

Glenforest S.S. Academic Honesty Policy: Student Handout

10/20/2017

Cheating and Plagiarism (N.B. – In all cases a note describing the incident MUST be documented in SIS)

Students are expected to demonstrated **HONESTY** and integrity and submit assessments that are reflective of their own work using proper citations and referencing when completing assessments. **Furthermore, students in the International Baccalaureate program are expected to follow the International Baccalaureate Academic Honesty Policy.**

Cheating is defined as completing an assessment in a dishonest way through improper access to the answers. Examples include, but are not limited to: using another student's work as your own, using an unauthorized reference sheet during an assessment, receiving/ sending a message with another student during a test, reading another student's answer during a test etc.

Plagiarism is defined as the uncredited use of or close imitation of the language and thoughts of another author and the representation of them as one's own original work this includes but is not limited to; text, images and pieces of music. Examples include, but are not limited to; copying another's project, paraphrasing parts of a book or article without reference or citation and using other artist's images/artwork, or pieces of music as your own original work.

To ensure that work submitted is the student's original work:

Students will:

- Use only authorized materials during assessments (no cheat sheets or other students' work)
- Refrain from submitting assessments used in one course, for another, without the express permission of the teachers
- Ask specific questions to clarify their understanding of citation and referencing
- Understand the difference between paraphrasing and developing your own ideas
- Use the support and resources provided by the Library
- Use the support of Special Education (where appropriate)

For **International Baccalaureate internal assessments** in order to ensure that work submitted is the student's original work:

Students will:

- Use the support and resources provided by the Library to clarify their understanding of citation and referencing
- Use turnitin.com (or a similar program) to check for plagiarism
- Have the opportunity to correct the assignment to ensure proper citation and referencing (task specific)
- Participate in investigations into work purchased online and/or collusion (if necessary)
- Have the option to submit plagiarized work to IB as is or to withdraw the task

If an assessment is submitted which is not the student's original work:

Student may:

- Be asked to discuss the situation with their teacher and parents
- Negotiate completion an alternate assessment
- Be referred to the School Team***
- Receive a zero for a portion of or the entire assessment (in consultation with the administration for a major evaluation)

If the student submits an assessment that has been plagiarized:

Student may:

- Be asked to discuss the situation with their teacher and parents
- Have the opportunity to correct the assignment to ensure proper citation and referencing
- Negotiate completion an alternative assessment
- Be asked to participate in academic honesty tutorial in the Library
- Be referred to the School Team***
- Receive a mark of zero for the assessment (in consultation with the administration for a major evaluation)
- Have the mark left as incomplete until the end of the semester when it can be assessed whether or not the student has shown enough evidence of achievement to earn the credit

**School Wide Supports is defined as Special Education/Contact Room, extra help, Counting on You etc

***School Team is defined as Administration, Guidance Counsellor, School Success Teacher, Special Education Teacher

****Placeholder is defined as a temporary mark until the assessment is submitted or the skill has been learned and demonstrated

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