



Madrasah Aljunied Al-Islamiah

Academic Integrity Policy

1. Introduction

1.1 The Academic Honesty Policy of the madrasah is designed within the framework of the school values of Itqan (efficient), Ihsan (compassion) and Ikhlas (sincerity). The strive towards excellence, the need to show care and concern for others and the honesty and sincerity in effort that the madrasah community aspires to engender, govern the way in which work is done and appreciated. This policy details the expectations and responsibility of every Madrasah Aljunied student in upholding academic honesty and integrity in all aspects of their work and conduct.

1.2 In Madrasah Aljunied Al-Islamiah, its Academic Integrity Policy is drawn in a way that provides a framework for ensuring that its academic honesty practices are in alignment with the school vision and mission, which are as follows:

Vision

Nurturing Global Islamic Scholars and Leaders

Mission

1. To produce Taqwa scholars, who will lead the local and global communities.
2. To provide students with a balanced, holistic and dynamic educational experience.
3. To empower students with knowledge, skills and values that are purposeful and relevant.
4. To become an exemplary Islamic educational institution that develops and enhances its students' potential.

2 Intellectual Property

2.1 All staff and students need to be aware that forms of intellectual and creative expression (e.g. works of literature, art or music) must be respected and are mostly protected by the law. They should avoid illegal activities (e.g. illegal music downloads etc.), whether they are in or out of school. Students and staff are expected to exercise due diligence in ascertaining the original sources of all information used, in order to uphold academic honesty.

3 Authenticity & Intellectual Honesty

3.1 All staff and students are expected to show intellectual honesty in the completion and submission of work.

3.2 As stated by IBO:

“An authentic piece of work is one that is based on the student’s individual and original ideas with the ideas and work of others fully acknowledged. Therefore, all assignments, written or oral, completed by a student for assessment must wholly and authentically use his/her own language and expression. Where sources are used or referred to, whether in the form of direct quotation or paraphrase, such sources must be fully and appropriately acknowledged.”
(IBO, *Diploma Programme Academic Honesty*, p.2. Cardiff: 2007.)

3.3 Students are required to cite the source of material which includes the copying of maps, photographs, illustrations, graphs and works of arts. Failure on the student to do so constitutes malpractice.

4 Malpractice

4.1 Malpractice includes the following:

4.1.1 Plagiarism: the representation of the ideas or work of another person as the candidate’s own

4.1.2 Collusion: supporting malpractice by another candidate, as in allowing one’s work to be copied or submitted for assessment by another

4.1.3 Duplication of work: the presentation of the same work for different assessment components and/or diploma requirements

4.1.4 Unfair Advantage: any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, taking unauthorized material into an examination room and misconduct during an examination)

4.2 IBO regulations clearly state the responsibilities of each IB student: *“The candidate (student) is ultimately responsible for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged. Candidates are expected to comply with all internal school deadlines; this is for their own benefit and may allow time for revising work that is of doubtful authorship before the submission of the final version.”*

4.3 The following table illustrates some possibilities of academic malpractice in the various modes of IB assessments in the Diploma Programme (DP).

S/No.	Mode of Assessment	Assessment Task (Example)	Possible Malpractice
1	Coursework	Extended Essay	<ul style="list-style-type: none"> ▪ Using ideas from work(s) submitted for other ▪ assessments/assignments

			<ul style="list-style-type: none"> ▪ Passing off others' ideas as one's own
2	Group Work	Internal Assessment – Lab Report	<ul style="list-style-type: none"> ▪ Writing a common report for a group experimental study. <i>(While data collection is to be done as a group, each member must write up an individual report independent of the group, for submission.)</i>
3	Oral Presentation	Global Politics Presentation	<ul style="list-style-type: none"> ▪ Not providing verbal or written acknowledgement of sources of real-life situations used
4	Independent Work	Internal Assessment	<ul style="list-style-type: none"> ▪ Fabricating client's interview responses or experiment data.

Adapted from IBO, Academic honesty in the IB educational context, p. 18-19. Cardiff 2014

4.4. Other Examples of Malpractice

- 4.4.1. exchanging or in any way supporting, or attempting to support, the passing on of information that is related to the examination
- 4.4.2. copying the work of another student
- 4.4.3. failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of the examination
- 4.4.4. impersonating another candidate
- 4.4.5. stealing examination materials or papers
- 4.4.6. taking unauthorised material (e.g. unauthorised calculator) into an examination room
- 4.4.7. disruptive behaviour during examination
- 4.4.8. fabricating data for an assignment
- 4.4.9. using translating software, including those found on the Internet, or translations of texts studied in class, without the permission of the teacher.
- 4.4.10. getting another person (parents/ tuition teacher) to complete an assignment

5. Consequences of Malpractice

Level	Possible Malpractice	Possible Consequences	Action Taken By
1	<ul style="list-style-type: none"> ▪ Copying of homework/assignments ▪ Non-citation of sources ▪ Working with others on an individual assignment 	<ul style="list-style-type: none"> ▪ Re-do and re-submit homework/assignment ▪ No grade awarded ▪ Lower conduct grade ▪ Parent/Guardian informed 	<ul style="list-style-type: none"> ▪ Teachers in consultation with Tarbiyah and Ta'dib Department
2	<ul style="list-style-type: none"> ▪ Cheating or helping others to cheat in class-based quiz/ test ▪ Submitting work done by others as own work for summative assessment ▪ Fabricating data for summative assignment ▪ Repeat Level 1 Offence despite warning 	<ul style="list-style-type: none"> ▪ Re-do and re-submit homework/assignment ▪ No grade awarded ▪ Lower Conduct Grade ▪ Parent/Guardian informed ▪ Disqualification from awards, scholarships and leadership opportunities 	<ul style="list-style-type: none"> ▪ Tarbiyah and Ta'dib Department ▪ Examination Committee ▪ School Management Committee
3	<ul style="list-style-type: none"> ▪ Cheating in school, GCE O or IBDP examinations ▪ Stealing examination papers ▪ Altering grades in computer system ▪ Repeat Level 1 Offence twice or Level 2 Offence despite previous disciplinary action 	<ul style="list-style-type: none"> ▪ No grade awarded ▪ Lowered Conduct Grade ▪ Conference session with Parents to agree on an undertaking ▪ Disqualification from awards, scholarships and leadership opportunities ▪ Retention ▪ Expulsion 	<ul style="list-style-type: none"> ▪ Tarbiyah and Ta'dib Department ▪ Examination Committee ▪ School Management Committee

Note: *The extent of the consequences meted out will depend on the severity of the act, the attitude of the student towards making reparations and consensus amongst the relevant committee members involved.*

6 Consequences of Maladministration

6.1 Maladministration occurs when there is a breach of integrity involving the school or the staff of the school. A brief description of maladministration

S/No	Possible Maladministration	Processes & Consequences
1	Completion of Coursework <ul style="list-style-type: none"> ▪ Providing undue assistance to candidates. ▪ Submission of unauthenticated work. 	<ul style="list-style-type: none"> ▪ Once maladministration occurs, the following must take place: <ol style="list-style-type: none"> 1. DPC/HOD will inform the Head of School on the maladministration 2. Investigation will begin 3. Staff will be required to provide information on the suspected maladministration using the form School Staff Statement (suspected maladministration) 4. Head of School and DPC/HOD will decide on the following action on the staff <ul style="list-style-type: none"> - warning letter - disciplinary action - suspension - termination 5. IB will be informed of the outcome of the investigation
2	Conduct during an examination <ul style="list-style-type: none"> ▪ allowing access to prohibited materials ▪ inappropriate invigilation ▪ non-compliance with assessment arrangements ▪ leaving students unsupervised during exams or unaccompanied during toilet breaks. 	
3	Undermining the integrity of assessments <ul style="list-style-type: none"> ▪ Giving students an unfair advantage ▪ Failing to report student misconduct, school or teacher maladministration. ▪ Failing to report an examination security breach 	

Adapted from IBO, Academic honesty in the IB educational context, p. 28-30. Cardiff 2019

7 Procedure for School Handling

7.1 The following are practical steps taken by the madrasah in each case of academic dishonesty/malpractice:

7.1.1 In the situation when academic misconduct is committed by the student:

7.1.1.1 DPC/HOD will be informed by the immediate teacher of the offence committed.

7.1.1.2 DPC/HOD will inform the School Management Committee about the incident. Tarbiyah and Ta'adib Department will commence with investigation.

- 7.1.1.3 The immediate teacher will be required to write a report as the witness. The report will state a detailed account of the incident.
- 7.1.1.4 Tarbiyah and Ta'adib Department will investigate and request for the student to write a report detailing the misconduct.
- 7.1.1.5 All documents and evidence will be collected by the Tarbiyah and Ta'adib Department.
- 7.1.1.6 DPC/HOD will be updated on the evidence.
- 7.1.1.7 The parents of the student will be informed of the misconduct.
- 7.1.1.8 Head of School and School Management Committee will be updated on the details of the dishonesty.
- 7.1.1.9 The Tarbiyah and Ta'adib Department will recommend the necessary disciplinary action on the student after discussions with the DPC/HOD.
- 7.1.1.10 The School Management Committee will be updated on the outcome and actions to be taken.
- 7.1.1.11 The student will be informed on the outcome of the investigation, the penalty or action/s to be taken.
- 7.1.1.12 Parents will be updated on the outcome of the investigation as well as consequences as determined by the school
- 7.1.1.13 The incident will be documented and included in the student file and appropriate parties notified, where necessary (i.e. IBO)
- 7.1.2 In the situation when dishonesty / malpractice is committed by a teacher or staff member, the DPC/HOD and the School Management Committee will conduct the necessary investigation and deliberate on the appropriate outcome that could range from a verbal warning to termination of employment, depending on the severity of the malpractice.

8 References and Bibliography

8.1 Referencing is a system used to acknowledge the source of ideas, opinions, theories and facts. Students must do referencing whenever the following are used:

- General Ideas
- Specific ideas (statistics, dates, examples, theories)
- Exact words (quotations)
- Paraphrase

8.2 For formatting and referencing, the madrasah recommends the use of the Harvard Referencing style. Students need to ensure that they adopt the particular style

consistently throughout a piece of work. Teachers and supervisors may provide advice when needed.

9 Role of the Librarian

9.1 The librarian at MAA will undertake to do the following to support the school and students in ensuring that the madrasah maintains a high standard of academic integrity in students' works:

- 9.1.1 offer lessons and workshops in information literacy and research skills
- 9.1.2 build partnerships with public and university libraries
- 9.1.3 support students in terms of accessing adequate print and online sources
- 9.1.4 provide guidance to students on how to format a formal essay using word processing software
- 9.1.5 provide training and support on how to cite correctly and consistently, using the Harvard Referencing guide.
- 9.1.6 Guide students on the use of *turnitin* to check for similarity and plagiarism
- 9.1.7 Support the school in generating *turnitin* reports for monitoring of students' works.

10 Roles and Responsibilities of Students, Parents & Staff

10.1 The madrasah's Academic Integrity guidelines and consequences for possible malpractice are communicated to the students and parents through various platforms such as Parent-Teacher conferences and the Student Handbook. While the school will provide the necessary support to ensure that students meet the expectations for academic integrity, students and parents should also work with the school to ensure the best academic outcomes for every student.

10.2 Student responsibilities:

- 10.2.1 Students must familiarize themselves with the school's Academic Integrity Policy and the requirements for all their assessment tasks.
- 10.2.2 Students must be proactive in seeking clarification with their teachers or supervisors whenever they are in doubt about a potential malpractice.

10.3 Parent responsibilities:

- 10.3.1 Parents need to be familiar with the school's Academic Integrity Policy and provide support where appropriate in ensuring that their child does not breach any of the guidelines.

10.4 Staff Responsibilities

- 10.4.1 Staff are to uphold the madrasah's Academic Integrity Policy and actively engage students to apply academic integrity in all their works.

11 Communications and Support

11.1 Madrasah Aljunied will communicate the school's Academic Integrity Policy and support via the following platforms:

11.1.1 Academic Integrity workshops for students of all levels, at the start of each academic year. This would include sessions on the various citation conventions adopted by the school.

11.1.2 Posters reminding students of Academic Integrity will be placed in various parts of the school.

11.1.3 Workshops for teachers on Academic Integrity and the use of anti-plagiarism softwares such as *turnitin* will be conducted regularly.

11.1.4 Parents will be briefed on the school's Academic Integrity policy at the various Parent-Teacher meetings held yearly.

Prepared by:

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