



## **ACADEMIC HONESTY POLICY**

*Academic Honesty is an essential aspect of teaching and learning where action is based on inquiry and reflection to imbibe the attributes of being principled.*

The Academic Honesty guidance for School document reflects on the fact that all candidates understand the basic meaning and significance of concepts that relate to academic honesty, especially authenticity and intellectual property. Ensuring that candidates understand and respect academic honesty is not confined to original authorship and ownership of creative material; academic honesty includes, for example, proper conduct in relation to the written examinations. It is also further recognized that it is the responsibility of the teacher to ensure that all candidates' material for assessment is prepared according to the requirements of their subject, authenticated by a teacher, and must not include any instances of suspected malpractice.

The School's Academic Honesty Policy is ingrained in the teacher-student learning practices and addresses it through strategies of Prevention, Monitoring and Sanctions. This Academic Honesty Policy addresses the concepts underlying those of approaches of teaching, learning and the CAIE Learner Attributes. Our students are imparted with the understanding of academic integrity and strive to be reflective, acting with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities.”



## What is Academic Honesty?

Academic honesty refers to:

- Proper conduct in relation to the conduct of examinations
- The full acknowledgement of the original authorship and ownership of creative material
- The production of 'authentic' pieces of work
- The protection of all forms of intellectual property – which include forms of intellectual and creative expression, as well as patents, registered designs, trademarks, moral rights and copyright.

It involves:

- Plagiarism
- Collusion
- Duplication of work
- All forms of malpractice

What is 'Malpractice'?

**Malpractice** is behavior that results in, or may result in the candidate or any other candidate gaining an unfair advantage in one or more assessment component.

Malpractice may include:

- **Plagiarism:** The representation of the ideas or work of another as the candidate's own
- **Collusion:** Supporting malpractice by another candidate – allowing one's work to be copied or submitted for assessment by another
- **Duplication of work:** The presentation of the same work for different parts of the diploma. (An example would involve submitting the same piece of work for a History Extended Essay and the History internal assessment)



Malpractice also includes:

- Making up data for an assignment
- Taking unauthorized material into the examination room, including a mobile phone, an electronic device, own rough paper, notes.
- Misbehaving during an exam, including any attempt to disrupt the examination or distract another candidate
- Copying the work of another candidate
- Referring to or attempting to refer to, unauthorized material that is related to the examination.
- Failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of an examination.
- Impersonating another candidate.
- Including offensive material in a script.
- Stealing examination papers.
- Disclosing or discussing the content of an examination paper with a person outside the immediate community within 24 hours after the examination.
- Using an unauthorized calculator during an examination.
- Concealing and/or using unauthorized software on a graphic calculator, particularly, but not only, during examinations.



### **Collusion/Collaboration**

- Collaboration involves working together with other students. There are occasions where collaboration with other candidates is permitted or actively encouraged. Nevertheless, the final work must be produced independently, despite the fact that it may be based on similar data. This means that the abstract, introduction, content, 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's.
- Working together is collaboration.
- Copying someone else's work is collusion. Even if you have 'collaborated' with another student, the work you present must be your own. Collusion is malpractice and will be penalized.

### **Plagiarism**

- Plagiarism is passing off someone else's work, writing, thoughts, visuals, graphics, music and ideas as your own.
- Plagiarized work is work which fails to acknowledge the sources which it uses or upon which it is based.
- Plagiarism is a clear breach of academic honesty. It is also a criminal offence.

### **What is paraphrasing?**

Paraphrasing is writing a piece of text out in your own words. You are allowed to do this, but you must acknowledge the source you have used.



### **How can I make sure that I am not plagiarizing material?**

- The simplest method of avoiding plagiarism is to honestly, accurately and clearly acknowledge, by references in the body of your work, and/or in a bibliography at the end, each and every piece of material you used in the production of your work.
- All ideas and work of other persons, regardless of their source, must be acknowledged
- CD ROM, email messages, web sites on the Internet and any other electronic media must be treated in the same way as books and journals
- The sources of all photographs, maps, illustrations, computer programmes, data, graphs, audio-visual and similar material must be acknowledged
- Passages that are quoted verbatim must be enclosed within quotation marks and references provided
- All works of art, film, dance, music, theatre arts or visual arts must have their source/origin acknowledged
- Always use Turnitin in accordance with the school's regulations
- Material cannot be paraphrased without acknowledging the source

### **SVKM International School's Outlook on Plagiarism**

- Plagiarism and academic malpractice are unacceptable behaviors at SVKM's International School. Conscious efforts have been and are invested towards building a culture of Academic honesty on the school campus. All our students understand the importance of acknowledging works of others to promote a constructivist, inquiry-based learning.
- During the orientation of the CAIE Programmes, students and parents are made aware of what plagiarism and academic malpractice mean and how they undermine the learning process and also of the consequences of plagiarism and/or academic malpractice. This is reinforced during the entire course.
- Students and parents sign the Honor Code adhering to school's academic honesty policy and regulations at the time of admission and pledge to maintain the academic integrity.
- Materials emphasizing need for academic honesty are displayed on the school premises that promote the core value of being principled.



- Teachers structure assignments and tests so as to minimize the opportunity for student plagiarism/ academic malpractice.
- Special orientation is provided to all students on ‘methodology of research’ with special reference to ‘norms of research and referencing’
- The School Library maintains a record of books referred to by students. The Librarian in association with the project supervisors maintains rough drafts of reference work, projects and portfolios by students.
- Understand and implement intellectual property rights that create references and citations, use footnotes/endnotes and construct a bibliography according to recognized conventions to meet the requirements of the research skills.
- School makes use of preventive measures by use of software system like ‘turnitin’ to ensure academic honesty. Submissions that do not qualify turnitin requirements are not accepted for assessments.
- The school also promotes and practices the use of MLA Style of referencing for all assessments in all subjects and for extended essays to acknowledge the content referenced from books, periodicals like journals, magazines, newspaper articles, audio visuals, images and snapshots of images.
- The MLA Style is recommended as it specifies guidelines for formatting documents and provides students with a system for referencing their sources through parenthetical citation in their internal assessments and extended essays. Students are thus encouraged to build the credibility of their work by demonstrating accountability of their source material and avoiding any form of plagiarism as given under the School’s Academic Honesty Policy.
- To facilitate the correct use of the MLA Style of referencing, students and parents undergo a workshop conducted by faculty members of the school where they learn the importance and method of citations through footnoting and bibliography to align with the Policy of Academic Honesty. Supporting materials like hand out are given to students that can be referenced while writing their projects.

For example,

Books: Bala Krishnamurthy, *Environmental Management: Text and Cases, Second Edition*, Published in 2008 by Prentice – Hall of India Private Limited.

Website: Soumitra Ghosh, Subrat Kumar Sahu (November 2011). *The Indian Clean Development Mechanism: Subsidizing and Legitimizing Corporate Pollution – An Overview of CDM in India with*



*Case Studies from Various Sectors.* Retrieved on 7<sup>th</sup> June 2012 from <http://sanhati.com/wp-content/uploads/2011/12/cdmnagrikmancha.pdf>

- Extended essay supervisors further ensure the correct use of referencing and all students work is accepted only after this aspect of referencing is fulfilled by students.

### **Process and Consequences on detection of plagiarism:**

- All work submitted to CAIE for moderation is authenticated by the respective teachers prior to submission.
- All work submitted by candidates for internal assessment is also authenticated through turn-it-in reports.
- If the teacher or Coordinator suspects that part or whole of the work submitted by candidate is not authentic, the work is not accepted or submitted for assessment.
- If plagiarism occurs, the student is allowed one opportunity to resubmit the work but it needs to be submitted before the appropriate deadline.
- If plagiarism is detected before submission of work, the matter is handled internally by the school using the following steps:
  - The teacher informs the Head of School/Exam Officer about the malpractice.
  - The teacher investigates the matter with the student and communicates the outcome to the coordinator.
  - The teacher, in consultation with the Head of School/Exam Officer, decides to administer an action of consequence and communicates this decision in writing to the student, his/her parents as well as to the principal.
  - A letter is placed in the student's file. If a student/ parent wish to appeal against the action, a meeting is convened of all concerned chaired by the principal.
- For any case of malpractice in relation to the examinations, Exam Officer seeks guidance from CAIE and a report is submitted by the Exam Officer to the help desk at CAIE.



The School ensures that the students show academic integrity at all points of time with full awareness of the consequences of academic malpractice.

### **Responsibilities of the student:**

Students' responsibilities in respect of academic honesty include the following:

- Students are responsible for ensuring that all work submitted for assessment is authentically theirs.
- Students are responsible for fully and correctly acknowledging the work and ideas of others through carefully done citations/footnotes/endnotes/bibliography.
- Students are expected to review their own work before submission for assessment to identify any passages, computer programs, data, photographs and other material which require acknowledgement.
- It is mandatory that students submit their work using turn-it-in; failing to do this could result in an accusation of plagiarism, and/or a refusal to accept assignment/report within school and/or to submit assignment.
- Students are expected to comply with all internal school deadlines. This is for their benefit to allow time for revising work that is of doubtful authorship.
- Students have to be aware that teachers have the right to refuse to sign their cover sheet if they do not believe the work completed be theirs and if students cannot prove your ownership to the teacher's satisfaction, or the satisfaction of the Head of School/Exam Officer.
- It is completely the student's responsibility, if academic dishonesty is suspected, to prove that all pieces of work are his/her own, and has not been plagiarized.

### **Teachers are responsible as follows:**

- To be vigilant for obvious changes in a candidate's style of writing, for work which is too mature, too error free or more characteristic of an experienced academic than a secondary school student
- Subject teachers are in the best position to identify work which may not be the authentic work of the student(s).





- Teachers are expected to read and check candidates' work for authenticity before submission. This refers to all internal assessments.
- Teachers are strongly encouraged to use Turnitin to check assignments, and are required to use Turnitin for final versions of all Internal Assessments, Extended Essay and the TOK essay.
- Any issues of authenticity arising from plagiarism and/or collusion before the submission of work for assessment is decided within the school, initially by the subject teacher, and then in discussion with the IBDP Coordinator
- If the coordinator or teacher has reason to suspect that part or the whole of a candidate's work, which counts towards the final IB Diploma grade in that subject, may not be authentic, that work is not accepted or submitted for assessment. In such cases, the IB suggest that one of two possible courses of action may be adopted:
  - The candidate is allowed one opportunity to revise and resubmit the work, which is completed on time for the Coordinator to send it to the examiner by the appropriate IB deadline.
  - If there is insufficient time to resubmit, an N is entered against the candidate's name on the appropriate mark sheet. This results in no grade being awarded for the subject concerned, thus jeopardizing the IB Diploma award.
  - An N is entered for candidate's work, in line with the point above, if the candidate is unable to prove, to the teacher's satisfaction that the work is his/her own, or when the teacher refuses to sign off the relevant cover sheet. Candidates must be prepared to prove their authorship, possibly through questioning on knowledge of the material presented.
- The school makes further decisions, in line with its own disciplinary policy, which includes expulsion, in addition to, or even prior to, the suggested course of action noted above.

Note: Parts of this document itself are a modification of several policies currently used in schools from around the world and the IB. SVKM would like to acknowledge all contributions.



## References:

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IBO Academic Honesty, August 2014

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Academic Honesty in the IB Educational Context

[https://ibpublishing.ibo.org/server2/rest/app/tsm.xml?doc=g\\_0\\_malpr\\_sup\\_1408\\_1a\\_e&part=1&chapter=3](https://ibpublishing.ibo.org/server2/rest/app/tsm.xml?doc=g_0_malpr_sup_1408_1a_e&part=1&chapter=3)

Academic Honesty in the IB Educational Context

[https://ibpublishing.ibo.org/server2/rest/app/tsm.xml?doc=g\\_0\\_malpr\\_sup\\_1408\\_1a\\_e&part=1&chapter=1](https://ibpublishing.ibo.org/server2/rest/app/tsm.xml?doc=g_0_malpr_sup_1408_1a_e&part=1&chapter=1)

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