

FOR THE
IB DIPLOMA

Extended Essay

Skills for Success

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SAMPLE CHAPTER

 **HODDER**
EDUCATION

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Academic honesty

Academic honesty is a core trait of any academic institution and all IB World Schools.

Be fair, honest, truthful, responsible and respectful.

Submit and present research materials truthfully.

Adhere to internal deadlines.

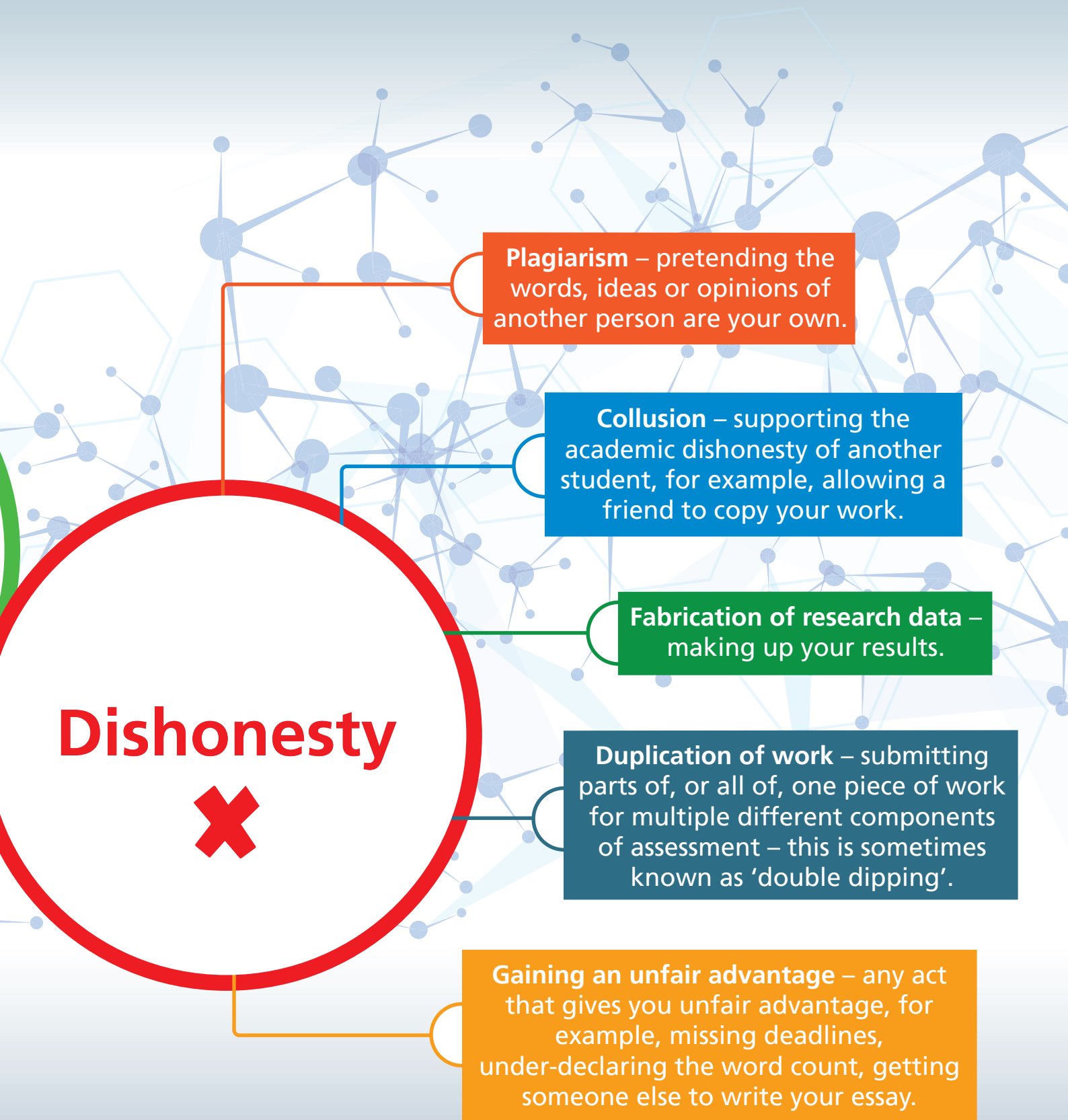
Declare the actual (correct) word count.

Submit a signed declaration of authenticity for work you give in for assessment.

Honesty



and the Extended Essay



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Academic honesty and the Extended Essay

What is academic honesty?

Academic honesty is a code of conduct based on approaching your academic studies in an honest, truthful, responsible, fair and respectful manner. It is a philosophy about valuing intellectual property rights. It is a core trait of any academic institution and all IB World Schools. By contrast, academic dishonesty refers to any action that results in a student gaining an unfair advantage for a piece of assessed work, such as the Extended Essay (EE) or an Internal assessment.

Examples of academic dishonesty include:

- **Plagiarism** – A student presents the words, ideas or opinions of another person as though it was their own. This act also infringes the copyrights of others.
- **Collusion** – This refers to the act of one student supporting the academic dishonesty of another student. For example, a student might choose to allow a friend to copy his or her ideas or work for formal assessment purposes.
- **Fabrication of research data** – Fabricating and presenting research data as though they were authentic in an Internal Assessment or the EE is academic malpractice. This might include, for example, falsifying primary research data, such as interviews or questionnaires.
- **Duplication of work** – Also called ‘double dipping’, this refers to the presentation and submission of the same work (in part or in entirety) for different components of internal and/or external assessment. For example, students who submit their EE using part of their work from an Internal Assessment would be regarded as academically dishonest.
- **Gaining an unfair advantage** – Any act that enables a candidate to gain an unfair advantage is considered academic dishonesty. Examples of such academic malpractice include:
 - Fabricating the use of secondary research, such as textbooks or academic journals that have been referred to in the EE
 - Missing the internal deadline for submitting the first (and only) draft of the EE
 - Using a commercial service provider or any third party to write the EE on behalf of the student
 - Dishonesty by under-declaring the word count of the EE.

EXPERT TIP

Academic honesty applies to all assessment work, not just the EE. Make sure you comply with the same standards and practices for your IAs, IOCs, written assignments, TOK essays and final IB examinations.

EXPERT TIP

A growing number of cases of malpractice are reported by ‘whistle blowers’, often via IB Answers (<https://ibanswers.ibo.org/>). These include parents (who are disgruntled about the academic malpractice of other students) and teachers (from other schools!). All schools are profiled and all cases of suspected malpractice are logged by the IBO.

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Academic honesty is a core principle in IB World Schools

■ What is plagiarism?

Plagiarism is often interpreted as copying the work of others, usually without citing the source. Whilst this is indeed plagiarism, there is more to it. Understanding the meaning and academic interpretation of plagiarism is fundamental to effective prevention of academic malpractice. Other examples of such malpractice include:

- Submitting the work of another person as your own. For example, this could be the work of another candidate or that written by someone for commercial purposes.
- Work which contains text that has been copied and pasted from a source without any alterations and/or proper citation.
- Re-arranging or re-phrasing the words of an author without citing the source. Paraphrasing is still plagiarism if the source is not credited.
- Using another person's ideas, words or examples without using any citation.
- Using someone else's image or photo without stating the source. By default, if you use a photo or image without crediting the source, you are claiming the photo or image to be your own work.
- Submitting the same assessment work for two different components of your Diploma. For example, a Business Management student cannot submit an Internal Assessment on the promotional strategy of Nike and use this same paper for his or her EE about the effectiveness of Nike's advertising strategies.
- Fabricating sources, that is, citing sources that don't actually exist.

EXPERT TIP

If your EE contains images, diagrams or photos from the internet, make sure you specify the exact URL so that the source can be traced. Do not use generic website addresses, such as www.google.com or <https://pixabay.com/>

In many schools, formal assessments (such as Internal Assessments, EEs and written assignments) are submitted to plagiarism-detection software, such as Turnitin. A high text match may warrant further investigation by the school and IB Diploma Programme Coordinator.



Copying the work of others is academically dishonest

What are the IBO rules?

The IBO requires EE candidates to have a signed declaration of authenticity for the work submitted for assessment. The IBO reserves the right to ask for proof of candidate authentication. An example of such a declaration is shown below:

I confirm that this work is my own work and is the final version. I have acknowledged each use of the words or ideas of another person, whether written or oral.

Signed

Date

Source: Adapted from IBDP Coordinator's notes, February 2016

Academic honesty requires students to meet **internal deadlines** set by the school. This means that no student can gain an unfair advantage by missing the school's deadlines. If you need to request an extension for the internal deadline, this must be administered by your school's IB Diploma Coordinator along with all necessary supporting documents.

Please note that all EEs are checked by the IBO using text-matching software for possible collusion and plagiarism. The use of online tools, such as Turnitin can help students and teachers to identify potential problems before a final draft is handed in. More sophisticated software, such as Cactus 64 allows the IBO to check for potential malpractice between candidates submitting work for assessment, such as the Extended Essay.

Any potential breach of the rules and regulations will be investigated by the IBO. This could result in the candidate not receiving a grade for the subject. In the worst-case scenario, the IBO will disqualify the candidate for proven plagiarism, collusion, double dipping or any other type of academic dishonesty. Retaking the IB Diploma qualification is then at the discretion of the IBO.

EXPERT TIP

In the case of suspected academic malpractice, the IBO may request a full written report from your school. The IBO will then take up the case, with the Final Award Committee making a decision whether to disqualify the candidate. Your school's university reference may not be able to guarantee the student's integrity.

Word limits and academic honesty

There are clear expectations about word limits for all work submitted for assessment. The 4,000-word limit for all EEs is no different. Examiners are instructed to not read any part of the essay that is beyond the word limit.

Therefore, candidates who submit their essay in excess of 4,000 words will self-penalize themselves on all five assessment criteria. For example, if the candidate's conclusions appear after the 4,000th word, s/he would lose marks under Criterion C (critical thinking) and Criterion D (formal presentation). Any knowledge and understanding (Criterion B) shown in the essay after the 4,000th word is simply disregarded.

Included in the 4,000 word count	Not included in the 4,000 word count
The introduction	The contents page
The main body of the essay	Maps, charts, diagrams, annotated illustrations
The conclusion	Data tables
Quotations	Equations, formulae and calculations
Footnotes not used for referencing	Citations and references
Endnotes not used for referencing	The bibliography
	The appendices
	The Reflections on Planning and Progress Form

Source: Adapted from *IBDP Extended Essay Guide*, page 85

Finally, please note there is no level of tolerance for the word limit – otherwise it wouldn't be a word limit. Examiners are instructed not to read beyond the 4,000th word. The excessive or inappropriate use of footnotes or endnotes is also frowned upon. Too often, students use footnotes in an attempt to circumvent the word count; doing so is considered to be academic malpractice.

EXPERT TIP

As all EEs are electronically uploaded, this makes it very simple for examiners and moderators to identify where the 4,000-word limit has been reached. This becomes the cut-off point for formal assessment of the EE.

CASE STUDY: CANDIDATE WW, SCHOOL S

WW attended School S, a high-achieving IB World School. However, he was awarded a zero mark in his Geography Higher Level Internal Assessment component by the IBO's Final Award Committee after they concluded that he had plagiarized his coursework. This was a major contributing factor to WW gaining fewer than 12 points in his Higher Level subjects. Unfortunately, this is one of the nine failing conditions, so WW was unsuccessful in gaining the IB Diploma.

Put another way, academic dishonesty can most certainly jeopardize your IB Diploma. It can also bring the reputation of your school to disrepute. Violating the principles of academic honesty can certainly threaten the integrity and reputation of your school as a centre of academic excellence.

Deadlines and academic honesty

As an IB World School, your school or college should have a deadlines policy and have this clearly communicated to teachers, students and parents. A school deadlines policy is an integral element of academic honesty.

A candidate cannot gain an advantage by missing official school/internal deadlines. If the assessment work is submitted after an internal deadline, the supervisor might not be able to authenticate the work to be entirely the student's own. In cases of suspected academic dishonesty, the essay might need to be submitted to the IBO as an atypical piece of work.

Do note that the IB rules state (in the *Diploma Programme Assessment Procedures*) short-term illness is not a valid reason for submitting an incomplete piece of work for assessment (other

than for missing an actual IB examination). This is because the assessment, such as the EE, will have been done over a certain length of time, with sufficient time for the candidate to complete the work. The EE, for example, is done over a 40-hour period, with 3 to 5 hours of supervision including time for the three mandatory reflection sessions. This means there is plenty of scope and opportunity for candidates to complete their essay.

The *Diploma Programme Assessment Procedures* clearly states that situations deemed to be reasonably within the control of a candidate would be unacceptable as reasons for submitting incomplete assessment work. These manageable situations include missing the EE deadline due to:

- Misreading and/or misunderstanding the deadline for final submission of the EE
- Oversleeping and therefore being late in submitting the essay
- A family holiday (vacation)
- Moving house
- Participation in a social engagement, such as a graduation ceremony
- Participation in a competition, concert, field trip or sporting event
- Attendance at an interview.

Source: Adapted from the *IB Diploma Programme Assessment Procedures – Candidates with incomplete work for assessment*

Ultimately, the IB Assessment Centre relies on the professional judgement of your teachers.

The first submission of an Internal Assessment, written assignment, TOK essay or EE must be a complete draft. This is important for academic honesty reasons as a complete submission enables your EE supervisor to provide written feedback in a holistic way. It also makes it easier to authenticate the final version of the completed essay.

In special circumstances that are beyond your control, such as a serious family or medical emergency, you should contact the school's IB Diploma Programme Coordinator to request an extension of the deadline. The Coordinator must submit the application with the necessary supporting documents, such as medical certificates, a certified doctor's note or a hospital admission letter. If the request for an extension is authorized by the IB Assessment Centre, this decision will be formally communicated to your school's IB Coordinator via email.

EXPERT TIP

If you become ill around the time of an internal (school) deadline for the submission of any formal assessment work (such as the EE, IOC, TOK essay or an IA), you must contact your school's IB Diploma Programme Coordinator for advice.

■ Responsibilities of teachers (supervisors)

Academic honesty is integral to a school's values and the IB Learner Profile of being principled. As such, all staff and students have an obligation to follow the guidelines set in your school's academic honesty policy. For example, teachers should be aware that only one draft of the EE is allowed. Drafting and redrafting of the EE is deemed to be in breach of academic honesty as this gives candidates an unfair advantage.

Academic honesty should be integral to all aspects of feedback, marking and moderation of assessed work. Supervisors must ensure the fair and transparent treatment of all deadlines so that everyone is consistent in their approach to academic honesty and deadlines.



Oversleeping is not an acceptable reason for missing an internal deadline

Teachers are likely to communicate with parents if there are any concerns about a particular student's academic honesty, such as suspected cases of malpractice, missed deadlines or incomplete work. They should also notify the IB Diploma Programme Coordinator in such cases.

EXPERT TIP

Supervisors must not edit any part of your essay to correct spelling, punctuation or grammar. They must not annotate your essay in such a way that it changes the content of your work.

Refer to Chapter 6 for more details about the role and responsibilities of the EE supervisor.

■ Responsibilities of students

In completing your EE (or any assessment work), it is important that you:

- Submit and present research materials truthfully
- Cite and reference your work appropriately (see section below)
- Adhere to internal deadlines set by your school
- Submit a complete draft, as written feedback cannot be provided if you miss a deadline
- Declare the actual (correct) word count
- Attend all three reflection sessions with your supervisor
- Sign the declaration of authenticity.

Whilst collaboration is an important way of learning for many people, you must understand the difference between collusion and collaboration. During the collaborative process, you share ideas. Collusion would be academic malpractice as the work you are preparing or presenting is not wholly your own. Instead, you should focus on preparing, writing and presenting your individual and personal essay. Any ideas of other people, be they collaborators or scholars, should always be referred to (see below for section on citation and referencing).



Avoid academic dishonesty in the hope that you won't get caught

EXPERT TIP

Be sure to proofread your research findings to avoid suspicions of malpractice. For example, consider the following statement from a real candidate: *"35% of the [25 people] sample said that they preferred..."*. Whilst this might have been unintentional, many examiners would question the integrity of the research conducted.

EXPERT TIP

Being academically honest will require you to:

- Communicate regularly with your EE supervisor
- Avoid using EE titles from previous years
- Ask for any necessary help from your EE supervisor, EE Coordinator and Librarian
- Submit a complete first draft EE of up to 4,000 words
- Meet the final submission deadline.

Citation and referencing

The EE is an academic piece of work, so it is expected that you cite all your sources. By using proper citation and referencing, you are showing the EE examiner how you derived your main findings and conclusions. This also includes acknowledging the work of other people in order for you to draw the conclusion to your EE title question. Referencing is vital in enabling the examiner to have the necessary information to locate the source of

your information, such as a particular academic journal you used or the person who you interviewed as part of your academic research.

You must provide a citation when:

- Referring to a source
- Stating the words, opinions, ideas or research of someone else
- Using a photo or image created by another person.

It is not necessary to provide a citation when you are expressing:

- Your own opinions or ideas about a particular issue, subject or event
- Common knowledge, such as Paris being the capital city of France.

Even if proper citation and referencing are used, this may still be considered as academic malpractice if the EE over-relies on the work of someone else and lacks originality.

Although there aren't any marks explicitly awarded for citation and referencing in the EE, all students are expected to do so for reasons of academic honesty. Incorrect referencing is viewed as academic dishonesty so can actually result in a fail. Remember, failing the EE is one of the nine failing conditions in the IB Diploma.

EXPERT TIP

To avoid any potential issues with academic malpractice, when in doubt about whether you need to cite something, simply just do it!

IB LEARNER PROFILE

Being academically honest is aligned with being **principled** – do the right thing, even when no one else is watching you.

■ Guidance on educating for academic honesty

Your school, being an IB World School, is expected to approach education about academic honesty in line with the IBO's expectations. For example, ask your school about the guidelines for proper citation and referencing (C&R). Some schools prescribe a particular C&R referencing system, be it the MLA, Chicago, APA or other system.

IB students and EE supervisors are advised to refer to the following two IB publications for further guidance on academic honesty:

- Academic Honesty in the IB educational context (goo.gl/45wFDI)
- Effective citing and referencing (goo.gl/YqvYc5).

You can also read the presentation from Dr Celina Garza, the IB's Academic Honesty Manager in Cardiff. The presentation was used at the IB Regional Conference in Rome, in late 2014:

goo.gl/YsR40N.

If you prefer, watch this 10-minute YouTube video from the IB about academic honesty:

goo.gl/rv57iv.

Finally, you are advised to read the article 'Citation and Referencing' by John Royce featured in *IB Review*, April 2016, published by Hodder Education. John Royce is a leading expert on academic honesty and co-author of the IB publication *Effective citing and referencing*.



IB review, April 2016

EXPERT TIP

Supervisors and students should note that 100% of assessment work received by the IBO, including the EE, is checked via sophisticated text-matching software for possible collusion and plagiarism. Any work beyond the word limit for an IA, EE or written assignment is simply not read by examiners.

CHAPTER SUMMARY KEY POINTS

- Academic honesty requires you to plan, write and submit your EE in a fair, honest, truthful, responsible and respectful manner.
- You must provide a signed declaration of authenticity for your work, stating the final version of the essay is your original work.
- Only one complete draft of the EE is allowed to be looked at by your supervisor.
- In suspected cases of academic malpractice, the school is required to conduct an investigation and the IB Diploma Programme Coordinator must provide a written report to the IBO with relevant documentation concerning the case.
- In the worst-case scenario, a candidate may be withdrawn from the IB Diploma Programme on the grounds of academic malpractice.
- Academic honesty is a core trait of any academic institution and all IB World Schools.

■ END OF CHAPTER QUIZ

	Question	True	False
1	Academic honesty is a code of conduct based on the principles of trust, honesty, responsibility, fairness and respect.	<input type="checkbox"/>	<input type="checkbox"/>
2	Allowing a friend to use parts of your own work is considered as collaboration so is not deemed to be academic malpractice.	<input type="checkbox"/>	<input type="checkbox"/>
3	Plagiarism is an example of academic dishonesty.	<input type="checkbox"/>	<input type="checkbox"/>
4	It is not necessary to state the exact URL for an image, photo or diagram downloaded from Google.	<input type="checkbox"/>	<input type="checkbox"/>
5	It is acceptable to use aspects of your market research in an Internal Assessment for your EE.	<input type="checkbox"/>	<input type="checkbox"/>
6	You must cite and reference your work appropriately.	<input type="checkbox"/>	<input type="checkbox"/>
7	Schools are expected to use anti-plagiarism software to detect academic malpractice.	<input type="checkbox"/>	<input type="checkbox"/>
8	Copying the work of others is academically dishonest.	<input type="checkbox"/>	<input type="checkbox"/>
9	Academic honesty requires you to meet all internal deadlines set by the school.	<input type="checkbox"/>	<input type="checkbox"/>
10	Competing in a sporting event or school competition exempts you from submitting your essay by the official school deadline.	<input type="checkbox"/>	<input type="checkbox"/>

Extended Essay

Skills for Success

Build confidence in a range of key essay writing techniques and skills with this practical companion, full of advice and guidance from experienced Extended Essay experts.

- Improve your essay writing techniques and skills through a range of strategies: developing a research question, thinking critically, referencing and citing sources clearly, reflecting on the writing process and reviewing the final essay.
- Navigate the IB requirements with clear, concise explanations, including advice on assessment objectives and academic honesty.
- Avoid common mistakes, aim for the best Extended Essay grades and write an excellent essay with detailed examiner advice, and expert tips and hints.
- Develop fully rounded and responsible learning with explicit reference to the IB learner profile.
- Covers the importance of reflection and holistic judgement: from the choice of topic, to extensive research, to critical-thinking about the potential argument, analysis and evaluation that develops over the course of writing the essay.

About the authors

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