



LADY ANDAL SCHOOL

ib Primary Years Programme

ib Middle Years Programme



ib Diploma Programme

Student Guide

Academic Integrity



About The Student Guide

Purpose of the Guide

This guide serves as an essential and reference point for the entire school community. Its primary purpose is to clearly outline the school's vision, expectations and policies, ensuring all students understand their rights and responsibilities.

This guide provides crucial information on the school's expectation from the students on matters of Academic Integrity.



School Vision

We aim to create a holistic individual by providing a happy atmosphere for the child with an emphasis on individual academic brilliance and excellence on the field through games and athletics.

We help build cultural and social skills among our learning community which foster an environment that is conducive to the teaching and learning process.

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.



1.1 The Core and why They Matter

What is Academic Integrity?

Academic Integrity is the commitment of acting honestly, fairly, and responsibly in all your academic work. It is about being a principled IB learner, as outlined in the IB Learner Profile.

It means your work is a true reflection of your own abilities and ideas, and you always give credit to others for their contributions.

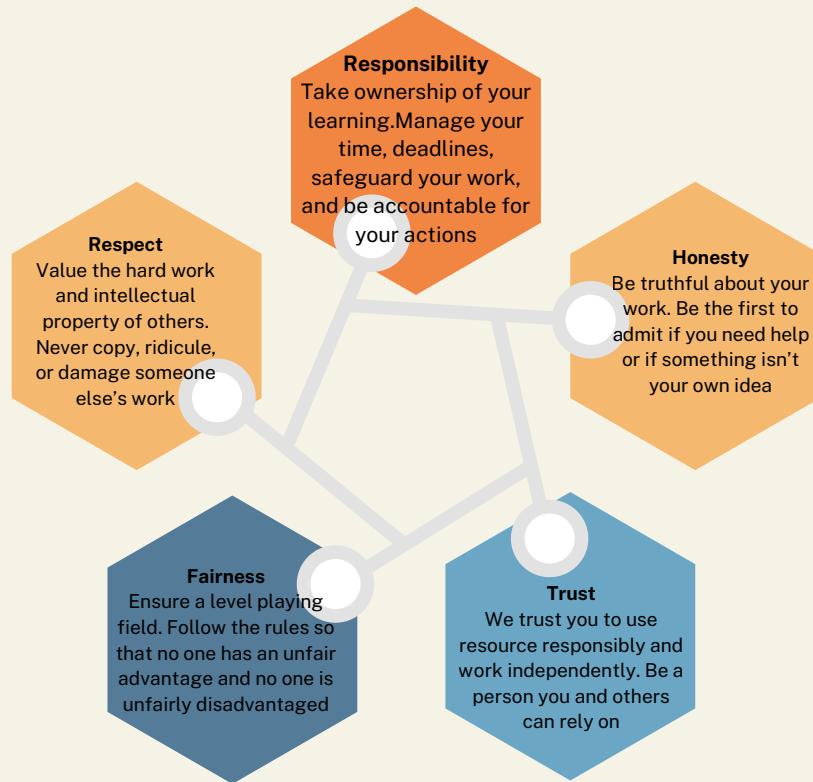
What is Academic misconduct?

The IB defines academic misconduct as any behaviour - whether on purpose or by accident - that gives you or someone else an unfair advantage or that disadvantages another student.

Why does it matter?

- For you: Your IB grade should be a genuine reflection of your hard work and understanding.
- For others: When you act dishonestly, you undermine the hard work of your peers and devalue the IB certificate for everyone.
- For your future: The habits you build now - honesty, diligence and ethical responsibility - are the same ones valued by universities and employers.

1.2 Pillars of Academic Integrity



1.3 What Constitutes Academic Misconduct?

Academic misconduct is not just about copying a full essay. It can take many forms often falling into these categories:

Plagiarism

This is presenting someone else's work or ideas as your own, without proper acknowledgement.

- 1. Copy - Pasting:** Directly copying from a website, book, or another student's work.
- 2. Poor Paraphrasing:** Changing a few words but keeping the original sentence structure and ideas without a citation.
- 3. Un-cited Ideas:** Using a specific theory, concept, or data from a source without giving credit.
- 4. Using AI Unethically:** Submitting content generated by an AI tool (like ChatGPT) as your own original work.

Collusion

This is an authorized collaboration on work presented as your own individual effort.

- 1. Letting Someone Copy:** Sharing your work with a friend as they can copy it.
- 2. Working Together:** Working with others on an assignment that was meant to be completed individually, unless the teacher has explicitly allowed it.
- 3. In Group Work:** Not clearly defining and acknowledging each member's contribution.

Cheating

Any attempt to gain an unfair advantage in an assessment.

- 1. Unauthorized Materials:** Using notes, a phone, a smartwatch, or any banned item during an exam.
- 2. Looking at Another's Work:** Trying to see another student's answers during a test.
- 3. Contract Cheating:** Paying someone else or using an online source to complete your work.

Duplication of Work

Submitting the same piece work (or significantly similar work) for assessment in two different subjects or components. (For example, in DP, you cannot use your History Internal Assessment as the basis for your Extended Essay)

Misconduct During Exams

1. Bringing any unauthorized material into the exam room (even if you do not use it).
2. Disruptive behaviour.
3. Communicating with anyone during the exam.
4. Discussing exam content online within 24 hours of exam finishing, as students in other time zones may not have taken it yet.



2.1 Real World Scenarios & How to Avoid Them

Scenario

A friend texts you the night before a big task is due and asks to 'see your essay/work for inspiration.'

Why it is a Problem

This is collusion. Even if you do not intend to let them copy, sharing your work facilitates academic dishonesty.

How to Handle it Correctly

Politely refuse, and the both of you can ask the teacher for help.

Scenario

You find a perfect paragraph online that explains a concept you are struggling with.

Why it is a Problem

Copying it without citation is plagiarism. Paraphrasing it without citation is also plagiarism

How to Handle it Correctly

Read the paragraph, understand it, close the website, and then explain the concept in your own words. Then 'cite the source' that helped you understand

2.2 Your Golden Rules for Survival

- **Start Early:** Good time management is the best defence against the panic that leads to poor choices.
- **When in Doubt, Cite It:** If you are wondering whether something needs a citation, it probably does.
- **Ask for Help Early:** If you are struggling, talk to your teacher or librarian well before the deadline.
- **Safeguard Your Work:** Keep your passwords private and don't leave your work open on shared computers.
- **Keep the Rules:** Ignorance of the rules is not an acceptable excuse. It is your responsibility to know them.

3.1 The Investigation Process & Consequence

What Happens If There is Concern?

1. At the School Level:

- Your teacher will likely talk to you first to understand the situation.
- You may be given a chance to re - do the assignment correctly.
- Your parents and the programmes coordinator may be involved in a meeting to ensure everyone understands and can support you.

3.2 If the IB Gets Involved

The IB can investigate work even after it has been submitted and graded. If misconduct is suspected:

- **Investigation:** The IB will ask the school to gather evidence, including statements from you, the teacher, and any other involved parties. **You will be given a chance to provide your written explanation.**
- **Review:** An IB academic integrity panel reviews all evidence against the official IB penalty matrix.
- **Decision:** The panel decides if misconduct occurred based on the 'balance of probabilities'

3.3 Possible IB Consequences (Based on Severity)

The IB uses a strict penalty matrix. Consequences can be severe and may include:

- **Formal Warning:** A note on your file.
- **Zero Marks:** Receiving a score of zero for the component (or your entire exam)
- **No Grade:** Being made ineligible for a grade in the subject, which can mean you **do not receive your IB Diploma/Certificate**.
- **Permanent Disqualification:** For serious or repeated offences, you can be barred from ever receiving any IB qualification.

3.4 Important Notes

Retakes: The IB will decide if and when you can retake or resubmit work.

Revoked Grades: The IB can investigate and revoke grades even after you have graduated and received your diploma. You would be required to return your certificate.

Social Media: The IB actively monitors for exam leaks on social media. Your digital footprint is permanent.

4.1 Your Rights & Responsibilities

- You have the right to be informed of the allegations against you.
- You have the right to give your side of the story in writing.
- You have the responsibility to tell the truth during any investigation.
- You have the responsibility to be familiar with and follow all IB regulations.

