



## **Bahrain Bayan School Academic Integrity Policy**

### **BBS Academic Integrity Philosophy:**

The IB Learner profile illustrates how all members of the IB community strive to be ‘principled’, acting with ‘integrity and honesty’ with a strong sense of fairness, justice and respect for the dignity of the groups and communities. Similarly, the BBS Core Values focus on ‘transparency’ and ‘commitment’. Our school believes that academic integrity is crucial in maintaining and encouraging high standards and practices. We also believe that it is a collective responsibility of all stakeholders. As such, students understand that teachers will not ignore any act of academic dishonesty. A violation of this belief will hold learners accountable and the school’s procedures will be effectively applicable to maintain the integrity of the offered programmes (IB and AERO) at the school.

BBS strives to always maintain an academic integrity culture among its students, teachers, administration in addition to developing concepts of international mindedness. BBS learners exhibit the IB Learner Profile attributes and BBS Graduate Profile which foster academic integrity. The school’s policy exists to promote academic integrity and honesty among students to emphasize their work authenticity.

### **BBS Academic Integrity Policy:**

*‘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.’ - ( IB Academic Integrity Guide, page 3)*

Integrity is adherence to moral and ethical principles, uprightness, honesty and sincerity. By applying this policy, disciplinary tools are employed to ferret out misconduct. It is essential to recognize the positive implications of such a policy for students, faculty , and the school community as a whole.

BBS’s academic integrity policy is based on our core values, BBS Graduate Profile and IB Learner Profile, which are a clear and concise expression of our offered programmes’ objectives, standards and practices. This policy is seen by the IB ‘...as a set of values and skills that promote personal integrity and good practice in teaching, learning, and assessment.’ ( IB Assessment Principles and Practices Guide, page 92)

**Transparency** at BBS: We believe that transparency is the foundation for building genuine and trusting relationships. Therefore, we expect that all school community members adhere to our school values, in alignment with the core values of BBS and offered programmes (IB & AERO). The policy applies to all students and faculty ; it provides assurance that everyone is held to the same ethical standards.

**Commitment** at BBS: We believe that commitment leads to excellence. The Academic Integrity policy creates an optimal learning environment because it encourages commitment to mutual respect and high

standards among all members of the classroom learning community. This enables faculty to fulfill course goals without the need for establishing individual integrity policies.

It is essential that IB Diploma and Course candidates refer to BBS Academic Integrity Policy and also consult the IBO official website for the rules and regulations pertaining to this policy. Candidates can check the IBO official website at <https://www.ibo.org/> or directly contact the BBS IB Office requesting further information or clarification.

### **BBS Academic Integrity Objectives:**

- Define malpractice in the context of the academic programmes at BBS.
- Explain the school's stance of malpractice and academic dishonesty.
- Establish the roles and responsibilities of Programme Coordinators (IB and AERO), teachers, students, parents, Extended Essay Coordinator, ATL Leader, Librarian and Administration in preventing and/ or detecting malpractice.
- Clarify requirements and procedures for authenticating a student's work.
- Illustrate the procedures followed once students are suspected of academic dishonesty.
- Outline the penalties imposed on students who are found guilty of malpractice.
- Reinforce the importance of proper citation and referencing in all school's programmes, using the proper convention advised by the teachers (MLA/APA).
- Provide all teachers with access to [www.turnitin.com](http://www.turnitin.com) to check student work.
- Create a culture of academic writing that is on par with the IB guides and publications.
- Reinforce activities and projects that provide opportunities for students to comprehend and apply intellectual copyrights and academic integrity guidelines.

### **Academic Misconduct:**

Academic misconduct is a behavior that results in, or may result in, the students or any other student gaining an unfair advantage in one or more assessment components.

Academic misconduct is any activity that undermines the academic integrity of the institution. BBS will discipline a student for academic misconduct. Academic misconduct may involve resources unethically obtained from an individual, hard-copy and/or electronic resources.

Policies of academic misconduct apply to all courses, departments and school related activities, used on semester exams, mock exams, assessments, quizzes, entrance exams, lab experiments, data collection, CAS records, collaborative research projects, field trips, use of calculators, TOK Exhibition, IB DP Art show, conferences, performances, sports activities off campus, etc. Faculty members must take into account the seriousness of the violation in assessing a penalty for acts of academic misconduct.

### **Key Terms :**

Refer to [Academic Honesty in the Diploma Programme brochure here](#).

**Academic Honesty:** is a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment.

BBS highly prizes academic honesty and the acknowledgment of other people's contributions to knowledge. Students should avoid academic misconduct. Our Academic Honesty Guide is adapted from the IBO Academic Integrity Documents . [Refer to this doc from IBO](#) & The Code of Student Rights,

Responsibilities, and Conduct of Indiana University <https://studentcode.iu.edu/> and documented in 2022-2023 BBS Student Handbook, Faculty Handbook and School's Policies and Procedures Manual 2022-2023.

**Academic Integrity:** is honesty and responsibility in scholarship.

**Academic Malpractice:** is any activity intentional or otherwise that is likely to undermine the integrity essential to scholarship and research. It includes plagiarism, collusion, fabrication or falsification of results, and anything else that could result in unearned or undeserved credit for those committing it. Academic malpractice can result from a deliberate act of cheating or may be committed unintentionally.

***Examples of Malpractice:***

- Submitting to IBO and/or BBS someone else's work.
- Copying the work of another candidate.
- Allowing a peer to copy your work.
- Not acknowledging sources.
- Asking another person to write your work.
- Falsifying data used in an assignment, records, journals and portfolios.
- Stealing examination material and/or exam papers.
- Bringing unauthorized material into the examining room. i.e. notes, unauthorized software on a graphic calculator, cell phones, etc.
- Disrupting behavior during exams.
- Impersonating another candidate.

***Preventing Malpractice:***

This is done through promoting good practice and providing students with a guide for citing and acknowledging sources of information. Moreover, teachers practice different study skills and research with students, motivating learners to develop their own ideas as well as providing opportunities for discussion on academic writing, inquiry and creativity.

**Plagiarism** is defined as the representation, **intentionally or unwittingly**, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism. **In order to be fair to all students, at BBS we use a variety of software to check for plagiarism.**

**Collusion** is defined as supporting academic misconduct by another student, for example, allowing one's work to be copied or submitted for assessment by another.

“...Candidates are expected to present assessments in their own words and acknowledge the words or ideas of others where collaboration has occurred. While group working is a key element in certain subjects, for example, sciences, **collusion occurs when this goes beyond collaboration**, for example, when a single (or very similar) version of a report is presented by a number of candidates as their own individual work.” - (*Diploma Programme Assessment Procedures 2019, p. 36*)

**Misconduct** during examination includes taking unauthorized material into an examination room, disruptive behaviour and/or communicating with others during the examination.

**Cheating** is defined as fraud, deceit, or dishonesty in an academic assignment. It includes using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

**Duplication of work** is defined as the presentation of the same work for different assessment components and /or Programme requirements.

**Instances of duplication of work are:**

- **Paraphrasing without acknowledgment:** using the author's ideas by rewording or rearranging the author's original words without acknowledgement or referencing.
- **Copying:** taking work of another student, with or without his or her knowledge and submitting it as one's own.
- **Falsifying data:** creating or altering data which have not been collected in an appropriate way.
- **Exam cheating:** communication with other candidates in an exam, bringing unauthorized material into an exam room, or consulting such material during an exam in order to gain an unfair advantage.

**Communication about the content of an examination** 24 hours before or after the examination with others outside their school community is also considered a breach of the BBS academic integrity policy and the IBO regulations.

**Intellectual Property:** creations of the mind: inventions; literary and artistic works; and symbols, names and images used in commerce. In an educational context, this most often refers to issues of copyright.

**Authenticity:** An authentic piece of work is one that is based on the candidate's individual and original ideas with the ideas and work of others fully acknowledged.

**Copyright:** legal ownership of intellectual property.

**Appropriation:** is the intentional borrowing, copying, and alteration of existing images and objects in the visual arts.

### **Academic Integrity in the IB Diploma Programme:**

'In their academic work, DP students develop research skills and study habits that are needed to demonstrate academic honesty in more formal ways than would be appropriate to expect of younger learners. DP students investigate and evaluate the usefulness of a greater variety of resources, and incorporate and reference them within oral and written presentations of increasingly complex formats. This level of rigor can present a challenge to students who certainly know right from wrong, but who may not possess the organizational and self-management skills to demonstrate clearly that their work meets a formal standard of academic honesty. All IB students understand the importance of acknowledging others because it is a central feature of the constructivist, inquiry-based approach promoted ( BBS IBDP Programme ) ; yet, in the DP, this requires the explicit teaching and learning of specific conventions accepted in a community of learners for being transparent about the use of ideas and work of others—note making, in-text citation and the preparation of a bibliography, to name but a few examples (Carroll 2012: 5–6).'- (IB Integrity Policy Guide)

### **TOK Exhibition and Art Show:**

As evidence of the culmination of the DP, exhibition work should reflect the BBS Academic Integrity policy presented in the Diploma Programme and especially in DP Year 1 and DP Year 2. Therefore, the TOK Exhibition and IB Art Show should reflect how students are able to independently work in an academically honest manner, following the rules and practices of the IB and the school. Any appropriated art materials must be cited. Artworks produced outside of class require time lapse recording of the student in the frame working on the artwork.

### **Use of Calculators in DP Examinations:**

DP students should abide by “The Conduct of IB Diploma Programme Examinations” document and the school should ensure that all calculators used in examinations comply with the IBO regulations.

“Candidates must be made fully aware of the regulations involving calculators, and the implications of any infringement of these rules, during the pre-examination period. In particular, their attention must be drawn to the list of prohibited calculators and the requirements involving resetting memory and examination modes.”- (*Diploma Programme Assessment procedures 2019 Guide, page 358*)

“Teachers of all Diploma Programme (DP) subjects that permit or require the use of calculators in examinations should make candidates aware of both the requirements and restrictions of use before the relevant examinations take place. The potential consequences of breaches of these requirements by candidates would be similar to consequences of any other breaches of examination regulations.

Teachers are responsible for monitoring the use of calculators by candidates throughout the course by informal conversation and by spot-checking calculators. Methods of monitoring individual calculators include manually checking, transferring memory to a PC or using tools provided by the calculator manufacturer, such as TestGuard®.”- (*IB Calculators Guidance for Examinations booklet, 2023*)

### **Conditions of use of Graphic Display Calculator:**

- ✓ The RAM memory must be completely reset.
- ✓ The ROM memory must be initialized.
- ✓ Any devices with unrestricted/candidate accessible Wi-Fi functionality are not permitted.
- ✓ Candidates are not allowed to use or store data/notes, programs or flash (ROM) applications (APPs) in their calculators which may assist them in examination by removing the need to recall facts or formulae. Such an action will be considered a violation of academic integrity.
- ✓ Calculators which are not recommended models by the IB are not allowed.

### **Recommended Calculator:**

-Texas instruments TI *n*spire CX (no CAS version)

### **Guidelines for the Use of Animals:**

BBS Science Department adheres to the IB guidelines in regards to any work, be it in classrooms or school laboratories, or in the general environment, that is anywhere where IB students may be working in. This is applicable on assessed or non- assessed Science related work, for extended essays, and the group 4 project. The Guidelines apply to:

1. Keeping animals in schools
2. Animal Experimentation
3. The use of human subjects in investigations.

‘Refer to IB Guidelines for the use of animals in IB World Schools, 2015 document.’

### **Applicable Procedures:**

*At BBS, any cases of transgressions and academic dishonesty conducted by a student is to result in:*

1. Any suspected academic misconduct case (plagiarism, collusion and duplication of work) must be reported to the IBDP Coordinator ( for IB students) and the School Administration. Furthermore, if there is no evidence, the situation must be resolved within the school. Any rumors concerning the case within the school community will be considered to be a violation to the school's regulations.
2. Students who are found to be in violation of the Bahrain Bayan School Academic Integrity Policy, and when the case is to be resolved internally at the school, will be subject to academic and/or administrative disciplinary actions (according to the committee decision) that are listed below:

**First Violation:** Students will be asked to redo and resubmit the piece of work. Parents are to be informed. A conference may be held with them. No level/grade is awarded for the piece of work submitted; assignment, lab report, project, essay and any form of assessment The final level/grade could be awarded based on the committee's decision, and students also sign the Academic Integrity agreement with the IBDP Coordinator.

**Second Violation:** Students will receive no credit for their work. Parents are to be informed. A conference will be held with them. Students may have further sanctions ranging from internal suspension to being asked to withdraw from the school or IBDP programme, depending on the severity. The IBDP Coordinator informs the IB that the work submitted is not authentic and then the IB will initiate an investigation.

*If the IB investigates an alleged breach of the General regulations: Diploma Programme or Conduct of Examinations, it will be a breach of IB regulations and thus will have serious Consequences. Refer to IB Assessment and Procedures Guide 2022.*

### **Authentication of Candidate's Work in the IB:**

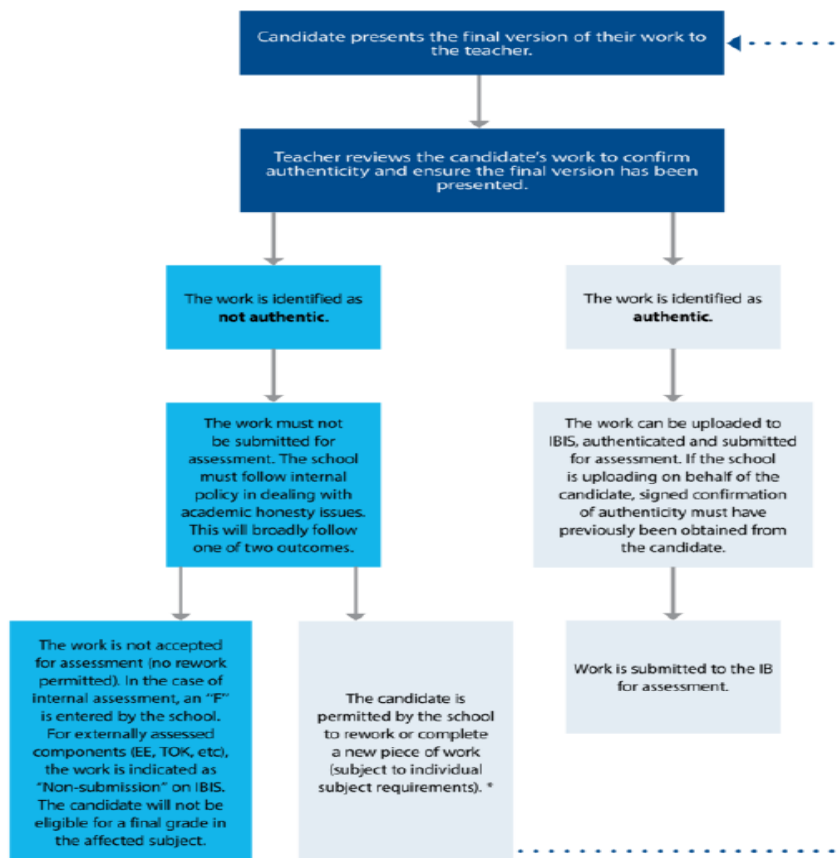
• Authentication is an assurance from the teacher that, to the best of their knowledge and belief, the work being submitted has been undertaken by the candidate.

• For assessment electronically uploaded by the school (on behalf of the candidate), the authentication process is confirmed on-screen by IBDP Coordinator after confirmation from IB teacher. This option requires the school to have previously secured the candidate's authentication through the Candidate consent form (school template) form. (Consent Form is documented on page 15)

• For all coursework and oral components (non-written examination components), teachers and supervisors follow the flow IB diagram as a standard practice for checking authenticity of the candidate's work.'- (Diploma Programme Assessment procedures 2022 Guide)

*All coursework received by the IB will be checked via new text-matching software for possible collusion and plagiarism. Any potential breaches of regulations will be investigated by the IB and the candidate may not receive a grade for the subject.*

## The Authentication Process in BBS IB Department:



*IB Authentication Diagram- (Diploma Programme Assessment procedures 2022 Guide, page 128)*

## Good Practice: Recommendations for Students:

Refer to [this document from the IBO](#).

<https://iblukio.fi/wp-content/uploads/2019/05/Academic%20Honesty%20in%20the%20Diploma%20Programme.pdf>

- Make sure that information you have used is acknowledged in the body of the text and is fully listed in the bibliography using the referencing style agreed with your teacher.
- Cite your sources so that readers can find them; if you cannot state the origin of the source it is probably better not to use it.
- Use proper citation format/style (MLA or APA) per teacher instruction. Refer to BBS EE Lab and the following links for examples of MLA and APA citation: <https://libguides.brown.edu/citations/styles> and <https://sun.iwu.edu/~writcent/mla&apa.html>.
- Make clear which words, ideas, images and works are not your own (including maps, charts, musical compositions, movies, computer source codes and any other material).
- Give credit for copied, adapted and paraphrased material.
- When using text, make clear where the borrowed material starts and finishes.
- Follow the rules of acceptable behaviour in the exam room and around the time of the examination.
- When in doubt, ask. It is better to overcite than undercite.

### **Infractions Relevant to BBS Academic Integrity Policy:**

*The following actions violate the standard that has been set forth for the school community.*

- **Lying:** Making false statements with the intent to deceive.
- **Stealing:** Taking another person's property without permission.
- **Cheating:** Looking at sources of information (including, but not limited to papers, books, notes, Internet, or another's work), speaking with another student during a test period, or obtaining questions and/or answers from a student who has already taken the test.
- **Plagiarism:** Claiming another person's work, words, or ideas as one's own. This can be done unwittingly or intentionally. Please refer to Academic Honesty.
- **Inappropriate Social Behavior:** Engaging in any behavior that demeans another, including written, or electronic abuse, and/or bullying or harassment. As the line between the actual world and the virtual world of the Internet grows increasingly blurry, students must conduct themselves in both realms in accordance with the community standards outlined in this policy. This caution particularly applies to online social media sites such as Facebook, Instagram and Twitter.
- **Electronic Devices and Phones:** Electronic devices and cell phone usage are not permitted during school hours and cell phones must be turned off. If a parent must contact a student during school time, they may call the Office. If a student needs to phone home in case of emergency, the student is permitted to use the telephone in the Main Office.

### **Consequences of Infractions:**

*When a student violates the BBS expectations and/or actions listed in Infractions, every effort is made by the Discipline Committee to match the consequence to the action. The tools used to educate the students about their inappropriate action include, but are not limited to, the following:*

- The school maintains a **zero tolerance for cheating or plagiarizing**. Students caught cheating or plagiarizing will receive a "0" (zero) for the Assignment/Assessment and students may be given the chance to make up the work. Students reflect on their action/s, in coordination with the Teacher, Subject Leaders and Vice Principal. The teacher involved will inform parents. A report will be written by the teacher and submitted to the appropriate administrator, which will be placed on the students' permanent record. Recurring incidents of cheating or plagiarizing by a student may result in academic probation, suspension, or expulsion from school.
- **Immediate Correction of Behavior:** A Teacher, Vice Principal or Principal may speak to the student at the time of the offense in order to reaffirm the importance of maintaining appropriate behavior.
- **Administrative Follow-Up:** A Vice Principal or Principal will meet with the student to discuss the offense and the consequences of the student's actions. The student will explain the inappropriate behavior in writing, detailing what happened, and explaining what will occur if the student is faced with a similar situation again. The student is expected to apologize, either in writing or verbally. Teachers communicate with parents on a regular basis regarding behavior. In addition, if the student repeatedly fails to respect the school's behavioral expectations relevant to Academic Integrity Policy, the school will contact the parents.
- **Call to Parents:** A Vice Principal or Principal may call home to let the parent/s know that the child is having difficulty meeting community standards.
- **Conference:** A Vice Principal or Principal may require a conference with the student, the parent/s, program coordinator and the counselor.



- **Contract:** A Vice Principal or Principal may require the student to write a contract that explains the rule he/she has been breaking, and how his/her actions negatively affect the BBS community. This contract will contain a commitment to follow the rules henceforth. The student and parent will sign the contract, and a copy will be given to his/her parents.
- **After School or Break Detention:** A Vice Principal or Principal may require detaining the student during break or after school.
- **In-School Suspension:** The Discipline Committee or Principal may require that the student comes to school and work in the Office for a designated period of time.
- **Out-of-School Suspension:** The Discipline Committee or Principal may require that the student leaves the school campus for a period of time.
- **Probation:** The Discipline Committee or Principal may require that the student's continued enrollment, or re-enrollment, is dependent upon meeting the BBS standards.
- **Expulsion:** The Director, Principal and Discipline Committee may require that the student leaves the school permanently when it is determined that the student has been placed on a Behavior or Academic Probation and has not fulfilled the requirements of the contract.

*While these consequences may proceed in a sequential manner in regards to the severity and frequency of offenses, there is no automatic progression from one step to the next. Serious and/or repetitive actions will require immediate serious consequences (suspension, Behavior Probation, and /or expulsion), as such, intermediate steps may be skipped.*

## **Roles and Responsibilities:**

### **Administration & School Principals:**

- Must ensure that any new member of staff and all students should start with a shared understanding and have an informed dialogue about the benefits of honest learning for the entire community.
- Create and maintain a culture of academic integrity.
- In collaboration with the school community, administration and principals make sure to embed academic integrity at the heart of the school's strategy and appreciate the value it will bring to students for their learning and future endeavors.
- Conduct an evaluation when a new teacher joins the school and offer them sufficient training opportunities. All new teachers will be given access to turnitin.com upon the start of their contract with BBS. This is an area that is implemented as an integral part of the professional development of all teachers.
- Provide resources to support students' learning and understanding in this area.
- Have an academic integrity policy, with scheduled plans for reviews and updates.
- Ensure that teachers, support staff, students and parents and legal guardians have a common understanding of the IB's expectations with regards to academic integrity.
- Form a committee that is responsible for investigating any academic misconduct and taking action. The committee will be made up of Administrators, IB Office Officials, Counselors, and at least two classroom teachers.
- Follow the proper chain of command when questioning the decision. All inquiries should start with the teacher in question, then the department leader, then the Vice Principal, then the Principal, then the Director of Academic Affairs. Inquiries will not be addressed unless the proper chain of command is followed.

### **IBDP Coordinator:**

- Maintains a pedagogical leadership and is responsible for ensuring that all teaching and learning activities are carried out in accordance with the rules, policies and guidelines stipulated by the IB.
- Ensures that all staff involved in the delivery of IB programmes, including teachers, teaching assistants, ATL Leader, EE Coordinator, AEA Coordinator, Counselors, Librarians and Laboratory Assistants, receive adequate training so that students have the best educational experience possible.
- Is responsible for checking and authenticating all candidates' work before submission to the IB for assessment or moderation. Non-authenticated work must not be submitted.
- Should be aware of academic misconduct when administering the DP and developing the school's academic honesty policy.
- Provides guidance and support to IB teachers on when to take the necessary actions if confronted by a case of academic misconduct.
- Ensures that teachers, support staff, students and parents and legal guardians have a common understanding of possible consequences for those that engage in student academic misconduct and school maladministration.
- Ensures that students are held accountable, according to the school's own policies, when involved in an academic misconduct incident. DP students sign a consent Academic Honesty Form in DP year 1.

- Ensures that teachers and school administrators are held accountable, according to the school's own policies, when involved in a maladministration incident.
- Immediately notifies the IB of any breach in the procedure for the secure storage of IB examination materials or the conduct of the examinations, in accordance with the procedures described in programme-relevant documents.
- Supports the IB in any investigation into possible student academic misconduct, following guidance provided by the IB.
- In collaboration with the EE Coordinator, the IBDPC organizes meetings with teachers, students and their parents or legal guardians to explain the academic integrity policy and respond to any questions that may arise.
- Ensures that the subject guides and all rules and regulations are strictly followed and that the IB regulations are applied consistently and fairly.
- Is expected to act decisively when an incident of academic misconduct or maladministration occurs, which must be reported immediately to the school's leadership and the IB, as appropriate.
- Ensures communication of 'IB General Regulations' and 'IB Academic Integrity Policy' to parents and students via email and that all regulations, policies and subject guides are easily located both in printed format in the library and electronic in the school's web portal and communication platform (Bayan Dashboard, EE Lab Google Folder and Teachers Shared Google Drive Folders).
- Collaborates with EE Coordinator and ATL Leaders to ensure that all students receive guidance on study skills, academic writing, how to conduct research and how to acknowledge sources ( using the IB 'Effective Citing and Referencing' Guide).
- Ensures that IB students know the consequences of being guilty of academic misconduct.
- Have access to Turnitin system, in order to check the authenticity of the student's work and submit an originality report to the IB in case of any plagiarism detected.
- Handle all cases of academic misconduct with confidentiality.
- Is aware of the IB authentication template (BBS Consent Letter) and collects signatures from students registered for examinations.

#### **Teachers:**

- Determine whether student work meets the IB's and AERO's standards concerning academic integrity.
- Use appropriate means and electronic platforms or plagiarism detection software (Turnitin, Originality Reports on Google, etc.) to ensure that work is, to the best of their knowledge, the candidate's authentic work.
- Ongoing support and guidance from the teacher will help with the early detection of plagiarism and will dissuade candidates from, for example deliberately copying another person's work without acknowledgement because they know their work is regularly subject to scrutiny.
- Subject guidelines, rules and regulations should be fully adhered to by teachers, particularly regarding the level of teacher support that is deemed acceptable when supporting students. Teachers must understand that students are expected to produce work autonomously and should not receive additional help, such as multiple edits of a piece of work.
- Use assessment tools such as tests, projects, assignments, essays, reports and quizzes as instruments to reinforce the topic of academic integrity as they provide an opportunity to give

feedback and also allow the identification of deficiencies as weak areas that need improvement, rather than incidents that require penalization.

- When an incident arises that represents a form of student academic misconduct or school maladministration, teachers must act accordingly and report the incident to the relevant member of staff, the IBDPC or the school administration.
- Ensure that all student work is appropriately labeled and saved to avoid any error when submitting assessment to the IB.
- Teach and assess the methods of effective citing and referencing in all students' work, tasks, formative and summative assessments
- Assess how to evaluate the quality of resources and how to use or employ these resources more effectively; for instance OPVL approach/analysis in history classes .
- Handle all cases of academic misconduct with confidentiality.

#### **Extended Essay Coordinator:**

- Ongoing support and guidance from the teacher will help with the early detection of plagiarism.
- Ensures that the policy is properly communicated and students understand the context or associated benefits.
- Is responsible for supporting teachers and EE supervisors in the reporting and investigation of student academic misconduct or maladministration cases.
- In collaboration with the IBDPC and ATL Leader, the EE Coordinator is responsible for training the teaching staff and students, offering workshops, designing support materials and establishing the appropriate strategy for students and/or teachers who need additional support to understand the requirements of academic integrity. Refer to BBS EE Lab Folder [here](#).
- Is part of the team who complies and reviews the school academic integrity.
- Ensures that all teachers and students are aware of effective citing and referencing.

#### **Librarian:**

- Must have an overview on the curriculum and its delivery.
- Understands what Approaches to Learning means (ATLs) and is professionally equipped to guide students in their research process.
- Is part of the team who complies and reviews the school academic integrity.
- Works collaboratively with the EE Coordinator and ATL Leader in conducting workshops on information literacy as an essential part of the staff professional development and students orientation sessions.
- Ensures that all teachers and students are aware of effective citing and referencing.
- Supports teachers and students in identifying effective practices regarding academic integrity.
- Helps students obtain reliable information from various sources.
- Collaborate with teachers to identify original work as well as identifying plagiarized material and its sources.

### **ATL Leader:**

- Implements an awareness campaign, in collaboration with IBDPC, EE Coordinator, Librarian and IB teachers and schedules activities to reinforce the required skills ( ATL skills) , reaching not only students, but also their parents or legal guardians.
- Support program implementation in DP Year 1 and Year 2 in collaboration with the IBDPC.
- Conduct sessions and workshops for both teachers and students about ATL skills.
- Collaborate with subject leaders and give feedback and recommendations regarding the explicit ATL skills documented in the IB Unit plans.
- Collaborate with the AEA Coordinator to provide more insights and strategies regarding the use of ATL skills in IEPs and intervention plans.

### **Students:**

- Have a full understanding of BBS's and the IB's policies.
- Exhibit the IB Learner Profile attributes by adhering the BBS Academic Integrity policy. BBS learners should be "principled" and all students participating in IB programmes are expected to act honestly, responsibly and ethically.
- When completing school work, students must also adhere to the subject guidelines, rules and regulations, always acknowledging the sources of information that were used and the help they have received from third parties during the process. In collaborative projects, they must exhibit a balanced behavior recognizing the collaboration of other team members and granting fair recognition to their own participation.
- Should understand the role that they have in the process of their own learning, they also realize that they are responsible for the production of work submitted for assessment and that all completed examination papers must reflect their own authentic and genuine work.
- Respond to acts of student academic misconduct and report them to their teachers and/or programme coordinator.
- Respond to acts of school maladministration and report them to their teachers and/or programme coordinator.
- Complete all assignments, tasks, examinations and quizzes in an honest manner and to the best of their abilities.
- Give credit to used sources in all work submitted to the IB for assessment in written and oral materials and/or artistic products.
- Abstain from receiving non-permitted assistance in the completion or editing of work, such as from friends, relatives, other students, private tutors, essay writing or copy-editing services, pre-written essay banks or file sharing websites.
- Abstain from giving undue assistance to peers in the completion of their work.
- Show a responsible use of the internet and associated social media platforms.
- Comply with all internal school deadlines; this is for their own benefit and may allow time for revising work that is doubtful authorship before the submission of the final version.
- Read, understand and effectively use the IB document ' Effective Citing and Referencing' ( IB Students).
- Follow the proper chain of command when questioning the school's decision on any act of academic integrity violation. All inquiries should start with the teacher in question followed by

the following chain of staff members: the Department Subject Leader, the IB Coordinator ( for IB students), Vice Principal, Principal, and then the Director of Academic Affairs. Students should also refer to the Student / Parents Complaints Procedures and Process document ( for IB students).

### **Parents/Guardians:**

- Reinforce the values and importance of BBS values and academic integrity. They support their children to develop a conscientious and responsible attitude to their learning.
- Understand the school's and IB's policies, procedures and subject guidelines in the completion of coursework or examination papers by their children.
- Actively participate and parents become speakers and disseminators of the principle of academic integrity of the IB and the school, while serving as a counterbalance, ensuring that the school follows the policy correctly and that sanctions are applied fairly and consistently to those who fail to meet the expectations.
- Support their children in planning a manageable workload so they can allocate time effectively.
- Understand what constitutes student academic misconduct and its consequences.
- Understand what constitutes school maladministration and its consequences.
- Report any potential cases of student misconduct or school maladministration to the school's Directorate and/or the IB Coordinator.
- Submit only genuine and/or authentic evidence to support a request for inclusive access arrangements or adverse circumstances considerations for their children
- Abstain from giving or obtaining assistance in the completion of work to their children.
- Follow the proper chain of command when questioning the school's decision on any act of academic integrity violation. All inquiries should start with the teacher in question followed by the following chain of staff members: the Department Subject Leader, the IB Coordinator ( for IB students), Vice Principal, Principal, and then the Director of Academic Affairs. Students should also refer to the Student / Parents Complaints Procedures and Process document ( for IB students).

***This policy is shared with School Community , DP candidates and their legal guardians/parents when they begin the programme and is followed up with reminders at regular intervals throughout the two years of the programme. Academic Integrity Policy is available on the school website, Bahrain Bayan Dashboard, Bayan Extended Essay Shared Google Folder, Student and Teacher Handbooks as well as School's Manual of Policies and Procedures.***

***This document was reviewed by the IBDP Coordinator, Principal, Vice Principal, Director of Academic Affairs, EE Coordinator, and Academic Integrity Policy Steering Committee on September 6th, 2022.***



**IBDP Coursework  
Consent and Declaration Form**

**Candidates must:**

- 1. Consent to allowing the BBS Diploma Programme Coordinator (DPC) to upload all coursework materials on their behalf, where they do not have access or permission to do this themselves.**
- 2. Declare that all work uploaded or passed to the BBS DPC is accurate, is the final version, is the candidate's own work, and that the candidate has correctly acknowledged the work of others.**

This declaration will cover all pieces of work produced and provided by the candidate, including all internally and externally assessed work.

**Declaration:**

You understand and consent to:

- 1) The IB diploma programme coordinator uploading your work to the IB's e-Coursework system, and
- 2) The IB's processing, use, disclosure, and transfer of your personal data, including without limitation any sensitive personal data and/or education records, as described in the IB's privacy policy and the Privacy Supplement, including worldwide cross-border transfers (including storage and access of such data outside of your country of residence).

You also confirm that:

1. you are at least 15 years old;
2. that the version of any materials you pass to your programme coordinator or another school staff member is the correct and final version, is your own work and that you have correctly acknowledged the work of others (each use of the words or ideas of another person whether written or visual), is the version submitted to Turnitin, ManageBac, or Google Classroom (including its Originality Report), and
3. that failure to do this will be investigated as a potential breach of IB regulations.

Student signature (as appears on passport) \_\_\_\_\_

Student printed name (in block letters) \_\_\_\_\_

Date (day, month, year) \_\_\_\_\_

Guardian signature (as appears on passport) \_\_\_\_\_

Guardian printed name (in block letters) \_\_\_\_\_

Date (day, month, year) \_\_\_\_\_

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