been authorized to offer IB programmes (IB World Schools) in delivering assessments set by the IB. It is intended to be read by heads of school, school managers and programme coordinators.

It is very important that students, parents and stakeholders have confidence in the integrity of the grades provided by IB assessments. Actions that undermine the authenticity of these outcomes ultimately devalues the IB grades and wider programmes for all students. It is critical, therefore, that the IB and its authorized IB World Schools take all reasonable steps to ensure the academic integrity of its education.

Maladministration incidents can be deliberate, with the intention of giving certain students an unfair advantage during the assessment process. Other incidents can arise as a consequence of misunderstanding or misinterpretation of, the IB's rules and regulations. In either case, the school has the responsibility to prevent the incident from occurring and shall take robust steps to prevent it reoccurring. The IB has a responsibility to prevent any student receiving an unfair advantage from maladministration, whether it was intentional or not, and ensuring all schools take their responsibilities seriously.

A wide range of members of the school community can be involved in such incidents, including school administrators, programme coordinators, teachers and students. This document sets out the responsibilities of the school administration and teaching staff delivering IB assessments and the possible actions and/or sanctions against IB World Schools engaging in maladministration, whether intentional or not. The document also describes the investigative procedure that the IB will follow when a maladministration incident is reported to, or is suspected by, the IB.

The IB will investigate rigorously whenever maladministration is reported or suspected, regardless of the cause, and will take all reasonable measures to ensure the integrity and security of all forms of assessment. The IB will conduct the maladministration investigations following established procedures and will only make a decision after full consideration of all available evidence.

## Definitions

**Maladministration** is 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 the assessment or completion of the examination.

**Academic misconduct** is an action by a student 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 the assessment or completion of the examination.

## Responsibilities of the International Baccalaureate Organization

The International Baccalaureate Organization (IB) is responsible for protecting the integrity of its examination by detecting and managing cases of academic misconduct by students or maladministration by IB World Schools. It will monitor IB World Schools to ensure they comply with the secure storage of examination papers and stationery (as specified in “[Annex 3: Secure storage of confidential IB material](#)” within *Assessment procedures*), the provisions of “[Annex 1: Conduct of examinations](#)” within *Assessment procedures* for the relevant IB programme, and that internal assessment and other coursework components are authenticated as specified in the relevant subject guides. See also [The responsibilities of IB World Schools for uploaded and submitted student work](#) for further information.

The IB is independent from schools and does not provide teaching services to students. IB World Schools are entirely independent from the IB and are responsible for the implementation of IB programmes and quality of teaching, regardless of whether courses are provided solely in the classroom or by means of a combination of classroom-based courses and online courses offered by an IB-approved online course provider.

## Responsibilities of IB World Schools

Schools that have been authorized to offer IB programmes commit to comply with all IB publications that govern the administration of the relevant IB programmes, including the following.

- [Programme standards and practices](#)

- [DP/CP/MYP/PYP Rules for IB World Schools](#)
- [DP/CP/MYP/PYP General regulations](#)
- [DP/CP/MYP Assessment procedures](#)
- [DP/CP/MYP subject guides](#)
- “[Annex 3: Secure storage of confidential IB material](#)” (in DP Assessment procedures)

Note that subject guides are not available for the PYP due to the nature of the programme.

The school is responsible for adhering to the rules and regulations outlined in the above publications, including ensuring that examinations and assessments are conducted within the expected guidelines.

IB World Schools must adhere to IB requirements to prevent student academic misconduct and school staff maladministration; school administrators and teaching staff are expected to support the school in achieving the IB requirements.

Focusing on academic integrity, IB World Schools are responsible for:

- informing students and legal guardians about the characteristics and any restrictions of IB programmes
- ensuring that students comply with all assessment requirements for IB programmes, which includes fair and genuine completion of all assessment components by the students
- ensuring that teachers and school administrators receive IB-recognized professional development, as required
- ensuring that teachers and school administrators are held accountable, according to the school's own policies, when involved in a maladministration incident
- immediately notifying the IB of any breach in the procedure for the secure storage of IB examination materials or conduct of the examinations, in accordance with the procedures described in programme-relevant documents
- supporting the IB in any investigation into possible maladministration (following guidance provided by the IB).

## Responsibilities of IB World School administrators and programme coordinators

A school that meets the IB policies listed in this document will generally have school managers and programme coordinators who do the following.

### Articulation of IB programmes

- Provide leadership to ensure the correct and proper delivery of IB programmes.
- Make all IB policies, rules, regulations and guidelines accessible to staff, teachers, students and legal guardians.
- Consistently apply IB policies, rules, regulations and guidelines.
- Demonstrate leadership to create pedagogical leadership aligned with the philosophy of the programme(s).

### Support to teachers and students

- Support training of teachers and school administrators through suitable professional development.
- Ensure that professional development receives the necessary priority.
- Encourage excellent teaching practices to support student-centred learning.

### Adherence to the principle of academic integrity

- Acknowledge and support academic integrity as a core IB principle.
- Act with honesty and in a responsible and ethical manner.
- Do not engage in maladministration acts (as defined [above](#)).
- Be accountable for their actions and decisions.
- Identify, declare and avoid any apparent or actual conflict of interest.
- Report suspected instances of maladministration or student academic misconduct.

## Responsibilities of IB teachers

A school that meets the IB policies listed in this document above will generally have IB teachers who do the following.

### Adherence to the principle of academic integrity

- Acknowledge and support academic integrity as a core IB principle.

- Act with honesty and in a responsible and ethical manner.
- Fully comply with IB policies, procedures and subject guidelines.
- Encourage student responsibility for academic integrity.
- Respond to academic misconduct when it occurs.
- Help define and support school-wide academic integrity standards.
- Identify, declare and avoid any apparent or actual conflict of interest.

## Support to students

- Support students to become actively responsible for their own learning.
- Support students to develop the attributes of the IB learner profile.
- Ensure that students receive guidance on how to produce genuine and authentic work.
- Analyse all IB subject guidelines to support students' understanding of the IB's assessment criteria.
- Ensure that students are appropriately prepared for the demands of the tasks necessary to fulfill the requirements of IB assessment.
- Read and give advice to students only on the number of drafts as specified in the relevant subject guide, providing oral or written advice on how the work could be improved, but not editing the draft.
- Encourage students to take a responsible and conscientious attitude to their own work and study.
- Give students regular feedback and encourage them to respond to the feedback.

The IB would expect a school to monitor to make sure these responsibilities are being delivered, and to act if there is any evidence or suspicion they are not being met.

## Actions the IB will take if IB World Schools are not meeting their responsibilities

The [Incident/sanctions matrix](#) below sets out the typical actions the IB would apply in the event of a case of maladministration. The scenarios described are not exhaustive; each incident will be reviewed on its own merits. The actions are not in order of severity, and one or more may be imposed depending on the nature of the maladministration. The matrix should be read in conjunction with the Maladministration investigation procedure flow chart, which provides additional information about the IB departments and staff responsible for the decisions and follow-up of corrective actions and implementation of action plans.

The IB will carry out further investigations into the work submitted by the student(s) allegedly involved in the incident to establish whether action is needed against the student(s). In some cases, this investigation will cover all work submitted by the entire cohort registered for the examination session. If individual student academic misconduct is confirmed, the IB will apply the appropriate penalty for these cases, as set out in the programme-relevant general regulations.

If a teacher is implicated in the incident, the IB reserves the right to ask the IB World School not to allow that teacher to continue delivering IB programmes in the future. It is a matter for the IB World School to decide whether to continue their employment relationship with that teacher, but the IB will take such actions into account when considering its confidence in allowing the school to continue to be authorized to provide IB programmes.



## Incidents/sanctions matrix

|                   | INCIDENT   | ACTIONS/SANCTIONS (MULTIPLE ACTIONS MAY BE TAKEN)  |
|-------------------|--|--|
| LEVEL 1 INCIDENTS | <ul style="list-style-type: none"> <li>• Undue assistance given to a limited number of candidates in the completion of coursework (theory of knowledge, extended essay, internal assessments)</li> <li>• Not having the sufficient number of invigilators in place for an examination</li> <li>• Not sending the completed examination scripts to the scanning centre/ Assessment Division, IB Global Centre, Cardiff, within 24 hours of the relevant examination ending</li> <li>• Not submitting candidate response files to the IB within three days (Middle Years Programme)</li> <li>• A significant number of plagiarism incidents</li> <li>• Teachers gaining access to examination question papers/on-screen examination packages less than 24 hours after the examination has ended</li> <li>• Failure to comply with guidelines for the use of examination stationery</li> <li>• Giving (unauthorized) additional time to candidates</li> <li>• Failure to create/keep/ provide a seating plan</li> </ul> | <ul style="list-style-type: none"> <li>• Formal warning letter</li> <li>• Require immediate corrective action</li> <li>• Require an action plan to address the incident</li> <li>• Record the incident on the IB's school database, to be reviewed as part of the school evaluation visit</li> </ul> <div style="background-color: #f0f0f0; padding: 10px; margin: 10px 0;"> <p>1 Schools who are identified as having multiple issues recorded will be subject to additional interventions.</p> </div> <ul style="list-style-type: none"> <li>• Include the school in session monitoring for the following two consecutive sessions (otherwise schools are selected by stratified random sample)</li> </ul> |

|                   |   |  |
|-------------------|---|--|
|                   | <ul style="list-style-type: none"> <li>• Not maintaining the required desk/seating/ device distances during an examination</li> <li>• Distribution of the wrong support materials during an examination (case studies/ formula booklets)</li> <li>• Authenticating work on submission to the IB, but claiming (within the submitted work) that it may not be authentic</li> </ul>   |  |
| LEVEL 2 INCIDENTS | <ul style="list-style-type: none"> <li>• Unauthorized rescheduling of an examination</li> <li>• Undue assistance given to a considerable number of candidates in the completion of coursework (theory of knowledge, extended essay, internal assessments)</li> <li>• Non-compliance with checking/resetting calculators (or checking dictionaries) procedures</li> <li>• Candidates sharing material during an examination (dictionaries, and so on)</li> <li>• Non-compliance regarding inclusive access arrangements procedures</li> <li>• Allowing reading time for multiple-choice questions</li> <li>• Examination invigilators are not trained/are poorly trained</li> <li>• Failure to ask candidates to surrender unauthorized</li> </ul> | <ul style="list-style-type: none"> <li>• Formal warning letter</li> <li>• Require immediate corrective action</li> <li>• Require an action plan to address the incident</li> <li>• Record the incident on the IB school database, to be reviewed as part of the school evaluation visit</li> <li>• Audit the internal assessment completion process—request drafts of all work (from all candidates)</li> <li>• Immediate “supportive” visit to the school</li> <li>• Bring forward the evaluation visit to the next teaching year</li> <li>• Monitoring of the entire internal assessment in future sessions</li> <li>• Recommend that school staff complete relevant training (attendance at IB professional development workshops)</li> </ul> |

|                   |  |   |
|-------------------|--|---|
|                   | materials before the start of the examination  | <ul style="list-style-type: none"> <li>• Include the school in session monitoring for three consecutive sessions (otherwise schools are selected by stratified random sample)</li> </ul>  |
| LEVEL 3 INCIDENTS | <ul style="list-style-type: none"> <li>• Falsification of internal assessment marks</li> <li>• Assisting candidates with the completion of answers to an examination</li> <li>• Assisting candidates with understanding questions during an examination</li> <li>• Failure to maintain examination security (for example, non-secure storage of examination materials/opening examination papers/obtaining examinations illicitly/logging in to see the content of an on-screen examination before the examination starts)</li> <li>• Failure to maintain examination security on any device that has live on-screen examination packages</li> <li>• Failure to maintain examination security on access codes for on-screen examination packages</li> <li>• Leaving candidates unsupervised during an examination/allowing a candidate to leave the examination room (for example, for a toilet break) unattended</li> </ul> | <ul style="list-style-type: none"> <li>• Formal warning letter</li> <li>• Require immediate corrective action</li> <li>• Require an action plan to address the incident</li> <li>• Record the incident on the IB school database, to be reviewed as part of school evaluation visit</li> <li>• Arrange for an immediate site inspection for compliance</li> <li>• Withhold results until the investigation is completed</li> <li>• Mandate attendance at relevant IB professional development workshops</li> <li>• Audit the internal assessment completion process—request drafts of all work (from all candidates)</li> <li>• Controlled dispatch of IB examination papers, with the supervision of IB-appointed invigilators (cost paid by the school)</li> <li>• Include the school in session monitoring for five consecutive sessions (otherwise schools are selected by stratified random sample)</li> <li>• Authorization withdrawal</li> </ul> |

- Amending responses to completed/finished examination scripts prior to dispatch
- Failure to inform the Assessment Division, IB Global Centre, Cardiff, of a potential case of student academic misconduct
- Failure to inform the Assessment Division, IB Global Centre, Cardiff, of an examination security breach
- Annulment of grades for the students concerned or the entire cohort

#### Maladministration investigation procedure

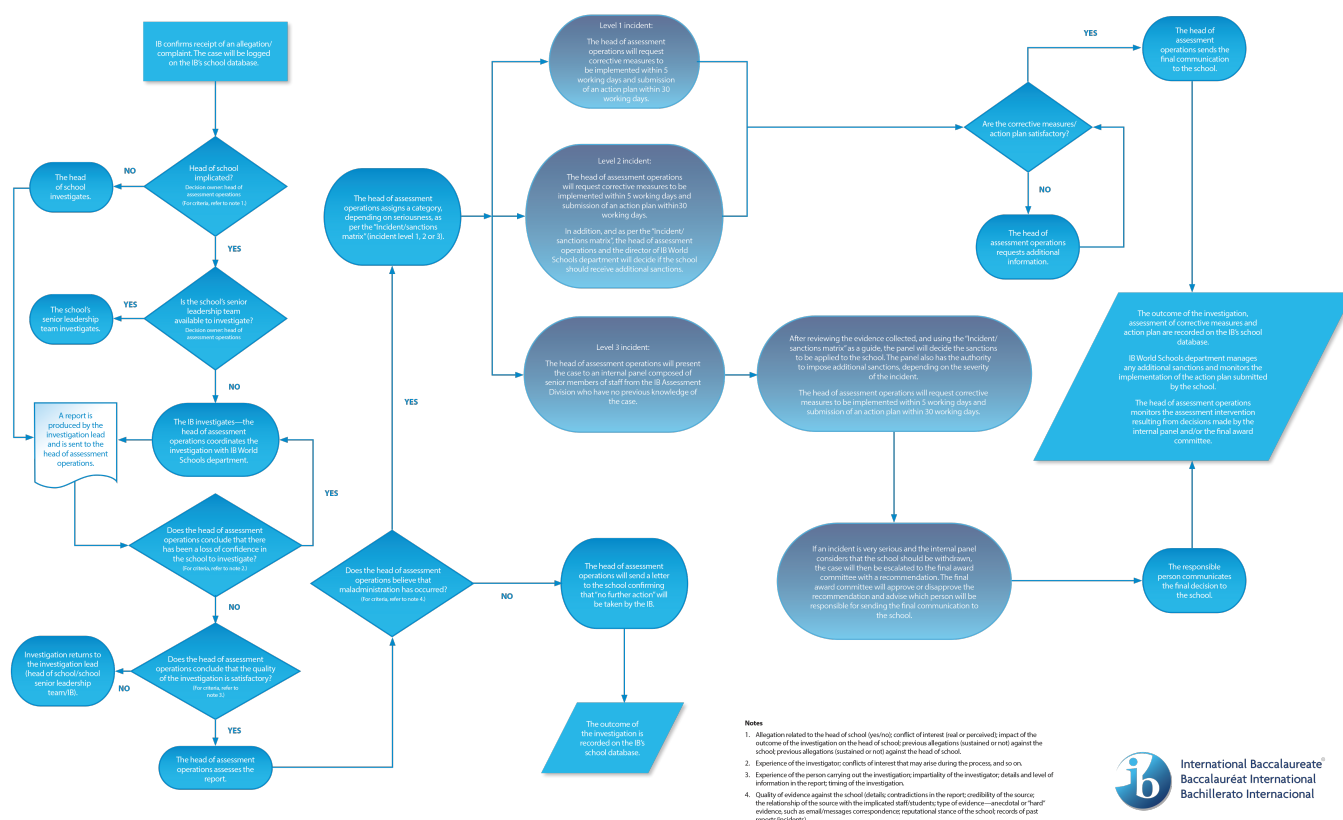


Table 1

Table 1 Incidents/sanctions matrix

## School maladministration investigation guide

To maintain the IB's credibility and position as a leader in international education, all reports alleging school maladministration are investigated.

This document is a guide for the person responsible for investigating a possible incident of school maladministration. The person responsible shall be identified in accordance with this document, as well as the documents listed under the [Responsibilities of IB World Schools](#) section of annex 4.

### Notification from the IB

The IB will contact the IB programme coordinator and/or the head of school to request an investigation into the alleged maladministration incident, but they will not be informed of the source of the allegation in accordance with the IB's policies on complaints and whistle-blowing.

If the IB considers that a conflict of interest may arise, for example, when the head of school is allegedly involved in the maladministration allegation, the IB reserves the right to delegate the investigation to an independent person. The head of school will be informed of this decision and must ensure that the appointee receives the necessary support required to conduct the investigation.

### Conducting the investigation

The person responsible for the investigation must submit a full report to the IB, using the form [Statement - school staff \(suspected maladministration\)](#) within 10 working days of receipt of the notification.

Any individual being investigated must be immediately informed (in writing) of the allegation and possible outcomes; 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, and an interview should also be conducted. It is recommended that any interview is conducted with witnesses being present (usually one witness for the school and one witness for the individual being investigated).

The report must contain the following information:

- details of who was responsible for conducting the investigation
- details about how the investigation was conducted
- details of who was involved in the incident (candidates, school staff, and so on)
- a detailed account of the circumstances surrounding the incident
- evidence collected that supports or refutes the allegation, and how was it collected
- information about whether the evidence could be corroborated
- details of witnesses to the incident
- information about people who have provided expert evidence (for example, computer records, and so on).

If necessary, the IB will request additional information, such as:

- how and when candidates and teachers were informed of the relevant sections of the [General regulations](#)
- seating plans from examinations
- photographic evidence of storage facilities for IB examination materials
- internal calendars with due dates for all IB assessments
- candidate's work (including any drafts) directly related to the investigation
- any other evidence considered relevant to the investigation.

## Outcome of the review of the case

Once all information pertaining to the case has been received from the person responsible for the investigation, it will be reviewed by senior members of staff from the Assessment Division, IB Global Centre, Cardiff. Based on the evidence and documents provided, it will be decided whether a breach of the relevant *General regulations* has occurred.

If the IB is satisfied that the assessment process has not been compromised, the head of school (and IB programme coordinator) will be notified of this decision and no further action will be required from the school.

If the IB determines that the assessment process has been compromised, the head of school (and IB programme coordinator) will be notified, and possible further actions and/or sanctions will apply, as described in the “Incident/sanctions matrix”.

Depending on the circumstances, cases may be presented to the final award committee for further consideration.

If the first report into an alleged case of maladministration is not satisfactory, the Assessment Division, IB Global Centre, Cardiff, may request an additional investigation and will decide if it needs to be carried out by a third party.

## Unprecedented or extraordinary incidents

Any controversy arising out of an unprecedented and/or extraordinary incident not included in the “Incident/sanctions matrix” will be reviewed by senior members of staff from the Assessment Division, IB Global Centre, Cardiff, to decide the best course of action.

## Review of this annex

This annex will be reviewed and updated at least every three years.

