



Port St. Lucie High School

IB Academic Honesty Policy and Guidelines



Definition of Malpractice

The IB Organization defines malpractice as behavior that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components.

Malpractice includes the following:

1. Plagiarism: defined as the representation of the ideas or work of another person as the candidate's own.
2. Collusion: defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another.
3. Duplication: defined as the presentation of the same work for different assessment components and/or IB diploma requirements.
4. Impersonating another candidate.
5. Altering grades on a computer database and other forms of misuse of technology.
6. Any other behavior that gains an unfair advantage for a candidate or that affects the results of another candidate's work/grade. Examples include but are not limited to the following: taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record, disclosure of information to and receipt of information from candidate about the content of an examination paper within 24 hours after a written examination.

Process of Handling Instances of Malpractice

Reporting and Investigating Malpractice

When a teacher has reason to believe that malpractice has occurred, the following steps will be taken:

1. The teacher will contact the IB Programme Coordinator and will proceed in conducting an investigation. If the teacher believes that s/he needs assistance with the investigation, s/he will contact a school administrator or dean to help conduct the investigation.

- The IB Programme Coordinator will communicate the outcome of his/her investigation to the IB Review Committee in a written report. The IB Review Committee will meet and discuss the level of the offense(s) and determine the appropriate consequence(s).

When another candidate has a reason to believe that malpractice has occurred, the following steps will be taken:

- The student will contact an administrator, the IB Programme Coordinator and/or a trusted teacher. At the time of the report, the student will be asked to put the suspicion in writing, but it is up to the review committee to try to maintain student's anonymity, if at all possible. If this is not possible, based upon the investigation or accusations, this will be explained to the student reporting the suspicion.
- The IB Programme Coordinator will need to conduct an investigation whether the student reporting choses to write their statement down or not. If the IB Programme Coordinator believes that s/he needs assistance with the investigation, s/he will contact a school administrator or dean to help conduct the investigation.
- The IB Programme Coordinator will communicate the outcome of his/her investigation to the IB Review Committee in a written report. The IB Review Committee will meet and discuss the level of the offense(s) and determine the appropriate consequence(s).

Appeals Process

- After a decision has been reached by the IB Review Committee, a candidate has five school days to contact the principal and start the appeal process.
- Principal will consider all new information presented and will make the final determination.

Levels of Offenses

Level of Offense	Possible Offenses	Possible Consequences
L1	<ul style="list-style-type: none"> Copying Another Assignment. Sharing an Assignment. 	<ol style="list-style-type: none"> Zero on the assignment. Parent notification. A record of the incident in student's discipline file.
L2	<ul style="list-style-type: none"> A Second Time Offense of a Level 1 Offense. Inappropriately sharing any assessment (or part thereof) with another student. Submitting work that has been developed by another as one's own. Committing academic malpractice on any assessment. Using physical or electronic methods of 	<ol style="list-style-type: none"> One day In-School Suspension (BIC). Zero on the assignment. Parent notification. A record of the incident in student's discipline file.

	receiving or giving questions or answers on an assessment.	
L3	<ul style="list-style-type: none"> • A Third Time Offense of a Level 1 Offense. • A Second Time Offense of a Level 2 Offense. • Stealing, accessing, or improperly possessing any examinations or other assessments, either physically and electronically. • Altering grades on a computer database • Committing academic malpractice on any midterm or final examination. • Committing academic malpractice on any IB examination. • Committing academic malpractice on any IB assessment. • Impersonating another candidate for any reason. 	<ol style="list-style-type: none"> 1. Subject to removal from CIBA. 2. Out of School Suspension. 3. Parent notification. 4. A record of the incident in student's discipline file. 5. Teachers have the option of rescinding recommendations.

Student Name: _____

Date: _____

Parent/Guardian Name: _____

Date: _____