



Wembley
Multi-Academy
Trust

ACHIEVEMENT FOR ALL



IB DIPLOMA PROGRAMME ACADEMIC INTEGRITY POLICY

*Wembley High Technology College (WHTC)
International Baccalaureate Diploma Programme (IBDP)*

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MISSION STATEMENT

Our mission is to deliver 'Achievement for All', one child at a time. We do this by creating a dynamic and inclusive learning environment where every student is empowered to achieve the grades that unlock the doors of opportunity. Driven by our core values of hard work, ambition, resilience, empowerment, diversity, and helping others, we believe that academic excellence is the golden ticket to success. We are committed to equipping our students with the skills, knowledge, and love of learning that they need to excel, ensuring they have the confidence and capability to shape a better world. Through perseverance and collaboration, our students will not only achieve their personal goals but also become compassionate leaders who inspire positive change.

1. Introduction to Academic Integrity

Academic integrity is central to the mission of the International Baccalaureate (IB) Diploma Programme (IBDP) at Wembley High Technology College. We are committed to fostering a culture of academic honesty, ethical conduct, and responsible decision-making. Upholding the highest standards of integrity in all academic work ensures that students are recognized for their authentic achievements, and that they contribute positively to the reputation of the IB Diploma Programme and the Wembley High Technology College. This also sets students up to succeed at university.

2. Definition of Academic Integrity

Academic integrity refers to the honesty and ethical behaviour demonstrated by students when completing their work. It involves:

- **Plagiarism:** Using someone else's ideas, words, or work without proper attribution.
- **Collaboration:** Working with others in a manner that is against the expectations of the assessment or exam instructions.
- **Cheating:** Engaging in dishonest practices to gain an unfair advantage, such as using unauthorized materials during assessments or providing false information.
- **Fabrication:** Creating or falsifying information, data, or citations.
- **Impersonation:** Allowing someone else to complete an assessment on behalf of a student or taking someone else's assessment for them.
- **Malpractice:** Any other dishonest behaviour that compromises the integrity of the assessment process.

3. Responsibilities of Students

Students enrolled in the IB Diploma Programme at Wembley High Technology College are expected to:

- Complete all assessments and coursework independently unless collaborative work is explicitly allowed.
- Attribute all ideas, quotes, and sources correctly when presenting information in written work or oral assessments.
- Follow all academic guidelines and instructions as set out by their teachers and the IB.
- Report any instances of suspected academic dishonesty or malpractice to a teacher or the IB coordinator.

4. Responsibilities of Teachers and Staff

It is the responsibility of teachers and staff to:

- Ensure that students are aware of the IB's academic integrity requirements and the potential consequences of academic dishonesty.
- Provide guidance and support to students on how to conduct research and attribute sources properly.
- Monitor assessments, coursework, and projects to detect any form of malpractice.
- Encourage a culture of academic honesty and fair competition.
- Report any suspected malpractice to the IB coordinator for further investigation.

5. Responsibilities of Parents and Carers

Parents and Carers play an essential role in upholding the academic integrity of the IB Diploma Programme at Wembley High Technology College. Their support in understanding and reinforcing the principles of academic honesty is crucial to ensuring the success and ethical behaviour of their children throughout the programme.

Parents and carers are expected to:

- Understand IB policies, procedures, and subject guidelines regarding the completion of coursework or examination papers by their children.
- Support their children's understanding of IB policies, procedures, and subject guidelines.
- Be aware of the WHTC's internal policies and procedures that safeguard the authenticity of their children's work.
- Support their children in planning a manageable workload to help them allocate their time effectively.
- Understand what constitutes academic misconduct and its consequences within the IB framework.
- Report any potential cases of student misconduct to the Leadership Group and/or the IB.
- Ensure that any evidence submitted to support requests for inclusive access arrangements or adverse circumstances considerations is genuine and authentic.
- Abstain from giving or obtaining assistance in the completion of work for their children.

6. Preventative Measures and Education

Wembley High Technology College is committed to educating students on the importance of academic integrity. To support this:

- Students will receive training in academic honesty, proper citation practices, and ethical research techniques at the start of the programme.
- Workshops and resources on academic integrity will be available throughout the course to reinforce the importance of maintaining honesty in all academic work.
- The IB coordinator will regularly review school-wide and course-specific academic integrity protocols with staff and students to ensure adherence to these standards.
- There will be regular assemblies and Tutor Time activities on academic integrity.

7. Consequences of Malpractice

Instances of academic malpractice undermine the integrity of the educational process and are treated seriously at Wembley High Technology College. If a student is found to have violated the academic integrity policy, they will face consequences as outlined below:

I. Internal Consequences:

- Students found engaging in malpractice will face disciplinary measures in accordance with the school's Code of Conduct. These measures may include, but are not limited to, warnings, marks being withheld or rescinded, or disqualification from coursework.
- Parents/Carers will be notified of any malpractice, and further discussions will be held to address the issue.

II. External Consequences of Malpractice:

- The IB coordinator must inform the IBO if there is any suspicion of malpractice once work or internal assessment marks are submitted.
- An examiner, moderator, or detection software may report suspected misconduct during the marking process, prompting an investigation by the school and submission of relevant documentation to the IBO.
- The candidate will be invited to present a written explanation or defence through the IB coordinator.
- The Final Award Committee at the IBO will review the evidence and decide whether to dismiss the allegation, uphold it, or request further investigation.
- If the committee finds the evidence insufficient, the allegation will be dismissed and grades will be awarded in the normal manner. If malpractice is confirmed, no grade will be awarded in the subject(s) concerned, and the candidate will not receive the IB Diploma qualification. Certificates for other subjects will still be issued.
- In serious cases, the Final Award Committee may bar the student from registering for future examinations for a period of time or indefinitely.
- The IBO reserves the right to withdraw an IB qualification at any point if malpractice is established after the awarding of results.

8. Responsibilities of the IB Coordinator

The IB Coordinator plays a critical role in maintaining the academic integrity of the IB Diploma Programme. The responsibilities of the IB Coordinator include:

- Ensuring that all school and IB policies are applied fairly and consistently.
- Ensuring compliance with the secure storage of confidential IB material policy and the conduct of IB examinations.
- Ensuring that teachers, students, parents, and legal guardians have a copy, read, and understand the school's academic integrity policy and the Diploma Programme regulations.
- Reporting suspected instances of student academic misconduct and school maladministration to the Headteacher and/or the IB.
- Supervising all activities related to the investigation of student academic misconduct and school maladministration cases according to the school and/or IB policy.

9. Responsibilities of Teachers

Teachers and tutors are responsible for:

- Ensuring that students have a full understanding of the expectations and guidelines of their subject.
- Ensuring that students understand what constitutes academic misconduct and its possible consequences.
- Planning a manageable workload so students can allocate time effectively to produce work according to IB's expectations.
- Giving feedback and ensuring students are not provided with multiple rounds of editing, which would be contrary to instructions described in the relevant subject guides.
- Ensuring that all student work is appropriately labelled and saved to avoid any error when submitting assessment to the IB.
- Developing a plan to cross-reference work across multiple groups of students when they are preparing to submit final pieces of work for assessment in order to prevent collusion.
- Responding to student academic misconduct and supporting the school's and IB's investigations.
- Responding to school maladministration and supporting the school's and IB's investigations.

10. Upholding Academic Integrity

The IB Diploma Programme at Wembley High Technology College is founded on the principles of academic integrity and ethical conduct. It is essential for all students, teachers, and staff to embrace and uphold these principles to ensure that all assessments and academic work reflect the genuine abilities and efforts of each student. By doing so, we contribute to maintaining the high standards of the IB and preparing students for success in higher education and beyond.

This policy will be reviewed regularly and updated to ensure it remains aligned with the latest IB guidelines and best practices.