



## THE ENGLISH SCHOOL OF KYRENIA

*an exceptional school*

### **IB DIPLOMA PROGRAMME** **ACADEMIC INTEGRITY POLICY**

#### **Philosophy**

At ESK we believe that:

- All research should be carried out in accordance with internationally recognised standards of integrity.
- The intellectual property rights of authors must be acknowledged and respected in all cases.
- ESK should develop an atmosphere in which students do not feel the desire or need to be academically dishonest.
- The teachers of ESK must lead the students by clear guidance, regular practice, and being role models in this area.

#### **Aims**

- To ensure that ESK students are made aware of the types of malpractice, including all forms of plagiarism, collusion, duplication of work, misrepresentation of CAS work carried out and malpractice in examinations.
- To ensure that ESK teachers, library-media centre staff, students and parents receive sufficient advice and training to understand the principles involved and that ESK will be consistent in its approach to malpractice. Advice and training includes targeted seminars on academic integrity to students during their school years, as well as advising parents of the meaning and aims of this policy through school communication media.
- To train students to include citation of references and prepare clear and accurate reference lists and/or bibliographies as necessary.
- To ensure that ESK students are taught to carry out research tasks in such a manner that they fully embrace the processes of writing, preparation and submission of drafts to an acknowledged schedule.
- To ensure that students are aware of the differences between academic malpractice, academic infringement and good practice.



## THE ENGLISH SCHOOL OF KYRENIA

*an exceptional school*

### Research Projects

- Students will be directed to use a recognised system of referencing citation, such as 'MLA' or 'APA' (see appendix – referencing Sources, of examples given to students).
- ESK students will be given research tasks in each of their secondary years from Year 7 to Year 13 according to a programme devised by heads of department and the curriculum coordinator.
- Students will be taught how to quote from texts indirectly and directly and how to use paraphrasing.
- Students will be taught how to compile a bibliography listing works quoted from and works consulted during research.
- Students will be taught how to acknowledge the original artists and musicians whose works ideas and materials have been used for study purposes.

### Action taken for breaching ESK academic integrity policy

- Students will have the opportunity to explain or discuss the breach with the subject teacher and, in some cases, the IBDP Coordinator.
- A Zero mark will be awarded for the work.
- Work for IGCSE, A Level or IB external examinations will not be submitted by the school for internal or external assessment. If time permits, a student who has submitted work that ESK refuses to submit to the IBO may submit another, original piece of work. If time does not allow for this, the student will very likely not be awarded the IB Diploma.
- Students who attempt examination malpractice for internal examinations will always face disciplinary action.
- Students who attempt examination malpractice for external examinations will always be reported to the examination authority.
- A student may, if they are in disagreement with the actions of the IBDP or Exams Coordinator, appeal to the Head of Secondary to review the measures taken as part of this policy.

### Extended Essay

- Training will be available for teachers who act as mentors for the extended essay component of the IB diploma programme
- Staff who mentor students should keep notes of student progress and copies of drafts, including dated electronic copies (ESK will keep these for 2 years after the IB results are issued).
- ESK will only submit work to the IB where an electronic copy of the work is retained by the IB DP coordinator.



## THE ENGLISH SCHOOL OF KYRENIA

*an exceptional school*

This document is to be used in conjunction with ESK's exam rules and regulations for students as necessary. This policy, its efficacy and methods of implantation will be reviewed regularly by ESK senior staff.

**Revised May 2022**