

Academic Integrity Procedure

Pamoja Education IB DP Online Courses

As an IB Diploma Programme school, we value honesty and academic integrity. We encourage all students to conduct themselves in a responsible way and expect all students to avoid academic misconduct.

Instruction in academic and personal honesty is a fundamental part of a student's education. IB is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work

IB defines 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. It is expected that Pamoja Education (PJE) online students will demonstrate Academic Integrity at all times.

Types of Misconduct

PJE and the International Baccalaureate Organisation define misconduct as behaviour that results in, or may result in, a student gaining an unfair advantage in assessment.

Misconduct includes, but is not limited to:

COLLUSION: This involves supporting misconduct by another student, as in *deliberately* allowing your own work to be copied or submitted for assessment by another student.

Examples of collusion:

- Letting someone copy your work or assisting in their cheating in any way. ***Both parties are at fault.***
- Letting your partner do all of the work on a project and then putting your name on the project as if you had done an equal share of the work. ***You are at fault.***

DUPLICATION of WORK: This is defined as the presentation of the same work by the same student for different assessment components and/or diploma and/or school requirements, when it is contrary to the regulations of either the school or the external body assessing the work.

- Turning in an old project done by you or someone else.
- Using the same piece of work for two assessments.

PLAGIARISM: Presenting another person's intellectual property or work as your own work (i.e. written words, ideas, visual images, auditory expressions or any material that comes from another source, including the Internet, multimedia-based resources and text-based reference materials), without crediting the source of that material. Even material that has been paraphrased in the student's own words is considered plagiarised material unless proper credit or explicit reference is given.

Students should not:

- Copy another person's work
- Look at another person's paper and copy their answers
- Reword someone else's words and not give them credit for the ideas, thereby passing someone else's ideas off as their own
- Copy directly from a printed source, by taking someone else's work and presenting it as their own
- Copy directly from the internet, by cutting and pasting someone else's work and presenting it as their own
- Copy directly from AI-generated content without correct citation or reword AI-generated content without acknowledgement of the use.
- Use a foreign language translator and then use that translation as if it were their own work
- Have someone do their work for them, or purchase work done by another person or company, and pass it off as their own

UNFAIR PRACTICE: Any other behaviour which gains an unfair advantage for a candidate, or which affects the assessment results of another candidate, for example:

- Taking unauthorized material into an examination room
- Misconduct during an examination
- Disclosure or receipt of confidential information about examinations
- Obtaining unauthorized access to examination material
- The use of a calculator or other means of arriving at an answer when this is precluded in the syllabus/component
- Disruptive behaviour in the examination room
- Failure to abide by the instructions of an invigilator
- Impersonation of another person or forgery of their signature
- Failure to abide by the conditions of supervision designed to maintain the security of the examinations
- The inclusion of offensive or obscene material in scripts or coursework – also constitutes misconduct

(Adapted from the IB Academic Integrity policy)

Approaching Academic Integrity

How does academic misconduct show up?

- Computer technology makes it quite easy to determine if you have copied something directly from the Internet or used any AI tool. All major pieces of work done for PJE online courses are run through www.turnitin.com to detect plagiarism. Types of plagiarism and their examples can be found in the [Turnitin Plagiarism Spectrum](#).

- Teachers know your style of writing. They can almost always recognize what was written by you and what was probably written by someone else.
- Teachers remember work that was turned in by other students. When correcting papers and exams, they do not forget what other students have written.

How can you avoid academic misconduct?

- Write in your own voice, not just in your own words. Make your work personal and uniquely yours. Express the ideas you have. Try to make as much of your work as original as possible.
- Most of the time it is permissible to use ideas from someone else, provided you give that person credit for those ideas. You must always credit where you found the information you are using, both in the body of your written work and in the bibliography at the end. List all of your sources of information (Internet web page URL, journal, books, magazine articles etc...). It is advised that you use the same citation system used in your face-to-face classes. If you are not sure about this talk to your IB coordinator.
- Be organized and give yourself time to do the work properly. Last minute work often lends itself to cutting corners which can lead to academic misconduct.
- When you do research, keep good records of where you have found your information. For example, record the URL and date of webpages you access in case they disappear later.
- When using generative AI, use citations when referencing directly, acknowledge the AI tool when used as a source of research, and include the prompt that you used. It is important to consider that AI may not be reliable and like any research it should be supported by cross-referencing findings against other sources.

Teacher Support

Teachers will assist students by demonstrating good practice to help students avoid academic misconduct. Teachers will reinforce concepts of intellectual property and the need to credit outside sources of information and ideas within the written work, as well as on the Bibliography page. You are always free to consult your teacher for assistance whenever needed.

However, if a teacher recognizes or suspects plagiarism or any kind of misconduct they will take immediate steps to deal with it. Initially, the teacher will broach this with you and clarify your approach to the task. Teachers are here to support you in understanding what academic integrity looks like. To provide further support on-site, your SBC would be copied into the conversation.

Further instances of academic misconduct will result in the formal Academic Integrity process and documentation will be recorded on file until graduation.

Possible Consequences of Academic Misconduct

Submissions to IB

There are serious consequences levied by the International Baccalaureate Organization for academic misconduct. Students found to have submitted plagiarized or dishonestly produced academic work assessed by IB will fail to receive a grade in the subject concerned and may also fail to receive an IB diploma as a result. Other consequences may also apply based on your internal school regulations.

Tests & Examinations:

All Pamoja subject examinations should be held under IB school examination conditions. Breaches of examination regulations will incur a mark of zero for a test or end of year or trial examination. Furthermore, during external IB DP examinations, the IB will be informed of any unfair practice and may take further action, which may include failure of the subject and/or diploma.

Misconduct and IB Internal Assessment

All assignments completed for Internal Assessment for the IB Diploma must be independent work. Even though data or other research may be shared, any written report, essay, project or portfolio work based on the data *must* be carried out by an individual student, independently of anyone else.

If a piece of work that forms an element of a student's IB Internal Assessment (IA) is completed through misconduct, then the student will be required to submit a new piece of work with no assistance given by the teacher.

If student IA work which has already been submitted with the IA cover sheet signed by the student is determined to have been completed through misconduct, this incident must be reported directly to the IB Curriculum and Assessment department as a breach of the IB's Academic Integrity Policy.

IBO states:

"In cases of academic misconduct, the IB will conduct an investigation involving all stakeholders, and the consequences will be applied based on the penalty matrix provided in the IB Academic Integrity Policy. These consequences may include a warning letter to the student, zero marks for a specific component, or no grade for the subject(s)."

Submission to Pamoja Online Courses

Early Academic Misconduct

We recognise that students come to the online school with different backgrounds and experiences of referencing work and, consequently, the teacher may show some discretion in the way they deal with individual cases in the early part of Year 1. For example, failure to include appropriate references or incorrect use of language translators may not result in a

formal case of academic misconduct. However, the teacher will discuss the issue with the student so that they do not repeat their mistake.

Students will receive *No Grade* in their grade book, be given the opportunity to complete their assignment again and receive feedback on that submission. The content of this submission will still be considered towards the student's overall academic progress and term grade.

Formal Documentation of Academic Misconduct

In cases of suspected academic misconduct, a formal Academic Integrity Report will be filed and shared with Pamoja School Services Team and the school's Site Based Coordinator (SBC).

Where academic misconduct is found, the following sanctions apply:

First Instance:

Any work produced through misconduct will receive a zero in the Teacher's Gradebook. The teacher will provide notification in an Academic Integrity report of the violation to the School Services team at PJE. The student will be expected to meet with their SBC. The SBC will enforce their school Academic Integrity regulations.

Summary statements from the student, SBC and PJE Academic Team will be recorded within the report. This report will be kept on the student's file until graduation. The student will work with their teacher and SBC to resubmit the work under controlled conditions. Feedback will be provided but no grade will be issued.

Second Instance:

Any work produced through misconduct will be penalized and will receive a mark of zero in the Teacher's Gradebook for the work as a whole. The teacher will provide notification in an Academic Integrity report form of the violation to the Academic team at PJE.

The student will be expected to meet with the IB Diploma Coordinator or Principal of their school and be subject to the appropriate school Academic Integrity policy for a second instance.

Summary statements from the student, SBC and PJE Academic Team will be recorded within the report. This report will be kept on the student's file until graduation. The student will work with their teacher and SBC to resubmit the work under controlled conditions. Feedback will be provided but no grade will be issued.

Any PJE course teacher writing references for colleges or universities, to which the student is applying, will note the misconduct in their reference.



Third Instance:

Any work produced through misconduct will be penalized and will receive a mark of zero in the Teacher's Gradebook for the work as a whole. The teacher will provide notification in an Academic Integrity report form of the violation to the Academic team at PJE.

The student will be expected to meet with the IB Diploma Coordinator or Principal of their school and be subject to the appropriate school Academic Integrity policy for a third instance.

The Pamoja Academic Team will request a meeting with the SBC and other suitable administrators to discuss the student's academic process and suitability to continue their Pamoja course.

The result of which could be withdrawal from the online course with the associated consequences. A record of the incident and conditions of withdrawal will be kept on file.