Use of Approved Tools Agreement

for the Language B Written Assignment

North Mecklenburg High School



**The purpose of this document is to outline very clearly what constitutes best practice and malpractice on the Language B Written Assignment. Testing students, especially full-diploma students, need to be aware that malpractice in the IB DP Programme, whether intended or not will result in not earning the IB Diploma.**

From the IB Guide:

It is the responsibility of teachers to ensure that all students understand the basic meaning and significance of concepts that relate to academic honesty, especially authenticity and intellectual property. Teachers must ensure that all student work for assessment is prepared according to the requirements and must explain clearly to students that the work is to be entirely their own.

All work submitted to the IB for moderation or assessment must be authenticated by a teacher, and must not include any known instances of suspected or confirmed malpractice. Each student must verify that the work is his or her authentic work and constitutes the final version of this work. Once a student has officially submitted the final version of the work to a teacher (or the Diploma Programme coordinator) for assessment it cannot be retracted.

The requirement for supervising teachers and students to authenticate the work applies to the work of all students. If either the student or the supervising teacher is unable to authenticate the work, the student will not be eligible for a mark in that component and no grade will be awarded. Students are allowed to use dictionaries and reference material for the written assignment.

(continued on the reverse of this page)

Please sign and return this portion of the Use of Approved Tools Agreement for the Language B Written Assignment to Ms. Hummel or Ms. Serrano, who will submit them to Harriet Regen, IB DP Coordinator. This is an advisory/ registration requirement. As ever, questions can be directed to Ms. Regen, Ms. Serrano, or Ms. Hummel.

Our signatures indicate that we have read and understood the Use of Approved Tools Agreement for the Language B Written Assignment.

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Student signature Parent signature

**For NMHS DP students in Language B courses, the following applies to classroom-based practice, classroom-based assessment and to the official Language B Written Assignment:**

**Permitted tools include paper and electronic dictionaries (word reference), textbooks, and other print reference material collected over the years from language class. Students may also use spell/grammar check (www.spanish checker) to proof their papers.**

The use of an on-line translator is forbidden. Using other students or people as resources is forbidden, as this is an independent writing assignment. Students are notified that teachers and examiners are intimately acquainted with expected levels of student writing ability. Any student who uses an electronic dictionary or translator *to look up more than one word* intentionally risks being in violation of the IB Honor Code and will jeopardize earning the IB Diploma. *Any student who consults another student for any part of this assignment* risks being in violation of the IB Honor Code and jeopardizes earning the IB Diploma.

A good rule to follow is to look up things that you have learned in class over the years, but simply can’t recall at the moment. The written assignment is not a time for new learning; it is a time to show what you can do in the target language with the assistance of tools. Your teacher and your examiner will not penalize you for being a high-school student writer in language B! They are looking for your authentic writing!

Adapted from Sumner High School