



St Brigid's College

**Academic Honesty
Referencing Policy - APA**

Issue Date: 2011
Date for Review: 2013
Date Reviewed: 2015
Due For Review: 2017

Rationale

'Academic honesty must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. It is influenced and shaped by a variety of factors including peer pressure, culture, parental expectations, role modelling and taught skills. This is in direct reference to plagiarism, collusion and cheating in examinations, whenever possible the topic must be treated in a positive way, stressing the benefits of properly conducted academic research and a respect for the integrity of all forms of assessment.' (International Baccalaureate – Academic Honesty, 2007, xii).

Plagiarism and Collusion

Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own; for example, using an author's words or those of another student without putting them in quotation marks and citing the source, using an author's ideas without proper acknowledgement and citation, copying another student's work.

Where there are doubts about including the work of other authors in assignments, it is the responsibility of students to consult with their teacher. The following list outlines some of the activities for which a student may be deemed to have plagiarised (Please note - this is not a comprehensive list, there may be other activities that may be considered plagiarism).

- a) Presenting any work by another individual as one's own unintentionally (by failure to adequately cite the work) i.e. no referencing evident.
- b) Submitting assignments markedly similar to or copied from another person
- c) Presenting the work of another individual or group as their own work
- d) Submitting assignments without the adequate acknowledgment of sources used, including assignments taken totally or in part from the internet
- e) Submitting work which contains text, ideas or part/full products constructed by another student
- f) Students, when submitting work for assessment at St Brigid's College may be required to sign an Academic Honesty Declaration Form stating that the material submitted contains no unacknowledged material and it is the student's own work.

“Collusion is usually defined as occurring when the unattributed source is one or more fellow learners.” (IB Academic Honesty, 2012). Students who are deemed to have colluded in the submission of a piece of work will all receive a penalty.

Referencing

“Student’s need to support their ideas, or those they quote, by direct or indirect referral to and citation of the literature, works of art etc that they have used. The acknowledgment of sources is for an identifiable sources ... students will be supported in developing the appropriate skills to distinguish between what “everyone” knows and does not know and **whether or not original authorship is expected.**” (IBO Academic Honesty Positioning Paper 2013). Failure to do so constitutes plagiarism, a matter considered by St Brigid’s College as a serious offence.” Therefore, it is essential that students understand how to correctly refer to the work of others, in order to avoid plagiarism. This is done by using the APA method of citation (please refer to the sample attached in the Appendix for the correct format of APA and St Brigid’s College Website 2015).

It is the responsibility of teachers to provide clear, unambiguous and educationally appropriate information about the APA form of referencing to students. It is the responsibility of students to accurately cite the work of others in their own assignments.

St Brigid’s College encourages academic honesty in programmes by -

- a) discussing appropriate help regularly with parents
- b) ensuring parents and learners understand what the value of being a principled learner of academic honesty means; through promotion of the notion of academic honesty in the e-newsletters, parent and student presentations and workshops.
- c) clarifying the consequences of submitting work which is not the student’s own.
- d) promoting to the College community the St Brigid’s College’s Academic Honesty Policy
- e) inservicing all staff as to the College’s policy and procedures in relation to plagiarism and collusion
- f) apply penalties that reflect the learner’s developing understanding of how to use others’ work.

“Teachers at St Brigid’s College encourage honest, creative, critical work by -

- a) creating inquiry-based assessment tasks
- b) teaching ways to acknowledge others
- c) teaching reflection on the learning process
- d) ensuring the school community understands the Academic Honesty Policy
- e) strengthening the use of vertical planning to ensure consistent guidance on using others’ work.
- f) emphasising the role of the approaches to learning skills through implicit and explicit teachings
- g) offering task-specific clarification of assessment requirements (*MYP from Principles into Practices Sept 2014 – Jan 2015, p. 87*)

- h) making sure that all assessment tasks are open ended, require inquiry and creativity. *“(IB Academic Honesty in the IB Educational Context 8/2015 and Effective Citing and Referencing 10/14)*

Consequences For Failing To Cite A Source Correctly

- If work that is not the original product of a student is submitted for assessment, it will be either awarded zero marks or not assessed
- Parents will be provided with a copy of the product in question and a copy of the original source
- Students found to be involved in situations involving cheating, collusion or plagiarism may be required to be interviewed by the Head of Junior, Middle or Senior School, Deputy Principal or Principal

Extract From Academic Management Policy - Cheating and Plagiarism

Step 1

- The class teacher will advise the relevant Curriculum/JS Team Leader that a student(s) is suspected of cheating in class work or assessments (in or out of class).

Step 2

- The class teacher and Curriculum/JS Team Leader will interview student(s) involved and document all discussions. The class teacher will copy the work in question and locate a copy of the work's original source – both will be sent to parents and saved into Synergetic. The class teacher will contact the student's parent and advise of the incident.

Step 3

- Students shown to have cheated in assessed work or in examinations will not receive an assessment result for that task. The relevant Curriculum/JS Team Leader will advise the Deputy Principal and may issue a Saturday Detention.

Step 4

- If work that is not the original product of a student, has been submitted for assessment, it will be either awarded zero marks or not assessed. The relevant Curriculum/JS Team Leader will advise the Deputy Principal and may issue a Saturday Detention. Copies of the work will be retained on file with the copied piece of the student file in Synergetic.

Step 5

- Students found to be involved in situations involving cheating, collusion or plagiarism (especially where students are at academic risk or are deemed a repeat offender) may be required to be interviewed by the Head of Head of Sub-school Deputy Principal and/or Principal.