EF Academy New York
Academic Honesty Policy
(Updated June 2021)
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<th>Document title:</th>
<th>Academic Honest Policy - EF Academy New York</th>
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| Document Purpose: | Define the types of academic dishonesty and outline responses to infractions. |
| Related Documents: | EF Academy Assessment Policy  
IB Programs, Standards, and Practices  
IB Curriculum Guides and Assessment Principles and Practice |
| Date of Next Review: | June 2022 |
| Change Log (what changes have been made, by whom, and when) | • |

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Purpose

The purpose of this document is to define both Academic Honesty and Academic Dishonesty, highlight the proactive measures taken to prevent instances of Academic Dishonesty, and to detail the consequences for infractions.

Definitions

Academic Honesty
Academic honesty is the true representation of one’s knowledge and understanding. It is important that students not only accurately share the information they find, but also where they found it and how it supports their conclusions. In order to share information in an academically honest way, students must also use proper in-text and bibliographic citations.

Academic Dishonesty
Intentional academic dishonesty is malpractice whereby a student seeks to gain unfair advantage when submitting work for assessment. The International Baccalaureate highlights four main areas of malpractice:

1. **Plagiarism** occurs when a student presents the ideas and work of another person as that of his or her own. Plagiarism may involve copying someone else’s work (including, but not limited to: images, writing video, music, or ideas), failing to acknowledge sources and/or claiming to have used sources that were not used.
2. **Collusion** occurs when the final piece of work produced by a student is not his or her own, because it has been completed with the assistance of another person e.g., a friend, a tutor, etc. Collusion can also involve a student giving his or her work to other students as their own.
3. **Duplication** occurs when a student presents the same or very similar work for assessment in separate assignments, e.g., using the same ideas for both an Internal Assessment and the Extended Essay.
4. **Cheating** is an academically dishonest behavior which gives a student an unfair advantage during an assessment task. The examples listed below are not exhaustive list, but typify other forms of malpractice that breach EF Academy-New York and/or IB regulations:
   - Making up data for an assignment, for example Science investigations
   - Falsifying CAS records
   - Taking any unauthorized material into the examination room
   - Copying the work of another candidate during an examination
   - Failing to comply with the instructions of the proctor or other member of the school’s staff responsible for the conduct of an examination
   - Impersonating another candidate
   - Stealing examination or test papers

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1 Note that collusion differs from collaboration. On some projects students may be asked to collaborate (work with one another), e.g., when gathering data. However, in most cases, the final submission must be one’s own.
• Using an unauthorized calculator during an examination

• Concealing and/or using unauthorized software on a graphic calculator, particularly, but not only during examinations

Teaching Academic Honesty at EFA

At EF Academy, we take a number of measures to prevent instances of Academic Dishonesty:

• Every student is enrolled in a course within our Learning & Knowledge department each year. These courses are designed to develop students’ skills based on IB’s Approaches to Learning (ATLs). A fundamental part of each course is research skills which includes direct instruction and practice of Academic Honesty and Dishonesty, research practices, and citation.

• Students learn about and are expected to apply proper research methodologies in their subject courses. To facilitate the transfer of these skills across their courses all subjects ask students to use MLA formatting in their assignments.

• All students are enrolled in an Advisory program in which Academic integrity is among the topics covered.

Consequences for Academic Dishonesty

1st Offense: The student will be required to re-do the work. The Dean will record the incident in the student’s file and report the incident to the student’s guardians.

2nd Offense: The student will be required to meet with the Academic Dean for direct intervention and implementation of restorative measures. The Dean will record the incident in the student’s file and report the incident to the student’s guardians.

3rd Offense: The student will go before the Academic Disciplinary committee and receive disciplinary consequences. The offense will also be noted in the teacher’s end of term comment on the report card. If enrolled in courses with externally moderated grades, the school will no longer submit any work on the student’s behalf, resulting in the student no longer being eligible for any external credit. The offense will be noted in school records and reported to the student’s guardians.

Beyond a 3rd Offense: If a student incurs an academic dishonesty infraction beyond a 3rd offense, the student risk(s) not earning credit in specific courses in which the student committed academic dishonesty and potential dismissal from EF Academy.

2 Please refer to IB Diploma document, “Conditions of use of GDCs in examinations”