



**Lanterna
Education**

Written Assignments Tuition Policy

Lanterna Education

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Introduction

This policy outlines how Lanterna Education tutors must approach supporting students with written assignments, including Internal Assessments (IAs), Extended Essays (EEs), Theory of Knowledge (TOK) essays, and any other assessed written work. It must be read carefully before supporting any student with written work.

At Lanterna Education we take academic integrity extremely seriously, as does the IBO. Any breach of the IBO's Academic Integrity Policy can have serious consequences for the student, including failing the diploma programme. Tutors found to have breached this policy risk immediate termination of their tutoring assignments.

Please make sure you are familiar with the IBO's Academic Integrity Policy:

[IBO Academic Integrity Policy](#)

If you ever feel that a student or family is asking you to act outside of the IBO's Academic Integrity Policy, please contact us immediately at tutoring@lanterna.com. We will always support you.

Why This Matters

The IBO defines student academic misconduct as any behaviour that gives a student an unfair advantage in assessment. This includes receiving assistance from private tutors that goes beyond what the subject guidelines permit. In practice, this means:

- Students are expected to produce authentic and genuine work that reflects their own ideas, research, and effort.
- Any assistance that results in the tutor's words, ideas, or edits appearing in the student's submitted work is a breach of academic integrity.
- Schools and the IBO use a range of tools to detect misconduct, including plagiarism detection software, edit history tracking in Google Docs, and version comparison tools. Some schools own all Google Docs that students write their essays in and are therefore able to see every edit or comment made.
- Penalties for academic misconduct can include a zero for the component, no grade for the subject, or in serious cases, disqualification from the diploma programme.

The golden rule is simple: your role is to develop the student's thinking, not to do the thinking for them. We want to help students become independent learners and thinkers, in alignment with IBO guidelines.

Document Access and Permissions

Before working on any written assignment with a student, please ensure that you have the correct access permissions to their document.

Important: You must only ever have *VIEW* and *COMMENT* rights on a student's document. You must never request or accept editing rights.

Some schools own all Google Docs that students write their essays in. This means the school can see every edit and every comment made — by both the student and the tutor. If you edit directly in a student's document, this may be visible to their school and could trigger an academic misconduct investigation.

Some schools also use software that can detect when multiple users have edited a Microsoft Word or Google Doc. This applies even if the file has been downloaded and re-uploaded, as edit metadata can be preserved.

What You CANNOT Do

The following actions are strictly prohibited when supporting students with written work. Breaching any of these rules constitutes academic misconduct under the IBO's policy and Lanterna's own standards.

- × Write or edit directly in a student's text. This includes writing any new text, rephrasing sentences, exchanging words, editing punctuation, or altering spelling and grammar mistakes.
- × Move text or words within a student's document. If you move any piece of writing, it will appear as though you have written the text from scratch.
- × Suggest direct sentence alterations in a comment. For example, writing a comment such as "Rewrite this sentence to say '....'" is not permitted.
- × Use AI tools to generate, edit, or rewrite any part of a student's assessed work. Please refer to the AI and Written Work section below for further guidance.
- × Accept editing rights on any document belonging to a student.
- × Provide assistance that goes beyond constructive verbal feedback, students are expected to produce their own authentic and genuine work.

What You CAN Do

The following forms of support are permitted and encouraged. Your role is to guide and develop the student's own thinking, not to produce or refine the work on their behalf.

- ✓ Leave comments on the side of the document (using the comment function) with constructive advice on how the student can improve their work themselves.
- ✓ Verbally discuss the structure, arguments, and content of the student's work. You can discuss movements or restructuring of sections of text verbally, but must not make these changes in the document yourself.
- ✓ Take your own private notes when reading or proofreading the student's text. These notes are for your own preparation only and should not be shared with the student as written feedback.
- ✓ Ask the student questions that prompt them to think critically about their own work and develop their own ideas.
- ✓ Help the student understand the assessment criteria and what the IBO is looking for without directing them to specific content or arguments.

AI Tools and Written Work

The use of AI tools in relation to student assessed work requires particular care and is subject to strict limits.

What the IBO says

The IBO does not regard any work produced, even only in part, by AI tools as the student's own work. If AI-generated content is included in a student's assessed work without being clearly referenced and cited, this constitutes academic misconduct. The IBO requires full transparency: any AI-generated text, image, or other content included in assessed work must be credited in the body of the text and referenced in the bibliography.

What this means for tutors

As a Lanterna tutor, your obligations go further than the IBO's baseline requirements. You must not use AI tools to generate, edit, or produce any part of a student's assessed written work. This includes:

- × Using AI to draft or rewrite sections of a student's essay, IA, EE, or TOK essay.
- × Using AI to generate feedback that you then present as your own in a student's document.
- × Using AI to suggest specific sentences or phrases for the student to include in their work.
- × Submitting student work to any AI tools.

You may use AI tools to prepare for your sessions, for example, to research a topic, generate practice questions, or plan your approach. However, any AI-generated content must be verified by you for accuracy before use, and must never cross over into the student's assessed work.

Remember: *Students come to Lanterna for your knowledge and expertise, not for AI-generated answers. If a student wanted an AI response, they could find that themselves. Your human insight is what they are investing in.*

School Differences and Syllabus Interpretation

It is important to be aware that schools interpret the IBO's Academic Integrity Policy in different ways. Some schools have stricter policies than others, and what may be acceptable at one school could trigger a misconduct investigation at another.

As a general rule, always default to the most conservative interpretation. If you are in any doubt about whether a particular form of support is appropriate, err on the side of caution and contact us at tutoring@lanterna.com before proceeding.

Key things to be aware of:

- Some schools own all Google Docs written by their students and can see the full edit history, including all comments.
- Some schools use plagiarism detection software that can identify text written by multiple authors.
- Some schools have specific rules about the number of rounds of feedback a tutor may provide.
- Assessment criteria and acceptable support levels can vary slightly between different IB subjects, always check the relevant subject guide if you are unsure.

If You Are in Any Doubt

If you are ever uncertain about whether a particular form of support is appropriate, please contact us at tutoring@lanterna.com before proceeding. It is always better to check in advance than to risk putting a student's work, and your position with Lanterna, at risk.

If a student or parent is pressuring you to provide a type of support that you believe goes beyond what is permitted, please contact us immediately. We will always support you and, if necessary, will manage the conversation with the family on your behalf.

The golden rule: *Never write or edit anything in a student's work. Your role is to provide constructive guidance that helps students develop their own ideas and improve their own writing. We want to help students become independent learners and thinkers, in alignment with IBO guidelines.*

If you have any questions about this policy, please contact us at tutoring@lanterna.com.

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