



# Academic Honesty Policy



## Academic Honesty Policy

### Steering committee

The committee comprises of members from the Governing body, The Head of the school, a Parent representative, senior student representatives, Coordinators, Heads of the Departments, Counselors and Librarian.

- *“Academic honesty must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment.” (IB Publications)*

### Philosophy

The school consciously creates an environment to inculcate honest practices and ensure that they are upheld consistently. The school strives to groom character on the strength of ethical mores and academic practices.

### Aims:

As a school community we promote academic honesty in a positive and practical way across our school and stress the benefits of properly conducted academic research and a respect for the integrity of all forms of work and sources of information.

In developing this policy we encourage our school community to be:

- Inquirers- who enquire, research and analyse along the principles of information literacy.
- Knowledgeable- who appraise and evaluate shared concepts, ideas, and perspectives to enhance personal knowledge.
- Principled- who act with honesty and integrity, taking responsibility for their actions and practicing accountability.
- Open-minded- who adapt to learning practices.
- Risk takers- who pursue and explore their areas of interest in the school environment.
- Communicator- who articulate their ideas with concision, cohesion, and coherence.
- Reflective- who allow for careful consideration while evaluating their learning experience.
- Balanced- who integrate understand the importance of intellectual, physical and emotional balance
- Caring- who show compassion, empathy and respect for each other and the environment
- Thinker- who have a critical and creative approach to learning complexities to acquire a set of well-defined life skills.

**Therefore, the school is committed to groom the attitude of the students towards-**

- 1-Academic honesty
- 2-Authenticity
- 3-Collaboration, cooperation, and creativity
- 4-Copyright
- 5-Intellectual property
- 6-Malpractice
- 7-Plagiarism
- 8-Collusion

## Academic Honesty

1.1 Academic honesty is perceived as a set of values and life skills that promote personal integrity and good practice in teaching, learning and assessment.

1.2 All Diploma and Middle year Programme candidates are required to understand the fundamentals and significance of concepts that relate to academic honesty, especially intellectual property and authenticity.

1.3 Candidates must at least be aware that forms of intellectual and creative expression (for example, works of literature, art or music) must be respected and are normally protected by law. By implementing measures to prevent plagiarism schools are helping to combat illegal out-of-school activities (for example, illegal music downloads, peer-to-peer/P2P file sharing) for which candidates are liable to face legal proceedings.

1.4 In both conceptual and practical terms, candidates are required guidance to understand and interpret the difference between collaboration and collusion. Collaboration is defined as working together on a common aim with shared information, which is an open and cooperative behavior. However collusion is “allowing one's work to be copied or submitted for assessment by another” and is therefore deemed a malpractice.

1.5 An authentic piece of work is one that is based on the candidate's individual and original ideas with the shared knowledge duly acknowledged. Therefore, all assignments for assessment, regardless of their format, must wholly and authentically use that candidate's own language, expression and ideas. Where the ideas or work of another person are represented within a candidate's work, whether in the form of direct quotation or paraphrase, the source(s) of those ideas or the work must be fully and appropriately acknowledged.

1.6 Although the principles of academic honesty apply equally to all subjects, there are issues that are particularly relevant to the arts, where imitation, influence and inspiration have a respectable tradition. The observation of form and its resemblance to nature, or to another artist's work, is a skill to be nurtured. There is an expectation that candidates may be influenced by the work of other artists and writers, whose works may inspire the students' own creativity. Thus there are circumstances where the creative use of the work or ideas of another person is acceptable, with due acknowledgement. [The ideas conveyed in this section are based on a paper written by Nicholas Connolly (*Theatre and Academic Honesty*, 2008)].

1.7 Plagiarism is defined as the representation of the ideas or work of another person as the student's own. Copying a passage of text, paraphrasing, translating it into another language, and then using the translated text in their work without acknowledging its source still constitutes plagiarism.

**Malpractice** is defined as conduct which is likely to result in someone gaining an unfair advantage over another with questionable means or breach of code of the prescribed conduct, such as:

- Plagiarism
- Collusion
- Duplication
- Fabrication of data
- Late or non-submission of assigned task
- Taking unauthorized material into an examination room
- Misconduct during an examination
- Exchanging information during examination
- Failing to comply with the instructions of the invigilator
- Stealing examination papers
- Any other behaviour that gains an unfair advantage for a student

## **Roles and Responsibilities:**

### **1. The Principal/ Coordinators**

- Understand and actively promote academic honesty
- Create and encourage a positive school culture.
- Provide resources to support academic honesty on the campus.
- Stay informed about the regulations and instructions as provided by the IBO that govern the conduct of each examination session.
- Inform staff and students through various media what constitutes malpractice and how it can be prevented.
- Promulgate a school culture that actively encourages academic honesty.
- Support the IBO fully in the prevention, detection and investigation of malpractice.
- Undertake any additional responsibilities required by the IBO should a candidate or staff member be investigated for malpractice.

### **2. The Librarian**

The IB Academic Honesty document states that the Teacher Librarian explicitly teaches academic honesty as part of their teaching programme across IBMYP and DP.

**In a cohesive and comprehensive way, students will receive instruction in:**

1. Use of the Library and Internet.
2. Note taking skills.
3. Paraphrasing and adaptation of source material.
4. Ways to acknowledge informally in writing and speech.
5. Referencing of direct quotations and in-text citations.
6. Ways to acknowledge information derived from variety of sources, including electronic.
7. Writing a bibliography.
8. Upholding academic honesty.

### 3. Teachers

- Provide support for implementing academic honesty across the IB programmes
- Teachers, with the librarian, give specific instruction as well as written examples of proper citation of a variety of sources in all subject areas.
- They emphasize acknowledgement of all sources of prior knowledge/information/data such as , works of art, computer programmes, photographs, diagrams, illustrations, maps etc .
- They ensure that the concepts of intellectual property and academic honesty include the use of footnotes or endnotes to acknowledge the source of an idea that is not the student's own.
- Teachers, in conjunction with the teacher librarian, also provide scaffolding in developing research and analytic skills consistently.
- Teachers structure assignments to encourage the development of students' own ideas through problem solving, comparison, precise hypothesis, analysis etc.
- To encourage ethical behaviour, teachers may consider having students sign a declaration as a component of enforcement of academic honesty.
- The assignments stating that the work they submit for assessment is their own authentic work.
- Teachers actively use the MLA /Havard style bibliographic convention when providing students with reference material and encourage the students to follow suit.

### 4. Parents

- As stakeholders, parents are duly educated on the importance of the Academic honesty policy which is shared on school website for easy access.
- They are encouraged to strengthen ethical attributes while monitoring the tasks assigned to their child/ward.
- They are required to be informed about the facility of media literacy in the changing academic ethos to monitor their child/wards' e- learning in conjunction with the conventional teaching learning pedagogy.

### 5. Students

- All students are instructed on the conventions of academic honesty and encouraged to demonstrate ethical behaviour and model digital citizenship in their studies.
- Students have a responsibility to adhere to NISV guidelines and act with integrity and honesty,
- With a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities.
- Students take responsibility for their own actions and the accompanying consequences.
- All IBMYP and DP candidates should note that the IB checks the work of all candidates for plagiarism using a web-based plagiarism prevention service.

**Academic Honesty Continuum**

IB learner profile provides a basis for the continuum of academic honesty policy.

PYP	MYP	DP
<p>PYP framework provides opportunities for the development of academic honesty through –</p> <ul style="list-style-type: none"> <li>Teachers design the ATL for delivery of curriculum through carefully referenced, cited and acknowledged resources.</li> <li>Teachers as academically honest stake holders become the formative step in inculcating principles of academic honesty.</li> </ul>	<p>Academic honesty is integral to an effective MYP.</p> <ul style="list-style-type: none"> <li>Approaches to Learning include a conscious grooming of academic honesty to complement enhancement of personal, social and technical skills.</li> <li>Academic honesty is the responsibility of all stake holders.</li> <li>The school frames its academic honesty policy according to the guidelines provided in IB publication General Regulation MYP</li> </ul>	<p>Academic honesty is reiterated and reinforced throughout the programme.</p> <ul style="list-style-type: none"> <li>Candidates must understand the meaning and significance of concepts that relate to academic honesty , intellectual property and malpractice</li> <li>The school frames its academic honesty policy according to the guidelines provided in IB publication General Regulation DP and Hand Book of Procedures for DP</li> </ul>

**Malpractice in Examination Sessions**

Incidents of misconduct could include, but are not limited to the following:

- Bringing unauthorized material into an exam room (for example, an electronic device other than a permitted calculator, own rough paper, notes, a mobile phone )
- Misconduct during an exam (for example, disrupting the examination or distracting another candidate)
- Supporting, or attempting to support, the passing on of exam related information
- Copying the work of another candidate
- Failing to comply with the instructions of those conducting the Examination
- Impersonating another candidate
- Stealing examination papers
- Using an unauthorized calculator during an exam
- Disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours of the end of the examination.

## How to Avoid Malpractice

### Plagiarism

Individual subject teachers will discuss academic honesty in the context of their own subject areas, but generally, an authentic piece of work is based on the candidate's individual and original ideas with the ideas and work of others fully acknowledged. Assessed work includes written and oral assignments for internal or external assessment and must use student's own language and expression must be acknowledged whether quoted directly, paraphrased, or used for ideas. Students must acknowledge:

- Sources for all verbatim quotations of two or more consecutive words.
- Sources from which they paraphrase or summarize facts or ideas
- Sources for ideas or information that could be regarded as common knowledge but which they think their reader might still find unfamiliar
- Sources for materials that they might not normally consider as "texts" because they are not written.
- Sources that add relevant information to the particular topic or argument of their work.

If in doubt about whether or not to cite a source, seek the librarian's assistance.

### Public Domain Malpractice

The IBO states in their Academic Honesty Policy document that:

Many candidates believe that because the Internet is in the public domain and largely uncontrolled, information can be taken from web sites without the need for acknowledgment. Candidates must record the addresses of all web sites from which they obtain information during their research, including the date when each web site was accessed. The uniform (or universal) resource locator (URL) constitutes the web site address for this purpose. (Simply stating the search engine that was used to find the web site is not acceptable.) This includes the copying of maps, photographs, illustrations, data, and graphs and so on. For example, to cut and paste a graph from a web site without acknowledging its source constitutes plagiarism. CD-ROMs, DVDs, e-mail messages and any other electronic media must be treated in the same way as the Internet, books and journals.

The issue of plagiarism is not confined to groups 1 to 5 of the Diploma Programme. In general, copying works of art, whether music, film, dance, theatre arts or visual arts, also constitutes plagiarism. There are circumstances where the creative use of part of the work of another artist is acceptable, but the original source must always be acknowledged.

Candidates must understand that passing off the work of another person as their own is not acceptable and constitutes malpractice.

Copying text is not always a deliberate attempt by a candidate to present the ideas or work of another person as their own. In fact, in the experience of the final award committee it is apparent that many candidates are not aware of when or how to acknowledge sources. Occasionally, a candidate may copy one or two sentences from a book, journal or web site without showing it as a quotation, but indicating its source in a footnote or the bibliography. Although each case requires a separate judgment, in general such cases are the result of negligence or a lack of awareness on the part of the candidate and do not warrant an allegation of malpractice. These cases may attract the penalty applied to an academic infringement, and not malpractice.

**NOTE:**

- The IBO randomly checks candidates' work for plagiarism using Web-based plagiarism prevention and education systems, such as Turnitin.com
- Students are constantly advised to check for plagiarism only through the system provided by the school.

**Malpractice in Group Work**

- Allowing a member or members of the group to write any part of their assessment piece.
- Allowing a member or members of the group to write any part of another member's assessment piece.
- Giving a copy of one student's work with respect to that assessment to any other student within the group.

**Note- It is essential that both teachers and candidates are aware of the distinction between collaboration and collusion.**

According to the IBO, for most assessment components, candidates are expected to work independently with support from their subject teacher (or supervisor in the case of extended essays). However, there are occasions when collaboration with other candidates is permitted or even actively encouraged, for example, in the requirements for internal assessment.

- The final work must be produced independently, despite the fact that it may be based on similar data.
- The abstract, introduction, content and conclusion or summary of a piece of work must be written in each candidate's own words and cannot therefore be the same as another candidate. (If, for example, two or more candidates have exactly the same introduction to an assignment, the final award committee will construe this as collusion, and not collaboration).
- Teachers are required to pay particular attention to this important distinction to prevent allegations of collusion against their candidates

**Cite and Acknowledge Sources**

- Students are taught how to give citations and acknowledgements of sources.
- This is initiated in IBMYP and consolidated in IBDP.
- Dedicated project work and assignments encourage the students to instill these practices in their academic work with extended support from the librarian.
- However, when individual subjects/teachers have their own specific requirements, guidelines are provided by the subject teacher.

**Examples of citations that NISV adopts:**

- Allott, A., Mindorff, D., (2007), *Biology Course Companion*, Oxford University Press, Oxford
- Cossins, D., "China – The Future's Red", *Knowledge*, Vol.3 Issue 1
- McGrath, M., (2008), "Fossil fills out water-land leap", on *BBC NEWS Science & Environment*, <http://news.bbc.co.uk/1/hi/sci/tech/7473470.stm>, accessed. Monday 25<sup>th</sup> April 2011



**Two basic ways of acknowledging sources of information**

- **Footnotes-**

**Students are required to-**

When quoting directly from someone's work, put an "identifier" next to it in superscript. Then write the source at the bottom of the page with the same identifier.

Eg.

"Experts believe that Ventastega was an important staging post in the evolutionary journey that led creatures from the sea to the land.<sup>1</sup>

<sup>1</sup>McGrath, M., (2008) "Fossil fills out water-land leap", on BBC NEWS Science & Environment, <http://news.bbc.co.uk/1/hi/sci/tech/7473470.stm>, accessed Monday 25th April 2011"

(OR)

- **Brackets**

When quoting directly from someone's work, write the name and date in brackets and put the work in the bibliography.

Eg.

"Experts believe that Ventastega was an important staging post in the evolutionary journey that led creatures from the sea to the land. (McGrath, 2008)"

## MYP Student Guidelines

### The student is expected to -

- Understand the importance of following the Academic Honesty Policy.
- Abide by the Academic Honesty Policy or face the consequences as mentioned in the Parent Student Hand book.
- Know what defines plagiarism.
- Know what defines malpractices in academics.
- Acknowledge the source of direct quotations.
- Acknowledge information taken from all sources.
- Acknowledge references in a bibliography.
- Use in-text citation.
- Follow all Test/Examination rules

### The student is expected not to -

- Use notes during a Test/ Examination unless allowed by a teacher
- Copy from another student during a Test/ Examination
- Copy from the homework of another student
- Hand in work as his/her own that has been copied
- Do homework for another student
- Give another student his/her own work to copy unless allowed by a teacher

## Monitoring Process in IBMYP

Teachers will take the following actions in the light of academic dishonesty-

- For copying from / passing off peers' work as one's own, the offence will be recorded and a copy placed in the student's file.
- For repeated copying from / passing off peers' work as one's own, a warning letter would be issued and parents would be informed, a copy of which would be placed in the student's file.
- For cheating in class assignments / Examinations, the student's work will not be assessed.
- Repeated offence may result in suspension from regular lessons and/ or student being placed on academic probation as a remedial measure till such time that improvement is evidenced.
- Teachers record compliance of submission dates of assigned tasks. Non-compliance of the time line would result in warning letters sent to the parents/ disciplinary action being taken.
- For non-submission of work, no level of achievement would be awarded.
- Non- acknowledged piece of work would not be accepted and would be penalised as per IB specification.
- Checking plagiarism through Turnitin software for Personal Project is a mandatory practice. Students would be asked to rewrite/ modify the plagiarised content, failing which, the task would not be assessed.

In-house sessions with librarian on academic honesty and referencing material/ data are arranged regularly.

## IBDP Student Guidelines

### Knowledge of Examination and Internal Assessment Procedures and Guidelines

As per IB recommendation, the key to avoiding malpractice during examination sessions, Internal Assessments, CAS and EE, is to be familiar with the rules, regulations and requirements of the assessed work.

- The teachers, Examination Committee and the IBDP Coordinator will review these at key times during the two year program.
- The students and parents have to sign a declaration before submitting the IBDP coursework for internal assessments.
- Teachers and students have to sign a declaration before submitting IBDP Coursework to the IBO confirming that it is the student's own work.
- Students will be advised on how to do proper citations by the Librarian and the EE Coordinator and their subject supervisors.
- If malpractice is established then no grade of achievement shall be awarded for the subject concerned.

### The student agrees to-

- Keep and maintain accurate, personal course notes
- Acknowledge explicitly and appropriately any assistance provided by another person
- Be informed about the nature of permissible external help
- Acknowledge, in the specified manner, any information taken from a variety of sources.
- Document source material in a formal and appropriate manner
- Use direct quotations appropriately
- Understand the concept of plagiarism
- Understand the consequences of malpractice regarding both school-based work and external examinations and assessments
- Follow all examination rules

### The student agrees not to-

- Consciously collude by giving another student his/her work to copy
- Submit work done by anyone else
- Use notes during a test, unless allowed by the teacher or permitted by the examination rules
- Purchase and submit pieces as their own which are written by someone else
- Write essays for other students
- Present artistic or creative work in any medium that has literally been reproduced, except in a manner allowed by the teacher or permitted by the examination rules.

## Monitoring Process in IBDP

Teachers will take the following actions in the light of academic dishonesty-

- For copying from / passing off peer's work as one's own, the offence will be recorded and a copy placed in the student's file
- For repeated copying / passing off peer's work as one's own, a warning letter would be issued, a copy of which would be placed in the student's file, and parents would be informed
- For cheating in class assignments / Examinations, student's work will not be assessed
- Repeated offence may result in suspension from regular lessons and/ or student being placed on academic probation as a remedial measure till such time that improvement is evidenced
- All investigations of group four subjects are closely monitored, recorded and checked for authenticity
- Teachers record compliance of submission dates of assigned tasks. Non-compliance of the time line will result in warning letters sent to the parents/ disciplinary action being taken
- For non-submission of work, no level of achievement would be awarded
- Non- acknowledged piece of work will not be accepted and penalised as per IB specification
- Checking plagiarism through Turnitin software for Extended Essay, TOK Essay, Written Assignments and Internal Assessments is a mandatory practice. Students would be asked to rewrite/ modify the plagiarised content, failing which, the task will not be assessed.
- If plagiarism is detected after final submission to the teacher or IBDP Coordinator in the school, then it must be reported to IBO
- Students who cheat in the production of IBDP coursework will be disciplined by the Principal; and may be barred from appearing for the examinations
- The IB Coordinator will have to inform IBO, in which case an investigation will take place. This could lead to the student not being able to obtain his/her Diploma

In house sessions with librarian on academic honesty and referencing material/ data are arranged regularly

### Procedures of Investigations

The four most common circumstances that initiate investigation by the IBO are:

- The IBDP Coordinator (upon being informed by a teacher) informs IBO that they suspect that a final work submitted for assessment may be affected by malpractice.
- The IBDP Coordinator informs IBO that malpractice may have taken place during an Examination.
- An examiner suspects malpractice and provides evidence to justify his/ her suspicion to the IBO.
- An IBO member of staff identifies examination material that may not be the authentic work of a candidate and provides evidence to justify his/ her suspicion.
- Diploma or Certificate may be revoked at any time if malpractice is established.
- A detailed list of procedures for IBO investigations can be found at the website at this link: [http://occ.ibo.org/ibis/documents/general/specific\\_interest/malpractice/g\\_0\\_malpr\\_su\\_p\\_0707\\_1\\_e.pdf](http://occ.ibo.org/ibis/documents/general/specific_interest/malpractice/g_0_malpr_su_p_0707_1_e.pdf)



## Sanctions in IBMYP and IBDP

Sanctions against academic dishonesty may range from warning to dismissal depending on the seriousness of the offence. The penalties may include one or more of the following:

- The offence is recorded and a copy is placed in the student's file.
- A warning letter is issued, a copy of which is placed in the student's file.
- Receiving a zero in the piece of work or examination for malpractice.
- Suspension from regular lessons.
- Being placed on academic probation till such time that improvement is evidenced.

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**Academic Honesty Contract to be submitted by IBMYP and IBDP students**

**I have read and fully understood the Academic Honesty Policy; and I agree to abide by the same. I understand what constitutes academic malpractice and what I must do to remain academically honest and accountable. I understand the consequences of indulging in any malpractice, which could result in stringent disciplinary action.**

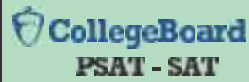
Student name -----

Parent/ Guardian name -----

Student Signature \_\_\_\_\_

Parent/ Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_



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