

ACADEMIC INTEGRITY POLICY

Rationale

We believe that learners at Nexus International School (Singapore) can create new knowledge with confidence and integrity. Integrity is integral to learning, and all members of the school community have an obligation to acknowledge the work and ideas of others.

The school commits itself to educating its community on:

- What academic integrity is
- How to be academically honest
- How to take responsibility for the representation of their own and others' ideas.

Aim

This policy has been created to ensure a shared understanding of our principles of **honesty, trust, fairness, respect and responsibility**, as demonstrated through academic integrity. We aim to make the role of all stakeholders clear and be transparent in our approach as well as outlining the consequences of academic misconduct.

Key Definition

Academic integrity: 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. **(IB Academic Integrity, 2019)**

Responsibilities

Leaders will

- Raise awareness of this policy in the community to ensure it is implemented consistently, evaluated and reviewed on an annual basis.
- Promote academic integrity through the Vision, Mission, Values, and curriculum.
- Ensure the inclusion of academic integrity across the curriculum and age ranges at Nexus.
- Provide professional learning opportunities to support staff understanding and delivery of academic integrity.
- Manage the conditions in which work is produced for external assessment and verify its authenticity.

Staff will

- Know what academic integrity means.
- Model good practice in academic integrity wherever possible.
- Explicitly teach information literacy skills
- Design learning tasks that require thinking skills that are not able to be completed by simply copying or falsifying information.
- Provide clear guidelines for learning tasks that involve expectations relating to academic integrity.

- Promote the benefits of properly conducted research and the practice of respect for the creative efforts of others using bibliographies and acknowledging the citation of sources and images.
- Work with learners to develop a shared understanding of what constitutes a breach of academic integrity, for example, collusion, duplication, falsification, plagiarism and examination misconduct.
- Assist learners in the proper use of the Learning Resource Hub, our academic databases, written material and the Internet as research tools

Learners will

- Acquire the skills necessary to conduct inquiry and research.
- Become aware of the rights and responsibilities of receiving and giving credit for creative work.
- Give credit to sources used in all work completed in MLA formatting.
- Act with integrity and honesty in completing all tasks, examinations and assessments, making sure that the work submitted is their own (or referenced properly) and take responsibility for their own actions.
- Abstain from receiving or giving non-permitted assistance for external examinations and internal assessments in the completion or editing of work. This includes from friends, relatives, other learners, private tutors, essay writing or copy-editing services, pre-written essay banks or file-sharing websites.
- Tell a teacher if you suspect that there has been any breach in Academic Integrity.
- When requested, submit work plagiarism analysis.

Parents and guardians will

- Support the school in helping learners abstain from receiving or giving non-permitted assistance for external examinations and internal assessments in the completion or editing of work. This includes from friends, relatives, other learners, private tutors, essay writing or copy-editing services, pre-written essay banks or file-sharing websites.
- Support the school in helping learners to act with integrity and honesty in completing all tasks, examinations and assessments, making sure that the work submitted is their own and taking responsibility for their own actions.

Procedures

Academic Integrity Good Practice

Academic integrity good practice means that all stakeholders will be aware of examples of what constitutes misconduct. They will know when and how to correctly use and cite the work of others. Nexus International School has a scope and sequence for the teaching of academic integrity which includes the explicit teaching of the MLA referencing system (examples of which can be found in Appendix A).

In the event of academic misconduct

Defining forms of misconduct

Collusion/Collaboration: Collaboration involves working together with other learners. There are occasions where collaboration with other candidates is permitted or actively encouraged. Nevertheless, the final work must be produced independently, despite the fact that it may be based on similar data. This means that the abstract, introduction, content, conclusion or summary of a piece of work must be written in your own words and cannot, therefore, be the same as another learner's. Working together is collaboration. Copying someone else's work is collusion. Letting someone copy your work so they can pass it for their own is also collusion.

Even if you have 'collaborated' with another learner, the work you present must be your own. Collusion is malpractice and will be penalised.

Plagiarism: Plagiarism is submitting someone else's work, writing, thoughts, visuals, graphics, music and ideas as your own. Plagiarised work is work which fails to acknowledge the sources which it uses or upon which it is based. Plagiarism is a clear breach of academic honesty. It is also a criminal offence.

What is paraphrasing? Paraphrasing is writing a piece of text out in your own words. You are allowed to do this, and it is a skill that you need to practise, but you must acknowledge the source you have used.

Malpractice also includes:

- Making up data for an assignment
- Falsifying a CAS record
- Taking unauthorised material into the examination room, including a mobile phone, an electronic device, own rough paper, notes ...
- Misbehaving during an exam, including any attempt to disrupt the examination or distract another candidate
- Copying the work of another learner
- Referring to or attempting to refer to, unauthorised material that is 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 an examination
- Impersonating another learner
- Including offensive material in a script
- Stealing and/or distributing examination papers
- Using an unauthorised dictionary or calculator during an examination
- Concealing and/or using unauthorised software on a graphic calculator, particularly, but not only, during examinations
- Prohibited use of laptops/additional permitted items for access/inclusion arrangements

Academic Misconduct Consequences and Reporting Procedures

Offence	Who is involved	Actions	Moving forward	Notes
First	Learner Subject teacher	Restorative conversation with subject teacher Recorded in LMS# (automatic notification sent to parents, Learning Area Leader/Year Leader, Curriculum Coordinator - PYP, MYP and IBDP)	Learner to re-do the task and grade/feedback to be awarded	Any instance of academic misconduct during work that contributes towards an externally awarded qualification will be reported in line with the awarding authorities regulations
Second	As above, plus: Learning Area Leader/Year Leader Teacher Librarian Parents/Guardian	As above, plus: Academic integrity workshop with teacher librarian Details of offence discussed with parents/guardians (LaL). Further consequences will be made clear.	Work is not graded Learner may be asked to re-do task at the teacher's discretion	
Repeated	As above, plus: Curriculum coordinator SLT	As above, plus: Parent meeting Internal suspension to support knowledge of academic integrity	Educational Leadership Team will review to determine sanctions and/or the continuation of student status at Nexus International School (Singapore).	

#Any individual incident recorded on a student's school file may be declared to prospective transfer schools, universities or prospective employers who request a reference from the school.

We recognise that our expectations for academic integrity should always be set in line with our school scope and sequence for information literacy. In those terms, a breach of academic integrity should be seen as a teachable moment, and at all levels, learners should be given the opportunity to reflect on their actions and grow. We equally acknowledge our responsibility to uphold the regulations and integrity of our awarding bodies.

Nexus follows the IB policy for [Academic Integrity](#) for PYP, MYP and DP. We also follow the IGCSE. Malpractice and Plagiarism policies for [Edexcel](#) and [Cambridge](#) IGCSE.

Appendix One

Examples of Good Practice

Nexus International School Singapore teacher the MLA referencing style to it learners. Below are some examples of common citation . Visit [Purdue OWL](https://www.purdue.edu/owl) for more information.

Book with one author

Varun Sivaram. *Taming the Sun : Innovations to Harness Solar Energy and Power the Planet*. Cambridge, Massachusetts, The Mit Press, 2019.

Citing a website (organisation and an author)

CNN, Oscar Holland. "Plans for Singapore's First "Supertall" Skyscraper Unveiled." *CNN*, 29 Oct.2022,edition.cnn.com/style/article/singapore-supertall-skyscraper-shenton-way/index.html. Accessed 31 Oct. 2022.

Citing a website (with an author)

Elkus, Grace. "How to Make the Very Best Vegetarian Chili." *Kitchn*, 29 Jan. 2020, www.thekitchn.com/vegetarian-chili-266017. Accessed 30 Sept. 2022.

Citing a website - No author (organisation)

National Geographic. "*Tiger.*" *Animals*, 2 Apr. 2014, kids.nationalgeographic.com/animals/mammals/facts/tiger. Accessed 31 Oct. 2022.

An article

Dolby, Nadine. "Research in Youth Culture and Policy: Current Conditions and Future Directions." *Social Work & Society International Online Journal*, vol. 6, no. 2, 2020, pp. 289–295, ejournals.bib.uni-wuppertal.de/index.php/sws/article/view/60. Accessed 13 Nov. 2021.