




مدرسة عمان الوطنية
Amman National School

Academic Integrity Policy

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The infographic features a silhouette of a person's head filled with various attributes of the IB learner profile. A circular logo on the right contains the text 'THE IB LEARNER PROFILE' around a silhouette of two people.

IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

<p>INQUIRERS We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.</p> <p>KNOWLEDGEABLE We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.</p> <p>THINKERS We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.</p> <p>COMMUNICATORS We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.</p> <p>PRINCIPLED We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.</p>	<p>OPEN-MINDED We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.</p> <p>CARING We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.</p> <p>RISK-TAKERS We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.</p> <p>BALANCED We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.</p> <p>REFLECTIVE We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.</p>
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The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

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Table of Contents

Academic Integrity	4
Academic Misconduct	4
Forms of Academic Misconduct	5
Role of the School	6
Role of the IB Coordinators	6
Role of the Teachers	7
Role of the Students	7
Role of the EE and PP Coordinators	8
Role of the Library and Information Center	8
Role of Parents and Legal Guardians	9
Examinations and assessments	9
Breaches to Regulations	10
Procedures for Academic Misconduct	10
Bibliography	12

Academic Integrity Policy

Amman National School is committed to helping each student attain academic achievement and interpersonal skills, while paving their unique path in this journey. Amman National School is also committed to academic excellence, which thrives through honesty, fairness, trust and mutual respect.

Academic integrity is one of the main commitments to academic excellence. Our school community makes sure to support the standards of integrity so students can carry them forward in their personal and professional lives.

Students become principled as they act with integrity and honesty. This also represents one of the 10 attributes valued by the IB.

This policy applies to all ANS staff, students and stakeholders. It is placed on ANS website.

Academic Integrity

The IBO defines academic integrity in the Diploma Programme as “a set of values and behaviors informed by the attributes of the learner profile. In teaching, learning and assessment, academic integrity serves to promote personal integrity, engender respect for the integrity of others and their work, and ensure that all students have an equal opportunity to demonstrate the knowledge and skills they acquire during their studies” (Extended Essay Guide, updated 2021: 32).

All students’ work must be authentic, based on their individual and original ideas with the ideas and work of others fully acknowledged.

Amman National School gives priority and emphasizes the importance of academic integrity. Students are encouraged to lead a life governed by honesty and integrity. They also must understand the concept related to academic integrity especially authenticity (original painting, conducting a research, experiment, etc.) and intellectual property (trademarks, logos, patents, etc.) so they avoid any form of misconduct.

Academic Misconduct:

- “Academic Misconduct” is a behavior (whether deliberate or inadvertent) that results in, or may result in, the student or any other student gaining an unfair advantage (or that disadvantages other students) in one or more assessment component (Inthinking: School

Leadership. Web).

Forms of Academic Misconduct:

- Plagiarism: The representation, intentionally or unwillingly, of the ideas, words or work of another person as the candidate's own or without proper, clear and explicit acknowledgement (Garza: 5).
Plagiarism is manifested in the following practices:
 - copying another person's actual words or using AI tools without the use of quotation marks and footnotes
 - presenting another person's ideas, theories, or any of the AI tools in your own words without acknowledging them
 - using information that is not considered common knowledge without acknowledging the source
 - failure to acknowledge collaborators on homework and laboratory assignments
 - purchase and submission of papers from "paper mills," internet vendor sites, and other sources
- Collusion: is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another such as lending assistance or failing to report witnessed acts of academic misconduct
- Duplication of work: is defined as the presentation of the same work for different assessment components and/or diploma requirements.
- Cheating: is the attempted or unauthorized use of materials, information, notes, study aids, devices or communication during an academic exercise manifested in:
 1. copying from another student during an examination or allowing another to copy your work
 2. using unauthorized notes during a closed book examination
 3. taking an examination for another student
 4. asking or allowing another student to take an examination for you
 5. changing a corrected exam and returning it for more credit
 6. submitting substantial portions of the same paper to two classes without consulting the second instructor
 7. allowing others to research and write assigned papers including the use of commercial term paper services

Role of Amman National School

ANS

- establishes an academic integrity school policy to promote good academic practice and a school culture that actively encourages academic integrity
- ensures that teachers, staff, students and parents fully understand the school's academic integrity policy
- ensures that teachers, staff, students and parents adhere to the school's academic integrity policy
- spreads awareness that academic misconduct is to be treated as a very serious matter
- sets a clear policy and procedures in case of academic misconduct
- ensures that teachers, students, staff and parents are aware of the code of conduct issued by the school
- updates the policy regularly
- meets with parents to explain what academic integrity means
- places the policy on ANS site
- ensures that teachers, staff, students and parents fully understand all regulations and instructions pertaining examinations and assessments

Role of Coordinators

Coordinators

- ensure that the school's academic integrity policy is aligned with the school's philosophy and the IB expectations and undergoes a periodic review
- know the regulations and instructions as provided by ANS and IBO that govern the conduct of each examination session
- ensure that all IB students sign the contract with ANS pertaining academic integrity and the code of conduct
- ensure that the policy is applied fairly and consistently
- give workshops on the meaning of academic integrity, importance of referencing, and the consequences of academic misconduct, in addition to lectures on examinations and assessment's rules and regulations
- inform staff and students through various media what constitutes malpractice and how it can be prevented
- ensure that candidates are provided with relevant information about examination regulations

Academic Integrity Policy

- investigate in any suspected breaching of the school's academic integrity standards
- supervise all activities related to the investigation of student academic misconduct cases according to the school's policy

Role of the Teachers

The teachers

- support and act according to the school's academic integrity policy
- explain the meaning of academic integrity during classes including home room
- abide by all academic integrity practices and act as role models
- ensure that students understand what constitutes of academic misconduct and its consequences
- make sure that students know the correct referencing and citing procedures
- make sure that all materials handed to students; handouts, presentations, etc. are correctly referenced
- monitor students' work regularly to ensure that their work is authentic
- confirm that, and to the best of his/her knowledge, all students' submitted work is authentic
- ensure that students submit their work to an anti-plagiarism site to detect similarity or copying
- ensure that all students abide to rules and regulations of examinations and assessment

Role of the Students

Students should

- abide by the Amman National School's academic integrity policy
- acknowledge the intellectual property of others when producing work
- complete all assignments, tasks, examinations and quizzes in an honest manner and to the best of their abilities
- ensure that all their submitted work (written, oral and artistic) is authentic and the work or ideas of others are fully acknowledged and given credit, or else, deemed academic misconduct
- submit their work to an anti-plagiarism site to detect similarity
- show responsible use of the internet and social media platforms
- abstain from giving assistance to peers to complete their work

Academic Integrity Policy

- reject to receive non-permitted assistance in completing or editing their work from friends, relatives, other students, private tutors, essay writing or copy-editing services, etc. (Academic Integrity. 2019: 16).
- sign the contract with ANS pertaining academic integrity and the code of conduct
- abide to all rules and regulations of examinations and assessment

Role of the Extended Essay and the Personal Project Coordinators

The extended essay and personal project coordinators:

- explain principles of academic integrity and effective citing and referencing
- revise students' work to ensure that it has proper referencing and citing
- allocate lessons from the research curriculum for students from on the importance of academic integrity, referencing and citing their work
- explain Turnitin.com site

Role of the Library and Information Center

The library and information center

- ensures subscription to anti plagiarism site, www.turnitin.com
- makes sure to spread awareness among students about copyrights
- updates all information pertaining to academic integrity, school policy, the consequences of academic misconduct, citation and referencing available to both students and stakeholders on the school website, www.ans.edu.jo
- refers staff and students to the following useful sites concerning academic integrity IB regulation:
 - ✓ Academic honesty: guidance for schools
https://resources.finalsite.net/images/v1585341768/mismunic_hde/hwbweqfawgizz4susulu/02-IBO-Academic-Honesty-Guide.pdf
 - ✓ Academic honesty-Principles to practice /Celina Garza
<https://www.ibo.org/contentassets/71f2f66b529f48a8a61223070887373a/academic-honesty.-principles-into-practice---celina-garza.pdf>
 - ✓ Academic Integrity

<https://www.ibo.org/contentassets/76d2b6d4731f44ff800d0d06d371a892/academic-integrity-policy-english.pdf>

- ✓ Conduct of Examinations Booklet 2021
<http://www.lo1.gliwice.pl/wp-content/uploads/2019/11/aktualizacja-strony-4-the-conduct-of-examinations.pdf>
- ✓ Effective citing and referencing
<https://www.ibo.org/contentassets/76d2b6d4731f44ff800d0d06d371a892/effective-citing-and-referencing-en.pdf>
- ✓ Guide to Extended Essay, updated 2021
https://xmltwo.ibo.org/publications/DP/Group0/d0eeyyygu_i_1602_1/files/Guide_Extended_essay_en.pdf

Role of Parents

Parents are expected to:

- Understand all school's policies
- Support their children to apply the school's policies
- Understand academic misconduct and its consequences

Examinations and Assessments

All ANS teachers and staff clearly understand their shared responsibility in upholding academic integrity.

ANS has a set of clear instructions, regulations and rules pertaining final exams which all teachers are aware of and fully understand.

ANS sends instructions to students and their parents pertaining examinations and assessments' regulations and rules.

High integrity of examinations and assessments prevails all the time and rules and regulations are clear for all:

- a place is designated for each student according to a seating list
- keeping quiet during exams is a must
- mobiles are kept in lockers
- no additional time is granted to students without an authorization from the school or the IBO

Academic Integrity Policy

- teachers responsible for the subject being examined are not allowed to enter the examination hall
- sufficient number of trained invigilators is available
- bathrooms are always monitored
- students' calculators are all set to exam mode
- all materials that students take to their desks are checked
- examination materials are securely stored and are accessed on the scheduled time

Breaches to Regulations:

- Plagiarism
- Collusion
- Taking unauthorized material into an examination room
- Stealing examination materials
- Disruptive behavior during examination
- Disclosure of information about the content of an examination paper within 24 hours after a written examination (Garza: 6)

Procedures for Academic Misconduct

ANS procedures concerning assignments, summative assessment and exams:

If a student is suspected of breaching the school's academic integrity standards, the head of section must be informed. After investigation, the concerned student is given the chance to explain. The following measures are then taken:

- If the work is found appropriate, no record is kept.
- If the work is found inappropriate or academically dishonest, parents are informed; student is allowed one more chance to resubmit another appropriate copy.
- In case of a second violation, student is referred to the school's disciplinary committee to take the appropriate action such as:
 - Deprive from exams.
 - Cancel their work

ANS procedures concerning IBO externals, internals and EE:

Apply IB regulations and sanctions. (Conduct of Examinations Booklet 2021) <http://www.lo1.gliwice.pl/wp-content/uploads/2019/11/aktualizacja-strony-4-the-conduct-of-examinations.pdf>

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