

Academic Integrity Policy

Ramallah Friends School (RFS) places a great value on personal integrity and academic honesty. RFS upholds academic honesty fostering the Quaker values and IB principles that promote personal integrity and good practice of teaching, learning and assessment. While RFS staff and administration trust all students enrolled at the school will submit work of their own that is appropriately referenced, they feel that it is necessary to provide guidelines as to what this means and what the consequences will be if any work submitted does not meet these guidelines.

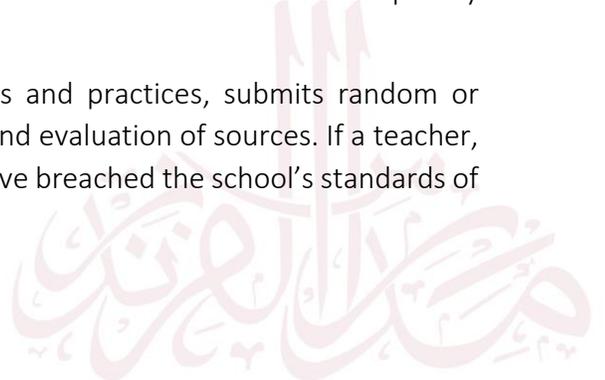
Academic Dishonesty and Malpractice:

Although the following list is not exhaustive, academic dishonesty can, in general, take several forms:

- 1- Plagiarism: taking work, words, ideas, pictures, information or anything that has been produced by someone else and submitting it for assessment as one's own.
- 2- Copying: taking work of another student, with or without his or her knowledge and submitting it as one's own.
- 3- Exam cheating: communicating with another candidate in an exam, bringing unauthorized material into an exam room, or consulting such material during an exam in order to gain an unfair advantage.
- 4- Duplication: submitting work that is substantially the same for assessment in different courses without the consent of all teachers involved.
- 5- Falsifying data: creating or altering data which has not been collected in an appropriate way.
- 6- Collusion: helping another student to be academically dishonest.

Procedure for Investigating Suspected Cases of Academic Dishonesty: The Lower Campus, in line with IBO standards and practices (culture 3), teachers evaluate and verify student's work. If a teacher, or another member of staff, suspects that a student may have breached the school's standards of academic honesty, he or she will inform the deputy principal who follows up on discipline issues. Together they will investigate the matter, and will inform the student of the teacher's concerns. The student is given a chance to respond to accusations of malpractice first. If it cannot be shown that there is work which is clearly inappropriate, the student will be found not guilty of dishonesty and no record will be kept of the matter. If, on the other hand, it can be shown that malpractice has been done, the deputy principal will take action based on disciplinary procedures.

The Upper Campus is in line with IBO recommendations and practices, submits random or selected pieces of work to external bodies for verification and evaluation of sources. If a teacher, or another member of staff, suspects that a student may have breached the school's standards of



academic honesty, he or she will inform the MYP or DP coordinator. Together they will investigate the matter, and will inform the student of the teacher's concerns. The student is given a chance to respond to alleged malpractice first. If it cannot be shown that there is work which is clearly inappropriate the student will be found not guilty of dishonesty and no record will be kept of the matter. If, on the other hand, it can be shown that inappropriate work has been submitted, the coordinator will make a recommendation to the Principal as to whether or not the case is an infringement of academic integrity.

The Consequences of Academic Malpractice:

Any student who has been found to be academically dishonest at the lower campus, will take a grade of "NM: Not Meeting" for that work and a warning. In addition, to following up with the parents.

Any student who has been found to be academically dishonest in any of the above ways, or otherwise, at the upper school, will have a record of this put into his or her student file, the student will take a grade "zero" for that work and a grade "zero" in conduct for the quarter.

In the case of the diploma program, malpractice on work to be submitted to the IBO, internally or externally assessed, will be directly reported accordingly to the IBO, who in turn will make a final decision.

If a student submits work to the IBO which is later recognized as having been produced dishonestly, then the IBO will take the following action:

Candidates suspected of malpractice will be invited, through the coordinator, to present a written explanation or defense. Cases of suspected malpractice will be presented to the final IBO award committee. After reviewing all evidence collected during the investigation, the committee will decide whether to dismiss the allegation, uphold it, or ask for further investigations to be made. If the final award committee deems evidence of malpractice insufficient, the allegation will be dismissed and a grade will be awarded in the normal way. If the final award committee decides that a case of malpractice has been established, no grade will be awarded in the subject concerned. No IB diploma will be awarded to the candidate, but a certificate will be awarded for other subjects in which no malpractice has occurred. The candidate will be permitted to register for future examinations at least one year after the session in which malpractice was established. If a case of malpractice is very serious, the final award committee is entitled to decide that the candidate will not be permitted to register for any future examination session. If the candidate has already been found guilty of malpractice in a previous session this will normally lead to disqualification from participation in any future examination session. An IB diploma, or a certificate, may be withdrawn from a candidate at any time if malpractice is subsequently established.



The Responsibilities of Staff, Students and Parents:

All RFS staff, students and parents should make sure that they are aware of the contents of this document and what academic honesty and dishonesty both mean. They should also make themselves aware of the consequences of academic dishonesty.

Parents should speak to their children about the need to be honest and why it is important to uphold academic integrity in their work.

Teachers should explain what this policy means to students in the specific terms of the work that they are asking students to produce. They should also speak to students regularly during the drafting of work, when the student/teacher interaction is more collaborative than evaluative. They should also model good practice.

Program coordinators (PYP, MYP and DP), deputy principals, and teachers, should ensure that academic honesty and dishonesty is explained to students. They should investigate any suspected breaches of the standard openly and fairly. In cases of malpractice, recommendations to the Upper Campus principal and Lower Campus deputy principal, should be clear and reasoned.

The Principals in consultation with the program coordinators and deputy principals will decide each case on its merits, and should communicate their decision clearly to all of those concerned with reasons for any findings.

Students should recognize that they are ultimately responsible for their own work and that the consequences of any breaches of the standard of academic honesty will be theirs alone. They should speak to teachers regularly about their work and show drafts of it at various stages in the production process. They should ask teachers for advice if they are at any time unsure of what they have done in relation to referencing sources.

Declaration / Upper Campus

I confirm that I have read, understand and agree to abide by the RFS's Academic Honesty Policy.

Name of Student:

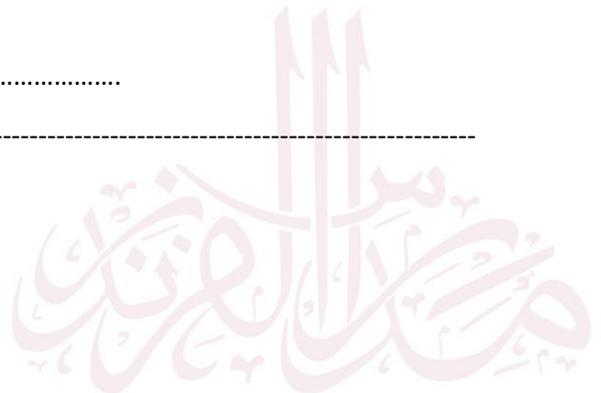
Signature: Date:

Name of Guardian:

Signature: Date:

Name of IB Coordinator:

Signature: Date:





Declaration / Lower Campus

I confirm that I have read, understand and agree to abide by the RFS's Academic Honesty Policy.

Name of Student: Signature:

Name of Guardian: Signature:

Date:

