

attribution. The following reasons may explain why pupils' work can *falsey* appear to represent plagiarism as we have defined it:

- Lack of knowledge of how to integrate the ideas of others and document the sources of those ideas appropriately in their texts.
- Mistakes in attribution will occur as a natural part of the learning procesn M

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Highlights issues of academic honesty among both the pupil body and the teaching staff by using public displays and presentations of policies and expectations for conducting ethical academic research.

Provides opportunities to discuss issues concerning academic honesty, research, ethics, and plagiarism in Tutorials.

Provides support services (for example, in the Library) for pupils who have questions about how to cite sources.

Provides a transparent set of procedures for investigating possible cases of plagiarism.

Provides plagiarism checking software: TURNITIN will be used to check the authenticity of a piece of work is suspected.

Ensures that teachers are aware of the need to contact the IB Coordinator immediately if there are any concerns regarding the authenticity of any work to be submitted to the IBO.

Ensures that the IB's Declaration of Authenticity is completed. Diploma candidates are required to sign a declaration of authenticity for every piece of coursework that is uploaded to the IBO. These documents are to be kept for possible inspection by the IBO.

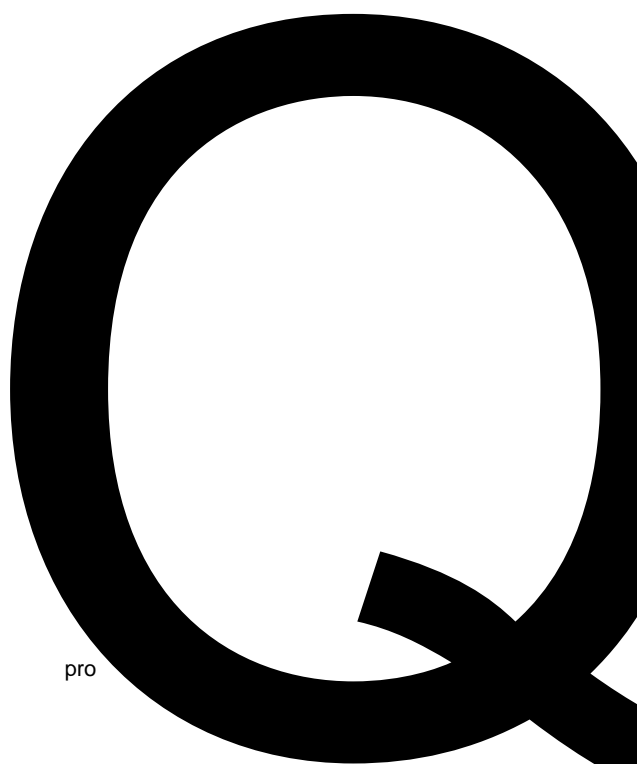
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If the classroom teacher/assessor suspects that a pupil's completed and signed work is susceptible to charges of plagiarism he/she must firstly address the issues with the pupil. If the teacher is satisfied that this is a matter for further investigation rather than straightforward sampling (e.g. low-level copying) then they must inform their Head of Department in order to complete a departmental investigation. The pupil's tutor and HM should now be informed. Assessment of the work must be suspended at this stage while the extent of the plagiarism is assessed.

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There are increasingly more 'grey areas' with regard to academic honesty which arise from technology and the ability for pupils to buy coursework and essays, adapt them and then