Academic Integrity Sanctions Matrix
Informed by and adapted from IB Appendix 2: Student academic misconduct

Infringements	Level 1	Level 2	Level 3
Plagiarism *Citing most sources correctly but negligently leaving out portions of the citation (intentional or not)*	Citations are inconsistent or missing either by ignorance or negligence, despite having had explicit instruction in how to cite.	Not Applicable	Not Applicable
Plagiarism *Copying from external sources or peers*	Not Applicable	Between 40 and 50 consecutive words (copied verbatim, or paraphrased, or containing additional or substituted words) without full in-text citation of the source.	More than 51 consecutive words (copied verbatim, or paraphrased, or containing additional or substituted words) without full in-text citation of the source.
Facilitating plagiarism *Student facilitating the sharing or copying of their work, or the work of third parties, to peers and/or forums/essay mills*	Student took minimal steps that were clearly insufficient to prevent their work being copied.	Student took no steps to prevent their work being copied and shared it to a forum from where it was likely to be copied. This includes text and social media sharing.	Student permitted the copying of their work, or tried to sell or exchange their work on a forum where it was likely to be copied and submitted by others. OR Student actively tried to sell, or exchange, the work of third parties to be submitted by others. Note that "selling" does not need to involve monetary reward.
Collusion *All students must submit individual and unique work for course and IB assessment, even when data collection etc. is permitted by the subject guide to be done as part of a team.* *Collusion covers those cases where students have used a common write-up for a group rather than written their own.*	Work of students shows close similarity	Between 40 and 50 consecutive copied words (exact or substituted) without full intext citation of the source.	More than 51 consecutive copied words (exact or substituted) without full intext citation of the source.
Submitting work commissioned, edited by, or	Not Applicable	Student submits work heavily edited by a third party to	Student submits work that was

		circumnavigate the rules on teacher support(particularly for IB assessments). This includes use of AI such as paraphrasing software or rewording assistants like Grammarly.	entirely produced or edited by a third party. This includes AI software.
obtained from a third party—			
Duplication of work	Not Applicable	Presentation of the same work for different assessment components or subjects - for partial reuse of materials.	Presentation of the same work for different assessment components or subjects - for complete reuse of materials.
Falsification of data	Methodology section misrepresents or overstates the rigor with which the data was gathered.	Data is selected or discarded to enhance the conclusions of the work, creating a deliberately biased set of findings.	Data is fabricated or data gathered by other people is presented as gathered by the student.

See next page for descriptors of Levels of Infringements and consequences.

Descriptors of Levels of Infringements

Dependent on the severity of the infraction and the frequency.

A letter will ALWAYS be sent home indicating that academic misconduct is suspected and being investigated. May be sent by classroom teacher, IB Coordinator or Administrator as applicable.

Level 1:
A. Complete a make-up assignment that is different from the original but assesses the same skill in question while supervised by an instructor.
B. Notification to Counselor and IB Coordinator.

Level 2:
A. Complete a make-up assignment that is different from the original but assesses the same skill in question while supervised by an instructor or administrator.
B.Notification to Athletic Coach, Team Sponsor, NHS advisor, World Language Honor Society Advisor, etc, if applicable
C. Notification to Counselor and IB Coordinator.

Level 3:
A. No credit for the assignment
B. Notification to Counselor and IB Coordinator.
C. Disciplinary Action as determined by administration