REIGATE GRAMMAR SCHOOL
VIETNAM

Academic Integrity Policy

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This policy has been drafted in line with the RGSV Mission, Vision and Values as set out on the school website.

Purpose:

The Academic Integrity Policy aims to ensure that our school procedures are transparent, fair and consistent. It describes the rights and responsibilities of all school community members so that all understand what constitutes good practice and misconduct, and what actions are to be taken if there are transgressions.

What is Academic Integrity?

The IBO defines Academic Integrity as the following: "Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work." (International Baccalaureate Organisation, 2023, p. 3).

At RGSV this means ensuring that all work submitted by students has been completed by the student submitting the work. Any inclusion of academic references should be clear and cited correctly using the APA format. Any other source material used to contribute to the work should also be clearly referenced.

Use of Artificial Intelligence

The use of Artificial Intelligence (AI) for educational purposes has become widespread, and presents many opportunities for students to enrich their learning. In some cases, students may be directed to use AI for research or other educational purposes.

However, the use of AI including large language models such as ChatGPT has the potential to compromise a student's Academic Integrity. As laid out in their Academic Integrity policy, the IBO 'does not regard any work produced—even only in part— by [AI tools] to be [a student's] own' (International Baccalaureate Organisation, 2023, p. 54).

As such, any suspected use of AI to plan, write, or edit work, in part or as a whole, will be regarded as a breach of Academic Integrity. Where they have used AI appropriately, students must ensure they cite AI using APA formatting.

Any student in doubt about the use of AI in their work should consult their subject teacher and/or supervisor.

Key terms (International Baccalaureate Organisation, 2023, p. 3-4)

Academic integrity

Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work.

School maladministration

The IB defines school maladministration as an action by an IB World School or an individual associated with an IB World School that infringes IB rules and regulations, and potentially threatens the integrity of IB examinations and assessments. It can happen before, during or after the completion of an assessment component or completion of an examination.

Student academic misconduct

The IB defines student academic misconduct as deliberate or inadvertent behaviour that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment.

Behaviour that may disadvantage another student is also regarded as academic misconduct. It also includes any act that potentially threatens the integrity of IB examinations and assessments that happen before, during or after the completion of the assessment or examination, paper-based or on-screen. This includes behaviour in school, out of school and online.

Unprecedented or extraordinary incidents

Student academic misconduct or school maladministration incidents that are outside the IB's usual procedures and/or experience.

Balance of probabilities approach

"Balance of probability" means that the decision-maker(s) with appropriate subject-matter expertise is satisfied that an event or account is more likely than not to have occurred. It is used when deciding on a penalty for an alleged case of student academic misconduct or school maladministration where evidence beyond reasonable doubt is not available.

Conflict of interest

This occurs where an individual's ability to exercise judgement or act in one role is, or could be, impaired or otherwise influenced by their involvement in another role or relationship. The individual does not need to exploit their position or obtain an actual benefit, financial or otherwise, a potential for competing interests and/or a perception of impaired judgement or undue influence can also be a conflict of interest.

Responsibilities/Expectations

Students:

- Will become increasingly aware of their responsibilities regarding academic integrity; students in year 12 and 13 are expected to have knowledge of their responsibilities regarding intellectual property, plagiarism and authentic authorship.
- Understand and fulfil the requirements of academic integrity.
- Are responsible for fully and correctly acknowledging the work and ideas of others; to ensure a responsible or principled attitude towards acknowledging the work and ideas of others.
- Are expected to comply with all school deadlines.
- Are responsible for proving that all pieces of work are their own and have not been plagiarised if academic dishonesty is suspected.
- Are required to meet Academic Integrity requirements during examinations that include the following:
    - non-communication with other exam candidates.
    - entering the exam room with only the required materials.
    - no access to phones or other electronic devices.
    - complying with instructions from exam invigilators.

Parents/Guardians:

- Can access electronic copy of the Academic Integrity Policy, available on the school website.
- Support RGSV's Academic Integrity Policy by affirming and sharing it with their children
- Encourage ethical academic behaviour and monitoring of pupils' work in the home, such as computer use, homework and written assignments.
- Encourage their child to ask their teacher any questions about Academic Integrity.
- Support their child to plan each assignment and schedule the workload to meet varied deadlines.
- Have the opportunity to participate in workshops to introduce them to the need for Academic Integrity and how they can support their child.

Teachers/Departments:

All teachers at RGSV must actively seek to educate and support pupils in developing academic integrity throughout their learning in the school.

Teachers are, therefore, responsible for the following:

- Clarifying the meaning of academic integrity.
- Teaching academic integrity, its importance and the supporting skills required by pupils to avoid academic misconduct (see Appendix).
- Teaching the school's required style guide to pupils, which is the American Psychological Association's (APA) latest edition. Prep Teachers will teach an adapted version of this APA format.
- Promoting and encouraging research, reference and citation processes throughout all sections of the school.
- Students and teachers are expected to utilise Turnitin as a tool to support academic integrity. All internal assessments and relevant written submissions must be uploaded to Turnitin to ensure originality, proper citation, and to support the development of ethical research and writing practices.
- Facilitating the development of those skills within their classroom through formative practice and assessment.
- Modelling good practice within their work.
- Ensure that feedback is within course guidelines.
- Highlighting and providing examples of academic misconduct and how these can be avoided.
- Working collaboratively with the librarian and other teachers to ensure the academic integrity standard is being followed throughout the school.
- Report any academic misconduct to the appropriate coordinator.
- Ensure that Academic Integrity is fostered throughout the school.
- All DP teachers and Extended Essay supervisors must review submitted work for Academic Integrity to authenticate final submissions.
- All A-Level IPQ supervisors must review submitted work for Academic Integrity to authenticate final submissions.

Coordinators/Leadership:

- Have detailed knowledge of current regulations and instructions provided by CAIE and the IBO that govern the conduct of each examination session and the expectation of Formal Assessment procedures where these apply in each programme.
- Have detailed knowledge of the RGSV Academic Integrity policy and its implementation through practice in each programme's classroom setting.
- Inform staff, pupils and parents through various media what constitutes a breach of Academic Integrity and how it can be prevented.
- Support CAIE and the IBO fully in preventing, detecting, and investigating matters of Academic Integrity.
- Undertake any additional responsibilities required by CAIE and the IBO should a candidate or staff member be investigated for reasons of Academic Integrity.
- As part of the faculty, assist and lead, where required, with the development and implementation of the Academic Integrity Policy, and training of relevant supporting

procedures in each programme.
- When required, investigate any suspected standard breaches openly and fairly.
- Act as role models in all matters relating to Academic Integrity and its relationship to the Approaches to Teaching and Learning across the school, all its programmes, including internationally recognised copyright laws or fair use of all media.

Leadership/Role of school:

- Ensuring all RGSV pupils understand the meaning and importance of academic integrity.
- Teaching all pupils to understand examination protocol (whether external or internal).
- Teaching pupils the difference between collusion and collaboration.
- Ensuring all teachers, parents and pupils have access to, and are made aware of, the Academic Integrity Policy.
- Providing professional development opportunities that develop an understanding of academic integrity as a formative and reflective process within the classroom.
- During admissions, ensure that all external candidates and parents are introduced to the RGSV Academic Integrity policy and expectations.

How do we promote Academic Integrity?

As stated above, teachers play a significant role in the promotion of Academic Integrity, which they achieve through means including but not limited to:

- Clarifying the meaning of academic integrity
- Teaching academic integrity, its importance and the supporting skills required by pupils to avoid academic misconduct (see below)
- Teaching the school's required style guide to pupils, which is the American Psychological Association's (APA) latest edition. However, Prep Teachers will teach an adapted version of this APA format
- Promoting and encouraging research, reference and citation processes throughout all sections of the school
- Facilitating the development of those skills within their classroom through formative practice and assessment
- Modelling good practice within their work
- Highlighting and providing examples of academic misconduct and how these can be avoided
- Working collaboratively with the librarian and other teachers to ensure the academic integrity standard is being followed throughout the school

How do we check for Academic Integrity?

When checking for Academic Integrity, RGSV is checking that student work is **authentic** (completed by themselves without unfair influence, as laid out above). As such, **the primary responsibility lies with students to demonstrate that work is authentically theirs**.

The role of RGSV staff is to support and promote Academic Integrity, but also to identify and respond to breaches of Academic Integrity. To aid with this, staff at RGSV consider a range of factors including but not limited to:

- Plagiarism detection software (for example Turnitin)
- Document version history
- Use of vocabulary and syntax
- Cross checking with student plans
- Cross checking with student writing
- Student interviews

All suspected breaches of Academic Integrity are reviewed by staff; information from software such as Turnitin is used as a tool, however final decisions regarding authentication of work will be made by staff.

Any work which cannot be authenticated for assessment components for the IB Diploma, A Levels or IGCSEs will not be submitted.

Reporting and Acting upon Academic Integrity Issues

Academic Integrity concerns in the Preparatory School

Any concerns regarding pupil Academic Integrity in the Preparatory School will be investigated and addressed by the Head of Section.

Academic Integrity concerns in the Secondary School

Any concerns regarding pupil Academic Integrity in the Secondary School will be investigated and addressed. All breaches of Academic Integrity will be recorded internally for monitoring purposes.

Depending on the nature of the breach, investigations regarding Academic Integrity may involve:

- Subject teachers/supervisors
- Heads of Department, Coordinators and Pastoral Leads
- IBDP and Cambridge Coordinators
- Head of Secondary

Penalties

In cases of academic dishonesty in the Secondary School, RGSV pupils might receive penalties such as:

- Resubmitting of work (where appropriate)
- Non-grading and submission of inauthentic work
- Letters home
- Parent meetings
- Detention/loss of ECA time

- In school suspensions
- A comment in the permanent school record/reports
- Possible exclusion from the learning programme
- A recommendation to not be able to complete External Examinations (IGCSE, A-Level or DP)
- In repeated cases, suspension from the school for up to one year

Penalties in the IBDP

The IBDP requires completion of non-exam assessment tasks, or Compulsory Assessment Components (CAC) completed across both years of the programme. These include:

- Internal Assessments (IAs), either spoken or written
- HL essays
- Theory of Knowledge (TOK) exhibition
- TOK essay
- CAS reflections
- Extended Essay (EE)

RGSV must be confident in the authenticity of student work in order to submit them to the IBO for marking and moderation and, as such, upholding academic integrity is of the utmost importance.

In cases of academic dishonesty in the IBDP, the following penalties will be applied:

- **First Offence:** warning letter, parent meeting, student detention during ECA time
- **Second Offence:** parent meeting, student detention during ECA time, comment on report, final warning about Diploma status
- **Third Offence:** parent meeting, in school suspension, removal from the Diploma programme and withdrawal from affected course
- **Fourth Offence:** formal suspension (for up to one academic year)

Steps for Reporting and Acting upon Academic Integrity Issues

Steps for reporting and acting upon an Academic Integrity issue in the Secondary school depend on whether the breach is in classwork or a compulsory assessment component.
The steps for reporting and acting upon an Academic Integrity issue in the Secondary school are as follows:

Classwork:

- First instance:

    - Email to parents and student, copied to Form Tutor, Subject Teacher, Pastoral Lead
    - Student to follow guidance (including resubmission as appropriate) as laid out by subject teacher
- Second instance:
    - Email to parents and student requesting meeting with Subject Teacher, Head of Department and Pastoral Lead
    - Warning that any further breaches will result in comment on school report
    - Student detention during ECA time
- Third instance:
    - Email to parents and student with optional invite to meeting
    - Detention during ECA time
    - Comment(s) on student report
- Fourth instance:
    - Email to parents and student with optional invite to meeting
    - Detention during ECA time
    - Comment(s) on student report
    - In school suspension

Compulsory Assessment Component:

- First instance:
    - Email to parents and student requesting meeting with Subject Teacher, Head of Department and Pastoral Lead
    - Warning that any further breaches will result in comment on school report
    - Student detention during ECA time
- Second instance:
    - Email to parents and student with invite to meeting
    - Detention during ECA time organised by the DPC
    - Comment(s) on student report
    - Issuance of final warning about remaining on the IBDP
- Third instance:
    - Email to parents and student with invite to meeting
    - Detention during ECA time organised by the DPC
    - Comment(s) on student report
    - In school suspension
    - Removal from the IB Diploma Programme and withdrawal from affected course

- Fourth instance:
    - Email to parents and student with invite to meeting
    - Suspension for up to one academic year

Please note that any student who is in breach of academic integrity on a compulsory assessment component (CAC) will remain on the CAC pathway, regardless of the nature of any subsequent breaches.

University Counselling & Academic Integrity

Following RGSV's Academic Integrity Policy, RGSV expects pupils to complete and submit all applications themselves. Universities agree that it is unethical for an agent or parent to create an application account, access a pupil's account login information, or fill in any part of the pupil's application; therefore, RGSV prohibits this kind of 'help.' Also, parents should not access their child's RGSV email account or application login information without good reason.

To verify pupil work, pupils must upload all written components for their applications to their shared University Counselling Folder on Google Drive. Pupils should not have anyone else write or over-edit any written application components, such as essays, Personal Statements, CVs, résumés, or Activity Lists. If the application's essays or any other parts are falsified, the receiving university will likely flag the application and reject the pupil. Accordingly, if RGSV determines that someone else has written an essay, the pupil must write another essay using a different topic. Other written components of the application that are not composed by the pupil will also have to be rewritten by the pupil.

References

International Baccalaureate Organisation (2023). *Academic Integrity Policy*. Cardiff: International Baccalaureate Organisation.

Appendix I: Secondary Stage 1 Letter (Classwork)

Dear Parents of <pupil name>,

This letter is to inform you that your son/daughter, <pupil name>, has violated the RGSV Academic Integrity policy in his/her classwork.

Subject: <subject>
Teacher: <teacher>
Nature of violation: plagiarism/inappropriate use of AI/exam malpractice/collusion

Ensuring all writing is authentic, and sources are cited appropriately, is crucial. As a result of the breach of academic integrity, your child will be required to resubmit their work/given a zero score for their assessment. Please also note that the violation has been logged internally for monitoring purposes, and that further action will be taken in the event of future breaches.

The RGSV Academic Integrity policy can be found here: LINK
If you have any questions, please do not hesitate to contact us.

Regards,

<pastoral lead>

Appendix II: Secondary Stage II Letter (Classwork)

Dear Parents of <pupil name>,

This letter is to inform you that your son/daughter, <pupil name>, has violated the RGSV Academic Integrity policy in his/her classwork.

Subject: <subject>
Teacher: <teacher>
Nature of violation: plagiarism/inappropriate use of AI/exam malpractice/collusion

Ensuring all writing is authentic, and sources are cited appropriately, is crucial. As this is a second breach of academic integrity, we would like to invite you to meet with us to discuss this matter further. In addition, your child will attend detention during ECA time.

RGSV takes all violations of academic integrity seriously. Please be aware that all violations are logged internally for monitoring purposes, and that any further breaches will result in a comment on your child's report.

The RGSV Academic Integrity policy can be found here:

Please contact us to arrange a meeting at the earliest opportunity.

Regards,

<pastoral lead>

Appendix III: Secondary Stage III Letter (Classwork)

Dear Parents of <pupil name>,

This letter is to inform you that your son/daughter, <pupil name>, has violated the RGSV Academic Integrity policy in his/her classwork.

Subject: <subject>
Teacher: <teacher>
Nature of violation: plagiarism/inappropriate use of AI/exam malpractice/collusion

Ensuring all writing is authentic, and sources are cited appropriately, is crucial. As this is a third breach of academic integrity, your child will receive an in school suspension and a comment will be made on his/her report.

RGSV takes all violations of academic integrity seriously. If you would like to discuss this matter further, please contact the office to arrange a meeting.

The RGSV Academic Integrity policy can be found here:

Regards,

<pastoral lead>

Appendix IV: Secondary Stage I Letter (Compulsory Assessment Component)

Dear Parents of <pupil name>,

This letter is to inform you that your son/daughter, <pupil name>, has violated the RGSV Academic Integrity policy in a compulsory assessment component.

Subject: <subject>
Teacher: <teacher>
Nature of violation: plagiarism/inappropriate use of AI/exam malpractice/collusion

Ensuring all writing is authentic, and sources are cited appropriately, is crucial. In light of the seriousness of this breach, we would like to invite you to meet with us to discuss this matter further. In addition, your child will attend detention during ECA time.

RGSV takes all violations of academic integrity seriously. Please be aware that all violations are logged internally for monitoring purposes, and that any further breaches will result in a comment on your child's report.

The RGSV Academic Integrity policy can be found here:

Please contact us to arrange a meeting at the earliest opportunity.

Regards,

<pastoral lead>

Appendix V: Secondary Stage II Letter (Compulsory Assessment Component)

Dear Parents of <pupil name>,

This letter is to inform you that your son/daughter, <pupil name>, has violated the RGSV Academic Integrity policy in a compulsory assessment component/his/her classwork.

Subject: <subject>
Teacher: <teacher>
Nature of violation: plagiarism/inappropriate use of AI/exam malpractice/collusion

Ensuring all writing is authentic, and sources are cited appropriately, is crucial. In light of the seriousness of this breach, we would like to invite you to meet with us to discuss this matter further. In addition, your child will attend detention during ECA time and a comment will be made on his/her next report.

RGSV takes all violations of academic integrity seriously. Please be aware that any further breaches will result in removal (if applicable) from the IB Diploma Programme and withdrawal from the affected subject(s).

The RGSV Academic Integrity policy can be found here:

Regards,

<pastoral lead>

Appendix VI: Secondary Stage III Letter (Compulsory Assessment Component)

Dear Parents of <pupil name>,

This letter is to inform you that your son/daughter, <pupil name>, has violated the RGSV Academic Integrity policy in a compulsory assessment component/his/her classwork.

Subject: <subject>
Teacher: <teacher>
Nature of violation: plagiarism/inappropriate use of AI/exam malpractice/collusion

Ensuring all writing is authentic, and sources are cited appropriately, is crucial. Due to the seriousness of this third breach, your child will receive an in school suspension and a comment will be made on his/her report.

In addition to this, your child will be removed from the IB Diploma Programme (if applicable) and withdrawn from the affected subject.

The RGSV Academic Integrity policy can be found here:

Regards,

<pastoral lead>

Appendix VII: Key Definitions

Malpractice
Behaviour that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components

Misconduct
Taking unauthorised material into an examination room, disruptive behaviour and communicating with others during the examination. Communication about the content of an examination 24 hours before or after the examination with others outside their school community is also considered a breach of IB regulations.

Plagiarism
The representation of the ideas or work of another person as your own

Duplication of Work
The presentation of the same work for different assessment components and IB diploma requirements

Collusion
Supporting malpractice by another candidate allows your work to be copied or submitted for assessment by another candidate.