



ACADEMIC INTEGRITY POLICY

Academic Integrity is an essential aspect of teaching and learning in the DP where action is based on inquiry and reflection to imbibe the attributes of being principled. (Academic Integrity in the IB educational context, IB 2023)

The IB ‘Academic Integrity guidance for schools document states that ‘All diploma Programme candidates must understand the basic meaning and significance of concepts that relate to academic integrity, especially authenticity and intellectual property. Ensuring that candidates understand and respect academic integrity should not be confined to original authorship and ownership of creative material; academic integrity includes, for example, proper conduct in relation to the written examinations.’

Handbook of Procedures (Diploma Programme Assessment Procedures) states ‘it is the responsibility of the teacher to ensure that all candidates’ material for assessment is prepared according to the requirements their subject; all work submitted to IBO for moderation or assessment must be authenticated by a teacher, and must not include any instances of suspected malpractice.’

The Academic Integrity is ingrained within the IB Programmes’s standards and practices for academic integrity, the School’s Policy addresses it through strategies of Prevention, Monitoring and Sanctions. This Academic Integrity Policy addresses the concepts underlying those of approaches of teaching, learning and the IB Learner Profile. Our DP students are imparted with the understanding of academic integrity and strive to be “principled”, acting with “integrity and integrity, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities.” (IB Learner Profile)



What is Academic integrity?

Academic integrity 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.
- Articulating the responsibilities for teaching practices to maintain academic integrity by reflecting on five fundamentals: honesty, trust, fairness, respect and responsibility.

It involves:

- Plagiarism
- AI Generated work
- 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
- Falsifying a CAS record
- 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 integrity. It is also a criminal offence.

Artificial Intelligence(AI) generated work

“The IB believes that artificial intelligence (AI) technology will become part of our everyday lives—like spell checkers, translation/paraphrasing software and calculators. We, therefore, need to adapt and transform our educational programmes and assessment practices so that students can use these new AI tools ethically and effectively. The IB is not going to ban the use of such software but will work with schools to help them support their students on how to use these tools ethically in line with our principles of academic integrity. Students should be aware that the IB does not regard any work produced—even only in part—by such tools, to be their own. Therefore, as with any quote or material from another source, it must be clear that AI-generated text, image or graph included in a piece of work, has been copied from such software. The software must be credited in the body of the text and appropriately referenced in the bibliography. As with current practice, an essay which is predominantly quotes will not get many, if any, marks with an IB mark scheme.” (IB Statement)

What is paraphrasing?

Paraphrasing is writing a piece of text out in your own words. The school will abide by the IB published policies with regard to the use of Artificial Intelligence generated work to support the submission of e-coursework.



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 and get your work regularly monitored by subject supervisor

SVKM J V Parekh International School's Outlook on Plagiarism:

Culture through policy implementation (0301), Leadership and governance (0201), Approaches to assessment (0404)

- The School Management is responsible for ensuring that the policy is applied fairly and consistently. The SVKM J V Parekh International School places great emphasis on originality, critical thinking, and individual effort in the completion of assignments, coursework and assessments. Therefore, it is expected that students should demonstrate their own knowledge, skills, and understanding in their work.
- Plagiarism and academic malpractice are unacceptable behaviors at SVKM's J V Parekh International School. Conscious efforts have been and are invested towards building a culture of Academic integrity on the school campus. All our IB students understand the importance of acknowledging works of others to promote a constructivist, inquiry-based learning.



- During the orientation of the IB Diploma Programme, 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 course of the IB Programme.
- Students and parents sign the Honor Code adhering to school's academic integrity policy and regulations at the time of admission and pledge to maintain the academic integrity.
- Materials emphasizing need for academic integrity 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'.
- EE Coordinator attends training on supervision of the Extended Essay to ensure the practice of academic integrity principles during the students' journey for the EE.
- The head librarian at SVKM conducts a student and teacher meeting at the institution library to apprise students of the resources(e-resources/databases/samples) for referencing and abiding by academic integrity.
- The subject teachers maintain a record of resources referred to by students especially for Extended Essays. The EE/IA supervisor maintains rough drafts of reference work and Extended Essays, projects, 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 integrity. 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 internal 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 Integrity Policy.
- To facilitate the correct use of the MLA Style of referencing, students 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 IB Policy of Academic Integrity. Supporting materials like hand out are given to students that can be referenced while writing their internal assessments and extended essays.

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 7th 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.



Professional development for teachers

The HOS, DPC and librarians of the school organise regular training for staff members in order to make sure that all DP teachers are aware of academic integrity policy with regard to the following:

- The purpose of our academic integrity policy.
- Academic expectations regarding research, citation and the policy.
- ATL skills related to academic integrity addressed by the DP teachers.
- Support student learning of academic integrity through formative assessment.
- Design summative assessments that encourage and support academic integrity.
- Responsibilities of teachers to model academic honesty in the teaching materials.
- The student consequences of violations to the academic integrity policy and procedures to be followed by teachers.

Process and Consequences on detection of plagiarism:

- All work submitted to IBO for moderation is authenticated by the respective teachers prior to submission in addition all students also complete an undertaking for the originality of the work submitted.
- All work submitted by candidates for e-coursework is also authenticated through turn-it-in reports/viva.
- 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 IBO deadline. In case of insufficient time being available for revision of the work, an N is entered against the candidate's name, which further results in no grade being allowed for the subject concerned and in – turn causes the candidate to fail the entire diploma
- If plagiarism is detected before submission of work to IBO, the matter is handled internally by the school using the following steps:
 - The teacher informs the coordinator about the malpractice.
 - The teacher investigates the matter with the student and communicates the outcome to



the coordinator.

- The teacher, in consultation with the coordinator, 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, DP coordinator seeks guidance from IB and a report is submitted by the coordinator to the coordinator help desk at IB.

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 as lifelong learners (0402), Student support (0202)

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

- Students take the ownership of their own learning and are responsible for ensuring that all work submitted for assessment is authentically theirs. The student signs an undertaking for the same.
- 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 Turnitin; 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/report to the IB.
- 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.
- Once a student has 'signed off' the official IBDP coversheet, indicating that an internally assessed piece of work is authentically his/hers, there is no opportunity to re – submit different work, if the first submission is deemed to be plagiarized.



- Students have to be aware that teachers have the right to refuse to accept the e-coursework if they do not believe the work completed is theirs and if students cannot prove their ownership to the teacher's satisfaction, or the satisfaction of the IBDP Coordinator. The IB will accept the teacher's decision in this case.
- It is completely the student's responsibility, if academic malpractice is suspected, to prove that all pieces of work are his/her own, and has not been plagiarized.

Teachers are responsible as follows: Approaches to assessment (0404)

- 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.
- Periodic checks to ensure originality and ownership of one's work along with due acknowledgement of all references will be documented through reflection (RPPF) forms in EE and TOK (TKPPF) forms.
- 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 suggests 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 accept the e-coursework as authentic. Candidates must be prepared to prove their authorship, possibly through questioning on knowledge of the material presented.
- For this purpose the students are expected to meet their supervisors/subject teachers as scheduled and to ensure that work at each stage is also checked for any plagiarism.
- The school makes further decisions, in line with its own disciplinary policy, which includes non submission of e-coursework ,in addition to, or even prior to, the suggested course of action noted above.

Pandemic shift:

- Amid the COVID-19 pandemic, the school subscribed for proctoring service i.e ThinkMerit to effectively conduct school examinations in a remote learning setup. To navigate the ThinkMerit service effectively, maintain trust ,academic integrity and ensure fairness in remote learning environments and assessments, the students were comprehensively informed about the rules and procedures regarding use of proctoring services.

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



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My IB Academic Integrity 2022

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My IB Academic Integrity 2019

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IBO Academic Integrity, 2018

<http://www.ibo.org/globalassets/digital-toolkit/brochures/academic-integrity-ib-en.pdf>



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Individuals involved in reviewing and revising of policies:

1. Pedagogical leadership team(HOS and DPC).
2. Head Librarian of SVKM.
3. EE Coordinator.
4. TOK Coordinator.
5. All DP Teachers.