

## ACADEMIC INTEGRITY POLICY

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The Guelph Collegiate-Vocational Institute requires students to demonstrate honesty and integrity in their academic work. Further to this policy, students in the International Baccalaureate program are expected to follow the International Baccalaureate Academic Honesty Policy.

### Cheating and Plagiarism

**Cheating** is defined as completing an assessment in a dishonest way that gives the student an unfair academic advantage. Examples include, but are not limited to: using another student's work as your own, excessive collaboration or collusion, using an unauthorized reference source during an assessment, receiving/sending an electronic message to another student with test questions/answers, reading another student's answer during a test, delaying the taking of a test without permission from a school authority, to gain more preparation time etc.

**Plagiarism** is defined as the unauthorized use of or close imitation of, the language and thoughts of another author and the representation of them as one's own original work. Examples include, but are not limited to: copying another's project (portions or in its entirety), copying internet information of essays (portions or in its entirety), paraphrasing parts of a book or article without reference or citation and using other artists' images/artworks, or pieces of music as your own original work.

**To ensure that work submitted is the student's original work:**

Students will:	Teachers will:
<ul style="list-style-type: none"><li>• Use only authorized materials during assessments (no cheat sheets or looking at other students' work);</li><li>• Refrain from submitting assessments used in one course for another;</li><li>• Ask specific questions to clarify their understanding of citation and referencing;</li><li>• Understand the difference between paraphrasing and developing their own ideas;</li><li>• Provide evidence of rough drafts and edited work;</li><li>• Use the support and resources provided by the P.G. Reid Library Learning Commons;</li><li>• Use the support of Special Education (where appropriate).</li></ul>	<ul style="list-style-type: none"><li>• Remind students that incidents of academic dishonesty could result in a zero for a portion of, or their entire assessment;</li><li>• Set clear expectations for citation and referencing appropriate to subject discipline and grade;</li><li>• Provide explicit teaching of citation and referencing (from grade 9 to 12) and consider having teacher-librarians in the P.G. Reid Library Learning Commons give the appropriate lesson in the library environment;</li><li>• Provide descriptive feedback on the use of citation and referencing, in collaboration with the teacher-librarian;</li><li>• Consider using the available plagiarism detection service, <i>Turnitin</i>, whereby students submit their work electronically to help identify plagiarized passages.</li></ul>

***If the student submits an assessment where cheating is suspected or proven:***

Teachers:	Teachers will consider the four mitigating factors:
<ul style="list-style-type: none"> <li>• Will explain to the student the evidence found that constitutes cheating;</li> <li>• May ask the student to reflect on their academic honesty to determine what can be done differently in the future so they can successfully complete assignments;</li> <li>• May ask the student to complete an alternative assessment, possibly in a timed and supervised setting;</li> </ul>	<ol style="list-style-type: none"> <li>1. Maturity of the student;</li> <li>2. Individual circumstances of the student;</li> <li>3. Grade level of the student;</li> <li>4. Number and frequency of incidents.</li> </ol> <p style="text-align: center;"><i>UGDSB Assessment and Evaluation Procedures Manual 606-A, Section 6.2.7</i></p>
	After considering the four mitigating factors, teachers will, in consultation with administration:
	<ul style="list-style-type: none"> <li>• Contact parents/legal guardian of the student;</li> <li>• Document the incident in the Student Information System;</li> <li>• Refer the student to the School Administrative Team;</li> <li>• Ask the student to complete on alternative assessment;</li> <li>• Assign a zero for a portion of or the entire assessment (in consultation with the administrative team if a zero is being given for a major evaluation).</li> </ul>

***If the student submits an assessment that has been plagiarized:***

Teachers:	Teachers must consider the four mitigating factors:
<ul style="list-style-type: none"> <li>• Will explain to the student the evidence found that constitutes plagiarism;</li> <li>• May ask the student to:               <ol style="list-style-type: none"> <li>1. reflect on their academic honesty;</li> <li>2. complete an alternative assessment, possibly in a timed and supervised setting;</li> <li>3. re-do the original assessment with proper citation;</li> <li>4. participate in an academic honesty tutorial in the P.G. Reid Library Resource Centre;</li> </ol> </li> <li>• If the plagiarism puts the student at risk for the credit, the student may repeat the course through alternative programs for successful credit completion (summer school, credit recovery, independent learning, etc.).</li> </ul>	<ol style="list-style-type: none"> <li>1. Maturity of the student;</li> <li>2. Individual circumstances of the student;</li> <li>3. Grade level of the student</li> <li>4. Number and frequency of incidents;</li> </ol> <p style="text-align: center;"><i>UGDSB Assessment and Evaluation Procedures Manual 606-A, Section 6.2.7</i></p>
	After considering the four mitigating factors, teachers may, in their professional judgement:
	<ul style="list-style-type: none"> <li>• Contact parents/legal guardian of the student;</li> <li>• Document the incident in the Student Information System;</li> <li>• Refer the student to the School Administrative Team;</li> <li>• Assign a zero as a placeholder until the student is able to demonstrate their learning;</li> <li>• Assign a zero for the assessment.</li> </ul>

**Appeal Process**

A student may request to appear before an examining board of the Vice-Principal and two teachers as appointed by the Principal to review the alleged offences. The examining board will decide whether the academic dishonesty was:

- (a) committed unintentionally
- (b) committed intentionally
- (c) not committed

The decision of the examining board is final.