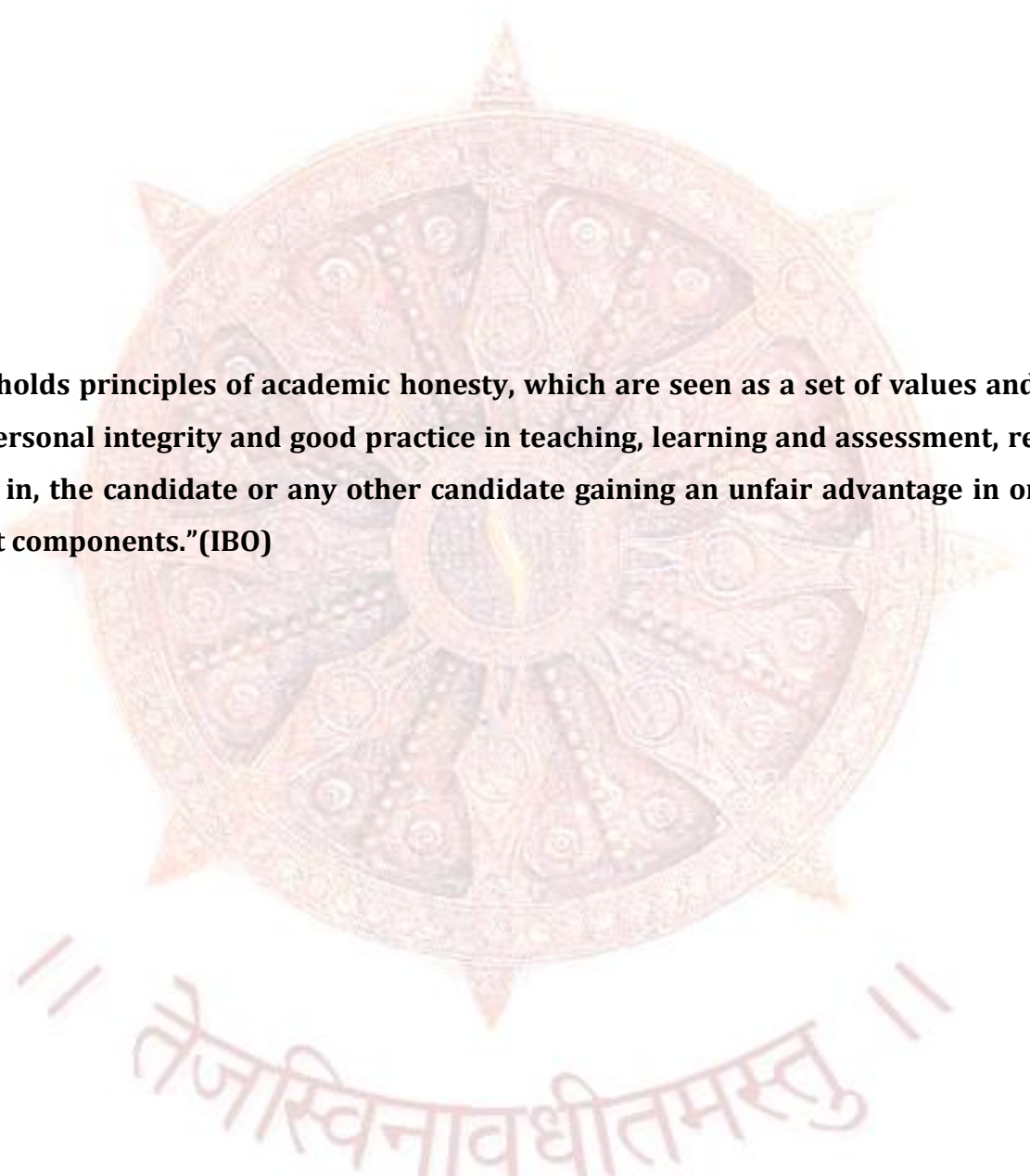




Smt. Sulochanadevi Singhania IB World School  
(DP) Thane

# Academic Honesty Policy

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**“The IB upholds principles of academic honesty, which are seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment, results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components.”(IBO)**

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## What is Academic Honesty?

Academic honesty focuses to inculcate within the child the uprightness to acknowledge other people's contribution in their academic work. It encourages authentic thinking and research among students thereby emphasizing the unacceptability of unfair practices such as plagiarism, collusion, copying and cheating by students.

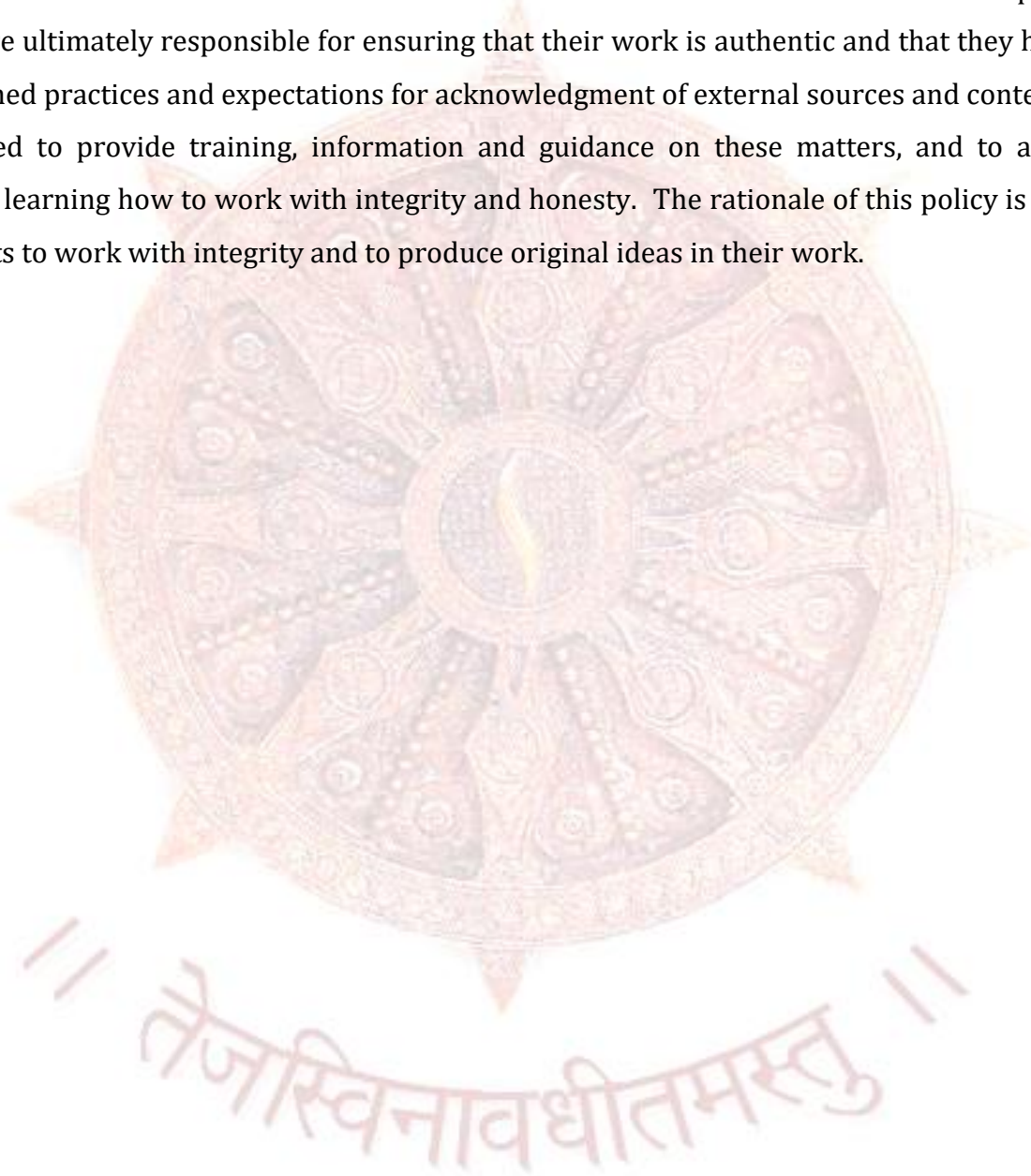
Smt. Sulochanadevi Singhanian School places great value on ethical and personal integrity. Honesty and Academic integrity are the cornerstones of trust, which is essential in all facets of school life. Best practices for academic honesty and transparency are introduced, taught, modeled and used throughout the school. If a student is unsure of the expectations outlined below, she/he should ask a teacher for advice. Simply put, unless specifically directed by a teacher, students' work must be:

- Original (stated in his or her own words and the result of his or her own efforts/ideas)
- Independent (produced by the individual student)
- Cited (appropriate attribution given, in proper format, when others' ideas, images, work, assistance, etc. are referenced or used)



## **Need or Rationale for Academic Honesty**

Academic honesty strives for academic integrity, which is fundamental to learning, teaching and research. Smt Sulochanadevi Singhania School, Thane focuses to develop among students the importance of academic honesty. Academic honesty fosters principled and upright citizens and towards this end the school inculcates within the students the confidence to showcase their work with complete honesty. Students are ultimately responsible for ensuring that their work is authentic and that they have followed all established practices and expectations for acknowledgment of external sources and content. Teachers are expected to provide training, information and guidance on these matters, and to actively assist students in learning how to work with integrity and honesty. The rationale of this policy is to encourage our students to work with integrity and to produce original ideas in their work.



## **Smt Sulochanadevi Singhania School's Academic Honesty Policy**

The school's policy addresses-

- **The students**

The school appreciates the need for value based education and conduct among students hence, the students need to have a clear understanding about academic honesty and its significance.

- **The teachers**

The teachers play the most important role to instill values and teach the students to practice them earnestly. It is imperative that the teacher also follows the requirements of the school academic honesty policy.

- **The parents/ guardians**

The academic honesty is not only to be followed within the school premises but has to be the way of life of a student. To this purpose, parents too need to play a pivotal role in ingraining in their wards the requirement of honesty in all spheres of life. The school policy will provide the necessary guidance to this purpose.

### **The school's Academic Honesty Policy guidelines clearly elaborates upon-**

- the various forms of malpractice, to enable the students to identify and differentiate between legitimate and illegitimate actions,
- to understand the correct way to acknowledge and cite,
- the role of the students, teachers and the school to uphold academic honesty and integrity.
- the consequences of adopting unfair means by the student, teachers and the school.

## Areas to be covered under Academic Honesty

- Internal assessment

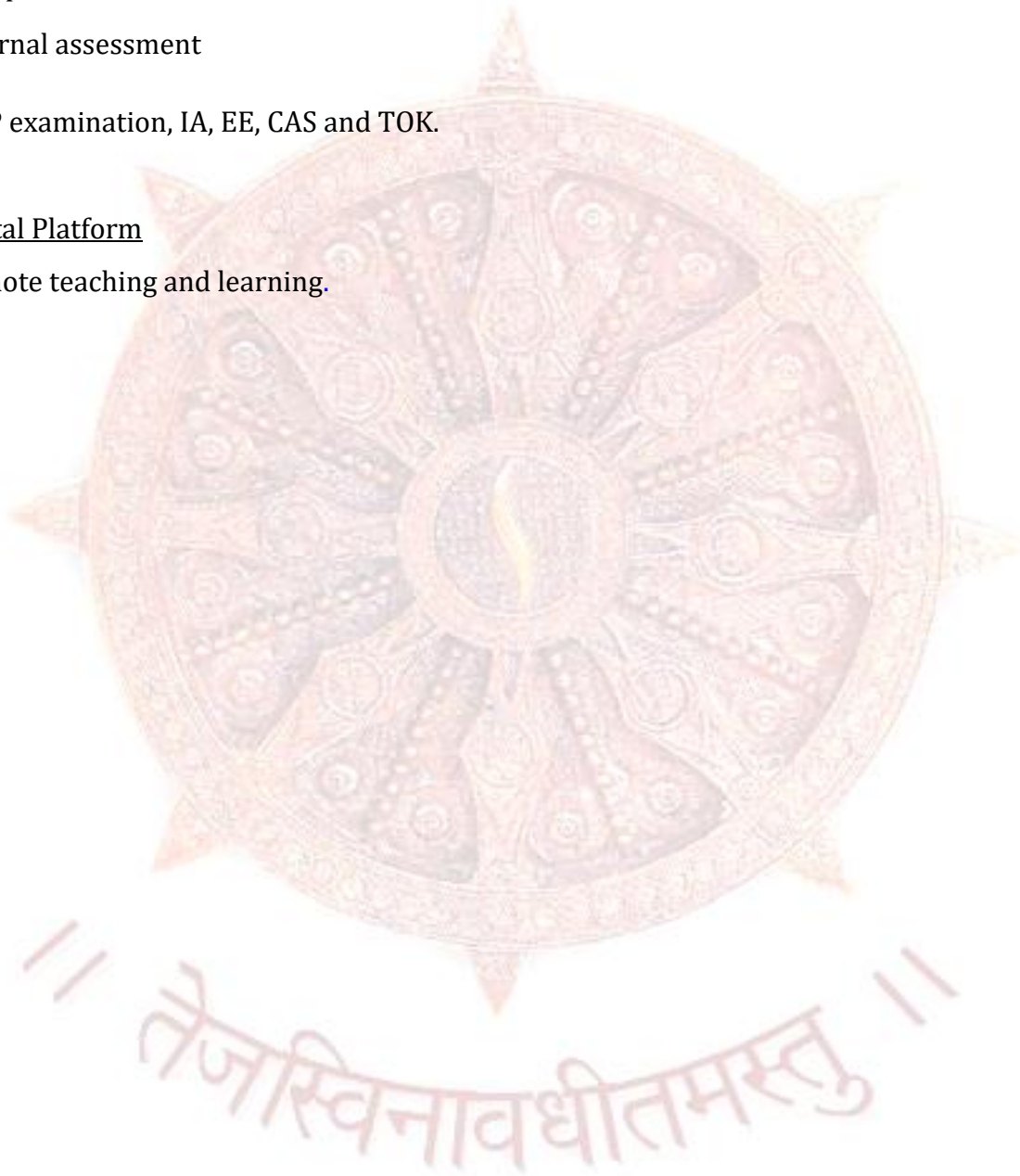
All forms of formative and summative assessments such as projects, classroom tests, quiz, presentation etc.

- External assessment

IBDP examination, IA, EE, CAS and TOK.

- Digital Platform

Remote teaching and learning.



## Identification of Malpractice

The Regulation 2.1 and 2.3 of Academic Honesty Guide 2011, of IBO, defines malpractice as behaviour that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components.

Malpractice includes:

- **Plagiarism:** this is defined as the representation of the ideas or work of another person as the candidate's own whether deliberate or intentional; "common knowledge" need not be cited. The issue of plagiarism is not confined to subjects in groups 1 to 5 of the Diploma Programme. Copying works of art, whether music, film, dance, theatre arts or visual arts, without proper acknowledgment, may also constitute plagiarism. There are circumstances where the creative use 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, regardless of whether the act was unintentional.
- **Collusion:** this is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another OR writing a paper or project for another student or assisting another student for home exams or projects.
- **Duplication of work:** this is defined as the presentation of the same work for different assessment components and/or diploma requirements or submitting a paper or project in more than one course or submitting a lab report for more than one course. without explicit prior approval.
- **Double-dipping:** students must ensure that they are not using material submitted for any other assessment component as part of their EE submission. Self-plagiarism is using or re-using work you have done before without acknowledging it.
- **Ghost writer** is getting an essay written from an outside source and submitting it as a student's own work



- **Any other behaviour** that gains an unfair advantage for a candidate or that affects the results of another candidate including but not limited to taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record or communicating with any other student or other persons during an exam without permission of instructor
- **Paraphrasing:** this is defined as the restatement of someone's work in another form. In order for it to be allowed, the source needs to be acknowledged
- **Use of Translator:** Use of translators in Language Acquisition. Students must refrain from using translators for completing their academic assignments.



## Regulations-

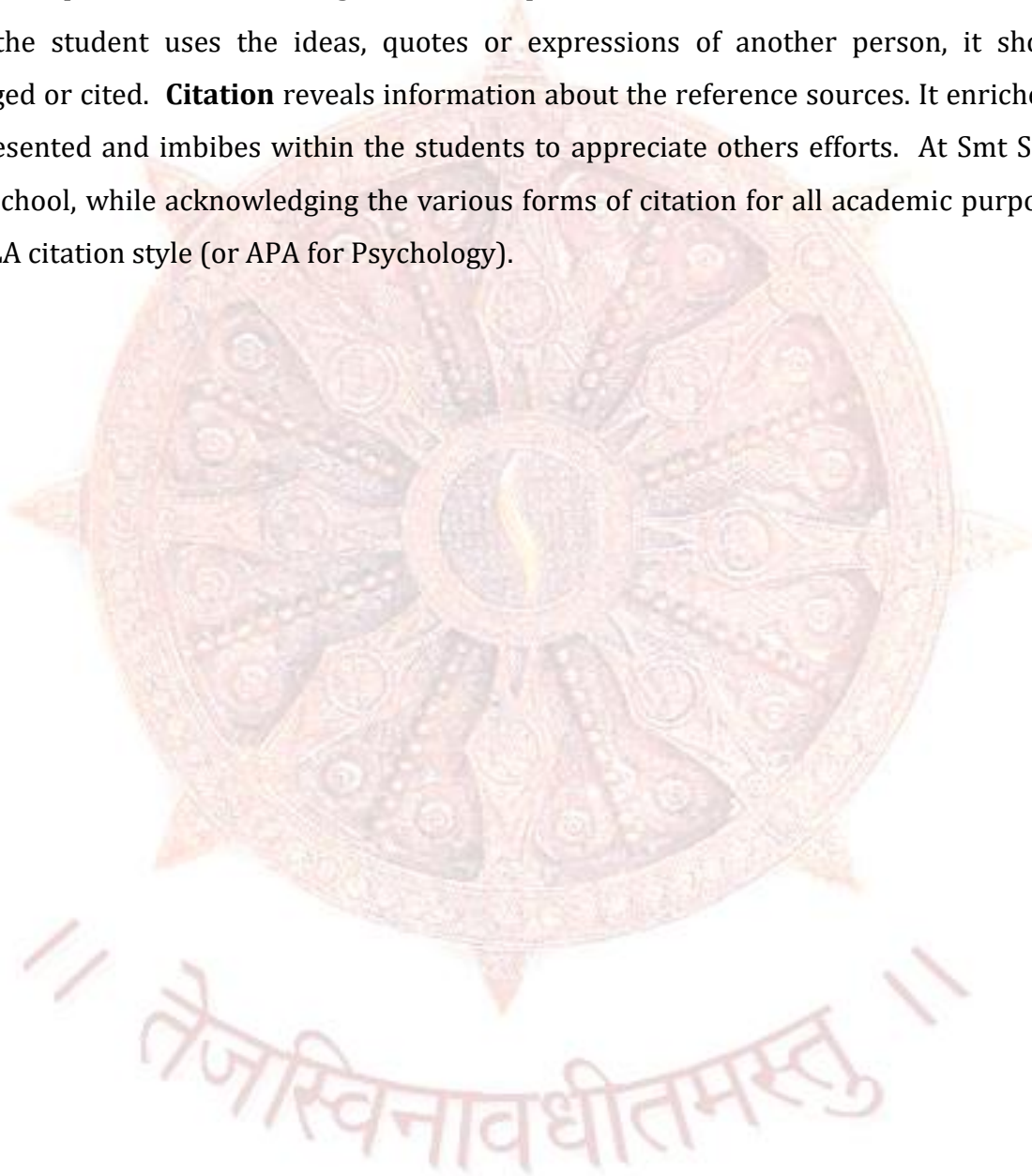
Malpractice most commonly involves plagiarism or collusion. However, there are other ways in which a candidate may commit malpractice and in so doing be in breach of the Regulations.

- taking unauthorized material into an examination room (such as cell/mobile phone/translator/any other electronic device or written notes).
- leaving and/or accessing unauthorized material in a bathroom/restroom that may be visited during an examination
- misconduct during an examination, including any attempt to disrupt the examination or distract another candidate
- exchanging information or in any way supporting the passing on of information to another candidate about the content of an examination
- failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of the examination
- impersonating another candidate
- stealing examination papers
- using an unauthorized calculator during an examination, or using a calculator when one is not permitted for the examination paper ,or passing information in the memory of the calculator
- Disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours after the examination.
- Fabrication of data, inventing or falsifying data of a lab experiment, field work etc.
- Manipulation of readings in the science lab
- Copying of code in solution development in Computer Science by taking it through the network(LAN or net),or copying physically from another monitor or by outsourcing Copying assignment and not citing original sources
- Copying from materials(on paper, on a mobile device etc) present on the desk
- Using a device with headphones to receive assistance from someone outside the room
- Giving an excuse to leave the exam room temporarily and then gaining access to outside help.

## Approach towards Academic Honesty

- The school is committed to nurture within the students the passion of curiosity that can be satisfied by developing an inquiring mind. Not only should the student be keen to gain knowledge but should be able to ruminate and reflect upon it objectively and independently. The school hence expects the students to give utmost importance to authentic work.

Wherever the student uses the ideas, quotes or expressions of another person, it should be duly acknowledged or cited. **Citation** reveals information about the reference sources. It enriches the quality of work presented and imbibes within the students to appreciate others efforts. At Smt Sulochanadevi Singhania School, while acknowledging the various forms of citation for all academic purposes, we have adapted MLA citation style (or APA for Psychology).



## **Maintaining Academic Honesty**

Academic honesty can be effectively inculcated among students when it is practiced by the teachers and the head of the institution themselves.

### **Role of the teacher....**

- Teacher Implements Academic Integrity at every stage of lesson planning, classroom teaching, discussion and assessment. The teacher will explain to the students that Turnitin will be used to ensure the authenticity of their work.
- Every subject teacher will devote time to formally train the students to acquire the skills for writing, research and correctly citing sources relevant to their subject. The students need to be aware of the skill of paraphrasing and be alert enough to correctly cite the source while doing so. While the positive impact of collaboration to enhance effective communication and evaluation of knowledge based skills among students need to be reinforced, it is essential that the student does not misinterpret collaboration as synonym with collusion.
- The teachers instill the values and the practice of honesty during the course of classroom teaching itself. It is during the course of classroom discussions that the teacher can point out the need for alertness to identify and acknowledge various sources of reference correctly. The need to cite addresses of internet sites be that for graphs, images, tables etc, requirement of citation while using CD Roms, DVDs, email messages and other forms of electronic media can be effectively explained during classroom teaching itself<sup>1</sup>.
- The teacher should confirm that all the work done by the student is authentic work of each candidate. Turnitin is used for this purpose.
- The teacher should be alert and monitor testing environment in a vigilant manner
- The teacher should report and record Academic dishonesty Set clear expectations for assignments and provide guidance to candidates on how to correctly cite the sources they have consulted.
- Discuss the benefits of submitting assignments that are correctly referenced.
- Devote time to teach and practice these skills – making them “second nature”.

- Be a role model - make sure all shared materials (handouts, presentations etc.) are correctly referenced.
- Design assignments that do not lend themselves to academic misconduct.

### **Role of a Librarian .....**

The role of Librarian is to familiarize students in the research process, citation, referencing and the basic fundamentals of academic honesty. With information and media literacy tools the Librarian will help students throughout their scholastic path of specific conventions accepted in a community of learners.

### **Role of the students.....**

- Students should read and sign the Academic honesty Policy
- Ensure that the work that they submit is authentic
- Comply with the Academic Honesty Policy
- Take ownership of learning by asking for clarification wherever necessary and talk to a counsellor and coordinator when feeling overwhelmed to discuss assignment and time management strategies to reduce stress.
- IB students must not follow the 'easy way out' and engage in academic misconduct to circumvent the work involved in learning. But they should seek support from their teachers.
- Understand consequences of Academic Dishonesty and malpractice

### **Role of Parents.....**

- Parents should encourage their students to practice Academic honesty and instill the values deep within them.
- Build a supportive learning environment that allows students to receive information BUT also offer guidance to develop academic writing and study skills.
- Speak regularly with students about this topic; it will serve as a reminder and it will develop into a work habit.

- Discuss the consequences of poor scholarship or academic dishonesty in the future.
- Shift the emphasis towards the skills developed while writing, rather than the final product.
- During Online Assessment parents should monitor and ensure that no electronic device is accessible and that students have videos on throughout the online examination.
- Outsourcing of course work should not be encouraged by the parents.



## Consequences of Malpractices-

The school will follow different approaches for the three levels of malpractice: **Low, Intermediate, Persistent/Serious.**

- **Low level-** Intentional omission of source acknowledgement or citation and/or passing off existing work of others' as one's own: The student is given guidance by the teacher and student is asked to retake an assessment and/or resubmit a fresh/corrected work.
- **Intermediate level-** More serious incident which requires correction of previously identified concerns of academic honesty: If the student continues to persist with unfair practices, the teacher along with the counsellor and head of the institution, may counsel the student and keep the student under observation for a certain time period (as deemed required based on the circumstances). The parents of the student concerned will also be notified and will be involved in the above process. Students are asked to sign an undertaking of violation and are required to retake assessment or resubmit a fresh/corrected work.
- **Persistent or serious level:** If the student persists in academic dishonesty disregarding Academic honesty despite all attempts of the school then the school holds the right to take measures that include suspension, withdrawal from school activities, cultural programs, sports, field trips and excursions and student exchange programs.

Level of Academic honesty violation and frequency are determined by the teacher in communication with the counsellor and the Principal based on the importance of the assignment and the intention of the student. Students will be given the opportunity to learn from an error. This will involve counselling and teacher support.

**Reviewed:** May 2022

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IB. *Academic Honesty Guide*. 2011.

IB publication Academic honesty in the IB educational context • IB publication Effective citing and referencing • IB General regulations: Diploma Programme

ISAK Academic Honesty

