

## Guidelines for International Baccalaureate Diploma Program



1. IB Academic Honesty Code of Conduct
2. Student's Transitioning From IB
3. CAS Participation
4. IB Commitment Agreement



- **Plagiarism:** this is defined as the representation of the ideas or work of another person as the candidate's own
- **Collusion:** this is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another
- **Duplication of work:** this is defined as the presentation of the same work for different assessment components and/or diploma requirements

### **Other Forms of Malpractice:**

Taking unauthorized material into an examination room (for example, an electronic device other than a permitted calculator, own rough notes, a mobile phone)

- Misconduct during an examination, including any attempt to disrupt the examination or distract another candidate
- Exchanging or in any way supporting, or attempting to support, the passing of information that is related to the examination
- Copying the work of another candidate
- Failing to comply with the instruction of the invigilator or other member of the school's staff responsible for the conduct of the examination
- Impersonating another candidate
- Stealing examination papers
- Using an unauthorized calculator during an examination
- Disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours of the end of the examination
- Fabricating data for an assignment
- Falsifying a CAS record

### **Conventions for Citing and Acknowledging Original Authorship**

IB students should familiarize themselves with the general and subject specific guidelines for writing their extended essay as described in the IBO Diploma Program Extended Essay Guide 2007. Included in this document is a section on bibliographies, references and citations. In general, the IBO wants work to be cited and to be consistent with the method of citation. For many literature and humanities papers, the standard citation style is Modern Language Association

## **Student's Transitioning from the International Baccalaureate Diploma Program**

In the event that a student exits the IB Diploma Program (IBDP), the school has developed a plan to support the effective transition of the student from the IBDP to the Nova Scotia Public Schools Program.

### **Process**

IB teachers and coordinators meet regularly to discuss the program, share ideas and review student progress. If a student is identified as requiring support, the teacher and/or the IB Coordinator will:

- Meet with the student to develop a plan that supports their learning needs
- Contact the student's parents to discuss the student's progress and share the support plan

If further review is requested, a meeting with the student, parent, and staff (i.e. guidance counsellor, teacher, IB Coordinator, administration) will take place. During this meeting:

- Both the advantages and disadvantages of the student remaining in the program will be discussed.
- A plan to support the student remaining in the IB program or transitioning to the high school program will be developed.

If the decision is that the student remains in the program, the student's progress will be reviewed regularly and if deemed necessary, a second meeting will be held to develop a transition plan.

All decisions are made strictly in accordance with what best serves the student.

**International Baccalaureate  
Creativity, Action, Service**

Creativity, Action, Service (CAS) is a requirement of the International Baccalaureate Diploma Program. Over the full two year IB Diploma Program, students engage in activities outside of the classroom in each of the three components: creativity, action and service. Students design their CAS program, submit it for approval and maintain their CAS diary/journal. All students participating in CAS are covered under a limited liability insurance policy held by the School Insurance Program. As with any community based activity, there may be inherent risks. It is the responsibility of the student to keep parents/guardians informed of their CAS activities.

Your son/daughter's participation requires your approval.

My son/daughter, \_\_\_\_\_, a student at \_\_\_\_\_, is granted permission to participate in the Creativity, Action and Service requirement of the International Baccalaureate Diploma Program.

Date: \_\_\_\_\_

Parent/Guardian's signature: \_\_\_\_\_

**Parents/Guardians are asked to address all questions or concerns to the school's CAS Coordinator.**

## IB Commitment Agreement

I understand the specific requirements of the IB Diploma Program:

- Attaining a minimum of 24 points (for detailed conditions for the award of the diploma, see the IBO General Regulations document) and fulfilling all additional IB Diploma requirements including:
  - 150 hours of authenticated participation in Creativity, Action and Service meeting timelines developed by the school.
  - Submission of an Extended Essay of original authorship, based on the general and specific guidelines outlined in the IBO Extended Essay Guide meeting timelines developed by the school.
  - Submission of TOK essay of original authorship, including proper citation of sources
  - Submission of all required subject internal assessments of original authorship, including proper citation of sources and meeting timelines developed by the school.
  - Submission of all missed work in the event of an absence
  - Timely communication of problems/issues/absences to the IB Coordinator

I, \_\_\_\_\_, fully understand the requirements of the IBO Diploma  
(Print Name)

Program as briefly outlined above and fully described in the IBO General Regulations document. I declare that I will apply my best efforts to developing the skills and attitudes as described in the IB Learner Profile. I declare that all work that I submit for assessment is my own authentic work. This includes all class assignments, homework assignments, and work undertaken for internal assessment. I understand the disciplinary procedures and consequences associated with malpractice – plagiarism, collusion, duplication of work and any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate – in place by the school and the IBO. I have read the IB Diploma Program Academic Honesty publication, 2007. I understand that I will be supported by the teachers with respect to proper academic honesty conduct.

Student Signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_