Examples of Malpractice

Plagiarism - representation of the ideas or work of another person as your own

Collusion - allowing your work to be copied or submitted by another person

Duplication of work - presentation of same work being submitted by multiple students without teacher permission, or submitting the same assignment for multiple courses

Misconduct during an exam - possession of unauthorized materials, including cell phones, looking at classmates' work

How to Avoid Plagiarism

• Independent assignments should be completed without collaboration.
• Credit all the sources you use, even if you have paraphrased or summarized.
• Clearly distinguish between your work and the source being used with quotation marks, indentation, etc.
• Use a style of referencing that is appropriate for the subject.

How to Maintain Academic Integrity

• Only collaborate on an assignment when instructed by the teacher to do so.
• Never duplicate or share assignments when working on an independent activity.
• Remember to give credit on an assignment when the idea came from someone else.

Remember, learning is a process, you're not expected to be an expert the first time. Violations of the CHS Honor Code will result in disciplinary action up to out of school suspension. External consequences from IB, College Board, and NCVPS will also result in fees and/or disciplinary action.

Adapted from IB Academic Honesty flyer
https://www.ibo.org