Concordian International School - Academic Honesty Policy

Plagiarism

According to Webster’s New International Dictionary of the English Language, to plagiarize is “to steal or purloin and pass off as one’s own the ideas, words, artistic productions of another; to use without due credit the ideas, expressions, or productions of another.”

The IB Diploma *Vade Mecum* states “it is the responsibility of the…teacher to ensure that all candidates’ material for assessment is prepared according to the requirements of their subject; …all work submitted to IBO for moderation or assessment must be authenticated by a teacher, and must not include any instances of suspected malpractice;”

Plagiarism and cheating are unacceptable behaviors at Concordian International School. All teachers shall make students aware what plagiarism and cheating are and how they undermine the learning process. They shall make all students aware of the consequences of plagiarism and/or cheating. Teachers shall structure assignments and tests so as to minimize the opportunity for student plagiarism and/or cheating.

Concordian International School defines plagiarism is defined as stealing and passing off the ideas and words of another as one’s own, using a created production without crediting the source.

Plagiarism may consist of the following:
- Exact copying of any text without the use of quotation marks
- Using an author’s passage with occasional omissions or changes in wording without proper acknowledgement
- Rearranging the words of one or sentences of one or more authors
- Using an author’s argument or points from an argument and representing them as one’s own

Cheating

Concordian International School defines cheating as using dishonest methods to gain an advantage.

Cheating may consist of the following:
- copying homework
- looking on another’s test or quiz
- letting another student look on a test or a quiz
- using other secretive methods of receiving or giving answers on a test or quiz
- taking information from another source that is not properly attributed
- working with others on an assignment that was meant to be done by individuals
Consequences of Plagiarizing/Cheating

If a student has plagiarized a piece of work, cheated or knowingly passed on ones work to another student then the following minimum consequences will be applied:

**First offense**  
- the student will receive an automatic zero on the plagiarized work  
- the Coordinator will be informed and/or Director/Principal may be informed of the infraction  
- A conference with the student, teacher, parent and administrator may be held  
- Student will write a behaviour reflection  
- Student will receive extra tutoring on how to correctly acknowledge sources by the teacher either as lunch time detention

**Second offense**  
- the student will receive an automatic zero on the plagiarized work  
- the Coordinator and/or Director/Principal will be informed of the infraction  
- A conference with the student, teacher, parent and administrator will be held  
- Student will receive an after-school detention supervised by the coordinator and will receive further tutoring on the ethics of academic honesty

**Third offence**  
- the student will receive an automatic zero on the plagiarized work  
- the Coordinator and/or Director/Principal will be informed of the infraction  
- A conference with the student, teacher, parent and administrator will be held  
- The student will attend an in-school suspension

To be reviewed in 12 months in preparation for the Diploma Programme

**Source:** Adapted from the academic honesty policy of East Hartford High School (1230), USA, - Mr Michael Abelon (2003), Diploma Programme coordinator and Shanghai American School student diary (2006).