NEXUS INTERNATIONAL SCHOOL (SINGAPORE)
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ACADEMIC INTEGRITY POLICY

Rationale

We believe that learners at Nexus International School (Singapore) can create new knowledge with confidence and integrity. Integrity is integral to learning, and all members of the school community have an obligation to acknowledge the work and ideas of others.

The school commits itself to educate its community on:

- What academic integrity is
- How to be academically honest
- How to take responsibility for the representation of their own and others' ideas.

Aim

We aim to make the role of all stakeholders clear and transparent in our approach, as well as outline the consequences of academic misconduct.

Nexus International School (Singapore), guided by the philosophy of the IB, places great value on personal integrity and academic honesty amongst all members of its school community: students, teaching staff, administrators and parents. We are guided by our vision and philosophy, which expects students to act with responsibility, compassion and self-awareness as they work to achieve more than they thought possible and The IB Learner Profile, most notably:

> **Principled:** They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

Definitions of Academic Misconduct

Academic Integrity**:** Academic integrity is a guiding principle in education and a choice to act responsibly whereby others can trust us as individuals. It is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work. **(IBO Academic Integrity, 2019)**

Academic Misconduct**:** Academic misconduct is 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 happen 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.
(IBO Academic Integrity, 2019)

School maladministration: The IB defines school maladministration as 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.
(IBO Academic Integrity, 2019)

Defining forms of misconduct and its different categories

Collusion/Collaboration: Collaboration involves working together with other learners. There are occasions where collaboration with other candidates is permitted or actively encouraged. Nevertheless, the final work must be produced independently, despite the fact that it may be based on similar data. This means that the abstract, introduction, content, conclusion or summary of a piece of work must be written in your own words and cannot, therefore, be the same as another learner's. Working together is collaboration. Copying someone else's work is collusion. Letting someone copy your work so they can pass it for their own is also collusion.

Even if you have 'collaborated' with another learner, the work you present must be your own. Collusion is malpractice and will be penalised.

Plagiarism: Plagiarism is submitting someone else's work, writing, thoughts, visuals, graphics, music and ideas as your own. Plagiarised work is work which fails to acknowledge the sources which it uses or upon which it is based. Plagiarism is a clear breach of academic honesty. It is also a criminal offence.

Duplication of work: Presentation of the same work for different assessment components or subjects refers to the submission of identical or substantially similar work for assessment in more than one instance. This includes, but is not limited to:

- Re-submitting work from a previous assessment, either within the same subject or a different subject.
- Adapting or slightly modifying previous work and submitting it as a new piece of work.
- Using significant portions of previously submitted work in a new submission without proper acknowledgement and referencing.
- Translating previously submitted work into another language and submitting it.

Malpractice also includes:

- Making up data for an assignment
- Falsifying a CAS record
- Taking unauthorised material into the examination room, including a mobile phone, an electronic device, own rough paper, notes …
- Misbehaving during an exam, including any attempt to disrupt the examination or distract another candidate
- Referring to or attempting to refer to, unauthorised material that is related to the examination
- Failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of an examination

- Impersonating another learner
- Including offensive material in a script
- Stealing and/or distributing examination papers
- Accessing unauthorised copies of examination paper online prior to or in the 24 hours after an examination
- Discussion of external examinations online in the 24 hours following examination
- Using an unauthorised dictionary or calculator during an examination
- Concealing and/or using unauthorised software on a graphic calculator, particularly, but not only, during examinations
- Prohibited use of laptops/additional permitted items for access/inclusion arrangements
- The use of generative artificial intelligence, which is either not allowed as part of the task or has not been correctly cited

Responsibilities

Leaders will

- Raise awareness of this policy in the community to ensure it is implemented consistently, evaluated and reviewed on an annual basis.
- Promote academic integrity through the Vision, Mission, Values, and curriculum.
- Ensure the inclusion of academic integrity across the curriculum and age ranges at Nexus.
- Provide professional learning opportunities to support staff understanding and delivery of academic integrity.
- Manage the conditions in which work is produced for external assessment and verify its authenticity.

Staff will

- Know what academic integrity means.
- Model good practice in academic integrity wherever possible.
- Explicitly teach information literacy skills
- Design learning tasks that require thinking skills that are not able to be completed by simply copying or falsifying information.
- Provide clear guidelines for learning tasks that involve expectations relating to academic integrity.
- Promote the benefits of properly conducted research and the practice of respect for the creative efforts of others using bibliographies and acknowledging the citation of sources and images.
- Work with learners to develop a shared understanding of what constitutes a breach of academic integrity, for example, collusion, duplication, falsification, plagiarism and examination misconduct.
- Assist learners in the proper use of the Learning Resource Hub, our academic databases, written material and the internet as research tools.
- Notify the learner and not award a grade on work found to be plagiarised.
- Will record any instances of academic dishonesty on the learner management system (LMS)
- Ensure that all coursework is drafted in an application that allows for the review of edit history.

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- Review the edit history of learner work to ensure it has been produced over time before submitting work for external assessment. Any unusual edits (e.g. large amounts of text pasted in one go) are to be investigated.
- Ensure that learners are instructed on the appropriate use and referencing of artificial intelligence and large language models for their class.

Learners will

- Only submit work comprised of their own original ideas and correctly attributed.
- Give credit to sources used in all work completed in MLA formatting.
- Acquire the skills necessary to conduct inquiry and research.
- Become aware of the rights and responsibilities of receiving and giving credit for creative work.
- Act with integrity and honesty in completing all tasks, examinations and assessments, making sure that the work submitted is their own (or referenced properly) and take responsibility for their own actions.
- Abstain from receiving or giving non-permitted assistance for external examinations and internal assessments in the completion or editing of work. This includes from friends, relatives, other learners, private tutors, essay writing or copy-editing services, pre-written essay banks or file-sharing websites.
- Tell a teacher if you suspect that there has been any breach of the Academic Integrity Policy.
- When requested, submit work plagiarism analysis.
- Maintain one document in which they plan, draft, review and edit any work to be submitted for assessment. This document must be shared with their teacher from the start of the process.

Parents and guardians will

- Support the school in helping learners abstain from receiving or giving non-permitted assistance for external examinations and internal assessments in the completion or editing of work. This includes from friends, relatives, other learners, private tutors, essay writing or copy-editing services, pre-written essay banks or file-sharing websites.
- Support the school in helping learners to act with integrity and honesty in completing all tasks, examinations and assessments, making sure that the work submitted is their own and taking responsibility for their own actions. This includes decisions from awarding bodies regarding consequences for academic integrity breaches that go beyond the jurisdiction of the school.

Procedures

Academic Integrity Good Practice

Academic integrity good practice means that all stakeholders will be aware of examples of what constitutes misconduct. They will know when and how to correctly use and cite the work of others. Nexus International School has a scope and sequence for the teaching of academic integrity which includes the explicit teaching of the MLA referencing system (examples of which can be found in Appendix A).

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Academic Misconduct Consequences and Reporting Procedures

Offence	Who is involved	Actions	Moving forward	Notes
First	Learner Subject teacher	Restorative conversation with subject teacher Recorded in LMS# (automatic notification sent to parents, Learning Area Leader/Year Leader, Curriculum Coordinator - PYP, MYP and IBDP)	Learner to re-do the task and grade/feedback to only be awarded on the resubmission	Any academic misconduct during work that contributes towards an externally awarded qualification will be reported in line with the awarding authority's regulations.
Second	As above, plus: Learning Area Leader (Sec)/Year Leader(Pri)/IB DP Coordinator Teacher Librarian Parents/Guardian	As above, plus: Academic integrity workshop with teacher librarian Details of offence discussed with parents/guardians (LaL). Further consequences will be made clear.	Work is not graded Learner may be asked to re-do task at the teacher's discretion	
Repeated	As above, plus: Curriculum coordinator SLT	As above, plus: Parent meeting Internal suspension to support knowledge of academic integrity	Educational Leadership Team will review to determine sanctions and/or the continuation of student status at Nexus International School (Singapore).	

#Any individual incident recorded on a student's school file may be declared to prospective transfer schools, universities or prospective employers who request a reference from the school.

We recognise that our expectations for academic integrity should always be set in line with our school scope and sequence for information literacy. In those terms, a breach of academic integrity should be seen as a teachable moment, and at all levels, learners should be given the opportunity to reflect on their actions and grow. We equally acknowledge our responsibility to uphold the regulations and integrity of our awarding bodies.

Nexus follows the IB policy for Academic Integrity for PYP, MYP and DP. We also follow the IGCSE Malpractice and Plagiarism policies for Edexcel and Cambridge IGCSE.

Appendix A

Examples of Good Practice

Nexus International School Singapore teaches the MLA referencing style to its learners. Below are some examples of common citations. Visit Purdue OWL for more information.

Book with one author

Varun, Sivaram. *Taming the Sun: Innovations to Harness Solar Energy and Power the Planet*. Cambridge, Massachusetts, The MIT Press, 2019.

Citing a website (organisation and an author)

Oscar, Holland. "Plans for Singapore's First "Supertall" Skyscraper Unveiled." *CNN,* 29 Oct.2022,edition.cnn.com/style/article/singapore-supertall-skyscraper-shenton-way/index.html. Accessed 31 Oct. 2022.

Citing a website (with an author)

Elkus, Grace. "How to Make the Very Best Vegetarian Chili." *Kitchn*, 29 Jan. 2020, www.thekitchn.com/vegetarian-chili-266017. Accessed 30 Sept. 2022.

Citing a website - No author (organisation)

National Geographic. *"Tiger." Animals*, 2 Apr. 2014, kids.nationalgeographic.com/animals/mammals/facts/tiger. Accessed 31 Oct. 2022.

An article

Dolby, Nadine. "Research in Youth Culture and Policy: Current Conditions and Future Directions." *Social Work & Society International Online Journal*, vol. 6, no. 2, 2020, pp. 289–295. ejournals.bib.uni-wuppertal.de/index.php/sws/article/view/60. Accessed 13 Nov. 2021.

Generative Artificial Intelligence

"Describe the symbolism of the green light in the book The Great Gatsby by F. Scott Fitzgerald." prompt. *ChatGPT*, 13 Feb. version, OpenAI, 8 Mar. 2023, chat.openai.com/chat.

Appendix B: Generative Artificial Intelligence

Generative artificial intelligence is a tool that generates new content from user prompts based on acquired models of information. Examples of generative artificial intelligence tools include but are not limited to Chat GPT, Midjourney, Google Gemini and Dall-e 2.

At Nexus International School (Singapore), the use of generative artificial intelligence is not prohibited, but it must be used with adherence to the Academic Integrity Policy and in line with the instructions given by the subject teacher. Below is some further guidance on how you can use these tools effectively and ethically.

Responsible Use:

Learners may use generative artificial intelligence as a tool for enhancing their understanding, improving writing skills, and seeking guidance. It is not a substitute for their own original work. Users should maintain a critical approach and verify the accuracy and reliability of the information provided by generative artificial intelligence. They are not to be regarded as research tools.

- Originality and Attribution:
    - Learners must appropriately attribute any ideas, quotes, or information obtained from generative artificial intelligence in their academic work using MLA
    - Learners must use any content from generative artificial intelligence critically.
- Education and Support
    - If you are unsure about the legitimacy of using a generative artificial intelligence tool as part of your work please seek clarification from your class teacher.
    - For more information on the use of generative artificial intelligence, learners will be encouraged to talk with the teacher-librarian.

Appendix C: International Baccalaureate Diploma Programme Assessed Work Declaration

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Academic Honesty

We will soon start submitting work that is assessed externally by the IB. **This work must be your own work.**

All pieces of work submitted to the IBO will be checked for plagiarism. The IBO may use various methods to check for plagiarism or any other form of academic dishonesty including plagiarism and AI detector software. They may also compare the pieces of work you have submitted for different subjects or work completed during your examinations. If they suspect there is an issue in terms of academic integrity your results will be delayed and there will be an investigation. This will put any university places you have at risk. If the investigation concludes that you did plagiarise you will most likely be disqualified from the IB. **It is important that you are aware of the severity of academic misconduct.**

All your IAs, EEs, and TOK will go through Turnitin and AI detectors before being submitted to the IB. However, these do not give a 100% guarantee that your work is regarded as meeting IB academic honesty standards. **You are responsible for ensuring that your work meets academic honesty standards.**

Your work must be produced on a Google Doc that is shared with your teacher throughout the process of working on your IA/TOK/EE. This **must** be the same document that you eventually submit as your final piece of work. If you produce a different document at the last minute or your teacher cannot see your progress we will not accept this work and we will not submit it to the IB. Tutors must not edit your work - and help they give should be in the form of adding suggestions but not changing your words. We must be able to see the version history of your work on Google docs and this needs to be available for the IB if requested.

Your work must be your own. Please sign on one copy of this letter to show that you understand that all work submitted to the IB must be your own work and that you understand that any issues with academic dishonesty could lead to being disqualified from the IB programme. If you have any concerns about pieces of work you have already completed, raise these immediately to Miss Vicky.

Declaration

Please tick to show that you understand the following points:

- ☐ It is **my** responsibility to ensure that the work I submit is my own work.
- ☐ Nexus teachers will not accept work that they do not think is my own work. I will be made to completely re-do work that does not meet academic integrity standards. This may involve having to re-do experiments or data collection.
- ☐ Nexus could decide not to enter me for any IB exams if they suspect plagiarism has occurred.
- ☐ The IBO could award zero for a component or permanently disqualify me if they suspect academic dishonesty.
- ☐ University references often ask us about any academic integrity issues - we have to be honest in our references.

Name_____ Signature_____

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Purdue Writing Lab. "General Format // Purdue Writing Lab." *Purdue Writing Lab*, 2024, owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_general_format.html.