



Earl Wooster High School & Vaughn Middle School

Assessment Policy



INTERNATIONAL BACCALAUREATE ACADEMIC HONESTY POLICY and LETTER OF UNDERSTANDING

Purpose: The purpose of this document is to clarify expectations for ethical behavior and to establish an understanding of what those expectations are in all three of the International Baccalaureate (IB) programs at both Wooster High School and Vaughn Middle School. The expectations for the Middle Years Program (MYP), International Baccalaureate Career related Certificate (IBCC), and the International Baccalaureate Diploma Program (IBDP) are rooted in the philosophy and values inherent and explicit in the IB Learner Profile.

Expectations for IB Students

Conduct (for all students):

1. IB students must comply with all WCSD regulations (See Wooster and Vaughn Handbook)
2. The conduct of the individual IB students is not to interfere with the learning of other students in the classroom.

Academics (Diploma Program students):

Article 14 of the International Baccalaureate Vade Mecum states, "Beyond intellectual rigor and high academic standards the International Baccalaureate Organization (IBO) places strong emphasis on the ideals of international understanding and responsible citizenship."

These responsibilities include fulfilling the requirements of the IB Diploma Program as outlined below:

1. Diploma candidates must meet all Community, Action, Service (CAS) and Extended Essay deadlines.
2. Students accepted into the IB programs are expected to maintain satisfactory academic and citizenship grades as well as display exemplary behavior in the classroom, on school district transportation and at all WCSD/school activities. Failure to maintain school requirements will result in the implementation of positive behavioral supports and parent conferences. Wooster High School requires that all students taking IB classes take the IB exams. Students who do not take an IB exam will have the IB designation removed from their transcripts, and the student will not receive a weighted GPA in the specific course.
3. In order to drop from an IB Diploma Candidate to a "Courses" candidate, a parent conference must be held. Students on a variance must maintain at least one IB class per year in order to maintain the variance.
4. For the purpose of class scheduling, counselors will give priority scheduling to IB diploma students in IB classes.
5. "Courses" students must pay the IB registration fee EACH YEAR, but IB Diploma Candidates will only pay the registration fee once.

Ethics (for all students):

1. Cheating can take many forms and will not be tolerated.
 - a. **Plagiarism** is the act of using another person's ideas or expressions in your writing without acknowledging the source. Plagiarism is a form of cheating. If you submit work



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that has been written – in part or in whole – by another person, you are committing plagiarism. If you take an idea from a book, movie, speech, magazine, documentary, lecture, journal, teleplay, or electronic source (which includes the Internet), and then represent it as an original thought – even if it is expressed in your own words – then you have committed plagiarism.

- b. **Collusion** occurs when a student knowingly allows his or her work to be submitted or copied for assessment by another student or revealing to a later class the content of a test. IB students are to ensure that their own work is never given to another student, either in the form of hard copy or by electronic means.
 - c. **Duplication of work** is defined as the presentation of the same work for different assessment components and/or diploma requirements.
 - d. **Misconduct during an examination** including the possession of unauthorized materials during an assessment or exam, communicating with another student without teacher permission, using cheat notes, or stealing tests.
 - e. **Dishonest reporting** is when a student creates, alters or fabricates data or signatures; collecting information in an inappropriate manner including the falsification of any records such as grades, personal project, community service or CAS records.
2. Cheating is also any behavior that gains an unfair advantage for a student or that affects the results of another student (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record).
 3. Any Personal Project, Reflective Project, required essay, or Internal Assessment found to be plagiarized will be given a zero, and will not be submitted to the IB for moderation; thus, disqualifying the student from earning an IB diploma or certificate.
 4. Discipline and consequences for violations will follow the Wooster progressive discipline plan as outlined in the School Handbook.
 5. Furthermore, any student caught cheating on an IB exam will be disqualified from earning the IB credit. According to the IB Handbook of Policies and Procedures, “Each candidate must be in good standing at the school at the time of examinations...Students are expected to acknowledge fully and in detail the work, thoughts or ideas of another person if incorporated in work submitted for assessment and to ensure that their own work is never given to another candidate, either in the form of hard copy or by electronic means, knowing that it might be submitted for assessment as the work of that other candidate. It is a breach of IB regulations for a student to give or receive confidential information about IB examinations. Violations lead to disqualification.”

Roles and Responsibilities of Teachers:

Teachers at Vaughn Middle School and Wooster High School are expected to encourage good practice among students. The following are measures that should be adopted. Policies will be revisited and addressed when needed throughout the year, in classrooms and/or at student grade level meetings.

- Explain the concept of plagiarism, provide sample situations, and explain consequences.



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- Include a progressive discipline plan in your class syllabus that outlines the concepts within this policy as well as school and class consequences. Wooster High School Handbook can be found at <http://www.woostercolts.com/pdf/Final2014-15CourseOfferingBookWord.pdf>
- Teach proper citation methods, and develop a clear understanding of what constitutes plagiarism in the various subjects.
- Explain and model acceptable and not acceptable work.
- Be vigilant enough to spot inexplicable changes in student work and behavior.
- Use search engines or other online resources whenever possible to detect plagiarized work.
- Authenticate student work whenever required. As outlined by IBO, "Each teacher to confirm that, to the best of his or her knowledge, all candidates work accepted or submitted for assessment is the authentic work of each candidate."
- Distinguish between collaboration and collusion to prevent allegations of collusion against students.
- Be familiar with the IBO publication, "Academic Honesty: guidance for schools," and follow the guidelines.
- Write a statement for any report on malpractice to be submitted to the IBO.
- Follow all guidelines during exams, as outlined by the "Conduct of the Examinations: Notice to Candidates," available on IBIS, distributed to all teachers and students prior to exams.

Maintenance and Consequences of Academic Honesty:

If a student is suspected to have engaged in cheating, collusion or plagiarism, and violated Wooster's standards of academic integrity and policies outlined in the student handbook or the teacher's syllabus:

- The matter will be first handled by the student's teacher and the teacher will apply their progressive discipline plan that includes consequences for the violation. Students should receive a "0" on the assignment, parent phone call/conference, and report to the IB Coordinator to place statement in student's file.
- The teacher will also inform the student's parents and the matter will be investigated to determine if there was intent of academic infringement. The matter will also be considered by the administration and the IB Coordinator to determine the course and consequences. The student has the right to reply to the allegation and discuss the matter with the program coordinators or the Principal.
- If the work is a formal requirement of the particular IB program, the students work will be not be accepted. It is the responsibility of the IB coordinators to send a report to the coordinators help desk (help@ibo.org) to inform the IBO when the breach occurs during internally assessed work. However, if time permits before the school's internal deadline for this work, the student will be allowed one chance to resubmit another piece of work in its place. If there is insufficient time for the student to produce new work, he or she will not receive a grade for that assessment and will therefore risk not receiving an IB Diploma, IBCC, or MYP certificate.



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- For a DP or IBCC student, a second violation will result in the consideration of the student's removal from the relevant IB program or being disallowed from being able to take an IB certificate in that subject. Other disciplinary action may also be considered by the Principal.

International Baccalaureate Publications Referenced

IB Posters - Ethical Practice, and Conduct of the Examinations: Notice to Candidates taken from IBIS

IB Publication - Academic Honesty

http://xmltwo.ibo.org/publications/DP/Group0/d_0_dpyyy_vmx_1209_1/pdf/DP_regs_e.pdf



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