



## MODEL UPPER SECONDARY SCHOOL OF AGIOI ANARGYROI



### Academic integrity Policy (with updates effective 24 Feb 2026)

#### **Purpose**

The Model Upper Secondary School of Agioi Anargyroi adopts the definitions and categories contained in the IB's *Academic Integrity Policy (IBO 2019, last update 2025)*.

The 3 main reasons for teaching and supporting Academic Integrity are a) to maintain **fairness** for those who comply with the rules, b) to maintain **trust** and **credibility** between the school and the awarding body of the qualification, and c) to develop **respect** for others by effective citing and referencing the work and ideas of others.

Our school aims to nurture **principled students** who act with integrity and honesty, possessing a strong sense of fairness and justice. Academic integrity reflects this key attribute of the IB learner profile. Students are expected to take responsibility for their actions and the consequences that come with them, upholding the values of honesty, trust, fairness, respect, and accountability in all academic work.

#### **Defining Academic Misconduct**

Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work. It is therefore, important to define different types of academic misconduct.

##### **A. Definitions and different categories**

###### **School maladministration**

School maladministration is an action by an IB World School or an individual associated with an IB World School that infringes IB rules and regulations, and potentially threatens the integrity of IB examinations and assessments. It can happen before, during or after the completion of an assessment component or completion of an examination.

###### **Student academic misconduct**

The IB defines student 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.

Behaviour that may disadvantage another student is also regarded as academic misconduct. It also includes any act that potentially threatens the integrity of IB examinations and assessments that happens before, during or after the completion of the assessment or examination, paper-based or on-screen. This includes behaviour in school, out of school and online.

Student academic misconduct or school maladministration incidents that are outside the IB's usual procedures and/or experience are characterised as **unprecedented or extraordinary incidents**.

## **B. Examples of academic misconduct**

### **School maladministration**

Examples of school maladministration include but are not limited to any of the following:

- a subject teacher providing excessive assistance to their student during the course of producing their coursework
- additional time being granted to students during examinations without authorization from the examination board
- insufficient number of invigilators during examinations
- poorly trained invigilators (failing to reset the students' GDCs before and after each examination, failing to check the materials that students carry to their examination desks, any non-compliance with the examination rules established by the examination board)
- allowing teachers who teach the subject that is being examined, to enter the examination room and assist their students
- improper storage of examination material

### **Student academic misconduct**

Examples of student academic misconduct include but are not limited to any of the following:

#### **Coursework**

- a student receives assistance beyond what is recommended in the subject guidelines
- a student obtains support through resources available on the internet
- student duplicating the work of another student

#### **Examinations**

- possession of banned items (notes, mobile phones, IT equipment)
- disruptive behaviour
- writing of obscene, offensive, irrelevant comments instead of answers to questions
- assisting other students to commit academic misconduct
- use of social media to share examination material or coursework

## **Teaching Academic Honesty/Integrity**

The Model Upper Secondary School of Agioi Anargyroi aligns itself with the expectations and responsibilities of stakeholders as outlined in the IB's *Academic Integrity Policy* (October 2019, last update February 2025).

### **A. Responsibilities**

#### **School Administration**

Information must be communicated by the school administration about:

- what is considered good academic practice and ethical behaviour
- definitions of the different types of academic misconduct and school maladministration
- the exact protocols that the school and/or the IB will apply if such an incident is identified
- the consequences that the school and/or the IB will apply if such an incident is confirmed

#### **IBDP Coordinator**

In addition to the above, the programme coordinator is responsible for:

- the consistent and fair application of school and IB policies
- the compliance with the secure storage of confidential IB material and the IB conduct of examinations
- the clear communication of the school's academic integrity policy and all the IB-related regulations to all teachers, students, and parents and legal guardians
- reporting and supervising suspected incidents of academic misconduct and school maladministration to the school administration and/or the IB

#### **Teachers**

The role of teachers is crucial, especially during IBDP1 in order to evaluate the views of students regarding academic integrity. The reasons why students engage in acts of academic misconduct, which may include ignorance or lack of understanding of the expectations, not understanding the IB rules, poor time management etc, need to be considered.

Teachers support their school and programme coordinator and are responsible for:

- ensuring students fully understand subject expectations and guidelines
- clarifying what constitutes academic misconduct and its consequences
- planning a manageable workload to help students meet school and IB standards
- providing feedback without excessive editing, per subject guide rules
- labelling and saving student work correctly to prevent submission errors
- cross-referencing final work across student groups to prevent collusion
- keeping electronic copies of student work for three years for plagiarism checks
- addressing academic misconduct and school maladministration and supporting related investigations

## **Students**

Students are expected to:

- have read and fully understand the school's and the IB's Academic Integrity policy
- complete assignments, tests, and examinations honestly and independently
- properly credit all sources used in their work, including written, oral, and artistic material
- refrain from receiving unauthorized assistance in completing their work (e.g., from friends, relatives, other students, private tutors, essay writing or editing services, pre-written essay banks, or file-sharing websites)
- refrain from providing unauthorized assistance to peers in completing their work
- use the internet and social media platforms responsibly, including not discussing IB examinations or questions for 24 hours after each exam concludes
- report any acts of academic misconduct by students to their teachers and/or programme coordinators
- report any acts of school maladministration to their teachers and/or programme coordinators

## **Parents and Legal Guardians**

Parents and legal guardians are expected to:

- understand school policies and subject guidelines related to their child's coursework and exams
- model and promote academic integrity through discussion and behaviour
- be aware of procedures that ensure their child's work is authentic
- understand what constitutes academic misconduct and school maladministration, including the consequences
- report suspected misconduct or maladministration to the school or IB
- avoid providing or seeking unauthorized help in their child's work

## **B.Avoiding Plagiarism**

**Teachers can support students** by promoting academic integrity through clear explanations of plagiarism and its consequences, encouraging proper referencing with both incentives and instruction, scheduling draft reviews, demonstrating correct citation practices, and using plagiarism detection tools.

**Students can avoid plagiarism** by managing their time effectively, keeping organized notes, seeking help when unsure, and properly citing all sources—whether quoted, paraphrased, or adapted—using the agreed referencing style throughout their work.

The Model Upper Secondary School of Agioi Anargyroi follows the IB's Academic Integrity Policy **regarding Artificial Intelligence (AI)** use. Any AI-generated content (text, images, graphs) included in student work must be clearly identified and properly referenced; failure to do so is

considered academic misconduct. Students are expected to use AI tools ethically—only to support the development and refinement of work, not to produce it. For examples of AI use in student coursework and ways to respond to them, see the IB document *Evaluating 13 scenarios of Artificial Intelligence (AI) in student coursework* (published in 2024).

### **B. Conventions for citing/referencing**

Further details about the IB’s expectations with regard to referencing can be found in the publication *Effective citing and referencing* (published in April 2022) and details from this publication can be used when teaching Academic Honesty.

### **C. Guidelines**

#### **Legitimate Collaboration**

Legitimate collaboration is a valuable part of the IB learning experience, encouraging students to exchange ideas and engage in cooperative tasks while maintaining individual responsibility for their work. Within the IB framework, it is acceptable for students to discuss concepts, brainstorm, and share resources during group projects or study sessions. However, all submitted work must ultimately reflect each student's independent understanding and effort. Teachers may support students by clarifying expectations, offering feedback within the limits defined in subject guides, and modelling ethical collaboration practices. Proper acknowledgment of contributions and sources is also a core element of legitimate collaboration.

#### **Unacceptable Collusion**

Unacceptable collusion occurs when students work together in a manner that compromises the authenticity of individual assessment tasks. This includes submitting identical or near-identical work, receiving undue assistance beyond permitted limits, or deliberately sharing content meant to be completed independently. The IB defines such acts as academic misconduct, regardless of intent, as they distort fair assessment and undermine trust in the qualification. Collusion may also involve third parties—such as tutors, parents, or online services—completing or excessively editing student work. To uphold academic integrity, all support must fall within IB guidelines, and any collaboration must be transparent and appropriately referenced.

#### **Preventing and Monitoring Academic Misconduct**

1. The school actively supports students in developing academic integrity in their coursework through:
  - Academic integrity workshops at the start of each school year
  - Step-by-step guidance on citation and referencing within subject classes stressing the importance of using a consistent citation style throughout their work (e.g. APA, MLA, or Chicago)
  - Examples of citations (using MLA):

Journal article	Sarosiek, Jerzy, et al. "Effect of acetylsalicylic acid on gastric mucin viscosity, permeability to hydrogen ion, and susceptibility to pepsin." <i>Biochemical Pharmacology</i> , vol. 35, no. 23, Dec. 1986, pp. 4291–4295, <a href="https://doi.org/10.1016/0006-2952(86)90708-2">https://doi.org/10.1016/0006-2952(86)90708-2</a> .
In-text citation	(Sarosiek et al., 1986)
Website	"Smallpox Vaccines." World Health Organization, <a href="http://www.who.int/news-room/feature-stories/detail/smallpox-vaccines">www.who.int/news-room/feature-stories/detail/smallpox-vaccines</a> . Accessed 27 Aug. 2025.
Books	Orwell, G. (2021) <i>Nineteen Eighty-Four</i> . London, England: William Collins, an imprint of HarperCollins Publishers.
In-text citation	(Orwell, <i>Nineteen Eighty-Four</i> 2021)
Graph/Image/Photograph	Author(s). "Title of Image/Graph." <i>Title of Website in Italics</i> , Website Publisher (if different than title), Date of Publication/Posting, URL

- Access to citation tools such as Zotero, EasyBib, or school-provided referencing guides
  - Scheduled draft submission checkpoints to prevent last-minute pressure and misconduct
  - Access to sample work that illustrates proper attribution and collaboration.
2. The school monitors the implementation of the Academic Integrity Policy through:
    - Ongoing teacher observations and reporting of suspected misconduct
    - Periodic audits using plagiarism detection software
    - Review of student reflections on academic honesty in portfolios and internal assessments
    - Annual staff meetings to evaluate and revise academic integrity practices
  3. Teachers authenticate student work by:
    - Monitoring the progression of work through drafts and conferences
    - Comparing final submissions with earlier versions
    - Using plagiarism detection software where appropriate
    - Assessing consistency in writing style and quality
  4. Students must:
    - submit their work electronically via platforms that retain version histories.
    - In some cases, oral questioning may be used to confirm authorship.
  5. The Conduct of Examinations is communicated and explained to the students early in their school year and a special session is planned just before their final IB examinations to remind and enforce the rules as described in the most current *Assessment Procedures (IBO)* and *Conduct of Examinations* and prevent academic misconduct during exams.

6. The Conduct of Examinations is communicated and explained to educators and staff members as described in the most current *Assessment Procedures (IBO)* and *Conduct of Examinations* in order to prevent school maladministration and academic misconduct throughout the academic year and during exams.

## **Protocol in the Event of Academic Misconduct**

### **School maladministration**

In the event of suspected academic misconduct, the protocol set out by the IB's Academic integrity policy is followed and is outlined below:

1. Case of possible maladministration is reported to the IB by examiner, programme coordinator, teachers, whistle-blower and school visitors or are identified by the IB (through samples of work, review of responses to examination papers, or after an inspection).
2. The IB carries out further investigation to establish if further action is required.
3. The IB coordinator and/or head of the school is notified to request an investigation into the incident (the origin of the allegation will not be disclosed).
4. The person responsible for the investigation must submit a full report to the IB using the appropriate form (Appendix 4: Statement templates for investigation) within 10 working days of the receipt of the notification.
5. Individuals involved must be notified immediately in writing of the allegations and possible outcomes.
6. Individuals involved must be provided with the opportunity to respond in writing using the templates provided by the IB (Appendix 4: Statement templates for investigation) and through an interview in the presence of witnesses.
7. IB reviews all information and informs the head of school and the IB Coordinator of the outcome and (if the assessment procedure has been found to be compromised) the sanctions as described in the 'Penalty matrices'.

### **Student misconduct**

There are various categories of student academic misconduct which may be relevant to a student's coursework or the written examinations (internal tests or final examinations).

- **Coursework** - seeking and receiving assistance beyond what is recommended, obtaining work from online resources, duplicating the work of another student etc
- **Final IB examinations** - possession of unauthorised items, disruptive behaviour, assisting other students in committing academic misconduct, use of social media to share examination material and help others commit academic misconduct etc.

In the event of suspected academic misconduct, the protocol set out by the IB's Academic integrity policy is followed and is outlined below:

1. Possible student academic misconduct is identified.

2. The student is allowed to complete the examination (unless exhibiting disruptive behaviour).
3. School contacts the IB within 24 hours of the examination to report the incident.
4. An investigation is initiated and the work of the candidate is checked.
5. If there is not enough evidence to justify an investigation, the process ends.
6. If there is enough evidence to justify an investigation, the school is informed of the investigation and is requested to collect statements from all parties involved.
7. Collected information/evidence is presented to the IB for a decision
8. IB reviews all information and informs the head of school and the IB Coordinator of the outcome and (if the academic misconduct is verified) the sanctions as described in the 'Penalty matrices'.

### **Academic misconduct Offences and Penalties**

All incidents are documented and reviewed by the IBDP Coordinator and school leadership.

The following consequences may apply if academic misconduct is confirmed:

- **First minor offense:** verbal warning, counselling, resubmission opportunity
- **Second offense or major misconduct:** grade penalty, zero for the task, formal notification to parents
- **Serious/intentional misconduct (e.g., during exams):** disqualification from assessment, reporting to the IB

If a student is suspected of academic misconduct:

- They will be formally notified and allowed to respond
- They may submit a written statement and attend a meeting with a teacher and the IBDP coordinator present
- Parents or guardians will be informed
- The student may appeal the decision by the school's appeals procedures

Students are informed that the IB routinely conducts random checks for plagiarism using detection tools. All final work must be original, with sources correctly cited. The IB reserves the right to investigate and apply penalties based on its findings, independent of the school's internal process.