Academic Honesty Policy

Honesty is an intrinsic value that plays an integral role in developing the character of a person. It is something that needs to be inculcated in a person from a very early age, nurtured and reinforced by the environment in which he or she grows in such a manner, that it permeates into and pervades the entire system, be it academics or otherwise. Academic honesty cannot be a mutually exclusive term; rather, it is an extension of the broader value system that enables a student to be ethical, honest and accountable for his/her work.

Our school attaches great importance to this value of honesty, which constitutes the first among the set of eight core values that the word ‘Heritage’ stands for (H-honesty, E-excellence, R-respect, I-integrity, T-tolerance, A-accountability, G-generosity, E-empowerment). One of the goals in our school’s mission statement is to create ‘innovative and responsible global citizens’ and to achieve this, we respect the importance of honesty in learning. Following the attributes of the Learner Profile, the school’s academic honesty policy has been developed so that it helps to create an environment that enables students to express their ideas creatively, apply critical thinking skills, be principled, act with integrity, honesty and develop a strong sense of fairness, justice and respect for individual and others. The policy will enable students, teachers and all stakeholders to understand the expectations of IBO and the school in matters of academic honesty and the requisite knowledge and practical skills necessary to fulfill these conditions.

Being academically honest also implies what is considered to be academically dishonest. Our school considers the following to be dishonest practices:-

Students

- **Plagiarism**: Passing off the ideas or work of another person as one’s own (one may be using another person’s writing/ideas/project/survey report, claiming it to be original work or using the ‘cut-copy-paste’ method to download information and then incorporating the same in one’s own work without proper, clear and explicit acknowledgment of the source.
- **Collusion**: Allowing one’s work to be copied or submitted for assessment by another.
- **Duplication of work**: Presenting the same work for different assessment components.
- **Falsifying data/documents**: i) Creating data which is not backed by true research or participation ii) falsifying CAS record iii) falsifying documents by mutilation, addition, deletion of records, letters etc.
- **Cheating in examination**: Copying from another’s paper, taking unauthorised material into an examination hall, misconduct during examination or taking recourse to unfair means.

Teachers

- **Plagiarism**: Passing off the ideas or work of another person as one’s own. (using information from internet or otherwise, claiming it to be original, not citing references)
• **Partiality:** Being partial, favouring any one student or group while unduly penalising another because of personal bias or some personal gain.

• **Non-compliance to IBO specified assessment criteria:** Making an adhoc assessment without adhering to the IBO criteria.

• **Offering guidance beyond the stipulated norms:** Writing portions of the TOK essay, EE essay or helping out with project work more than what is expected. Teachers must act as facilitators and not executors.

• **Inhibiting creative growth:** Imposing one’s own ideas on the student in a manner that the candidate’s own creative thinking process gets thwarted. This is a hindrance to a student’s mental growth and is a practice not supported by the school.

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**What does the school consider to be academic honesty?**

The school believes and supports academic honesty at every level of the teaching-learning process. The school insists that while writing an essay or a project report, students must acknowledge all ideas and work of other persons. The following need to be kept in mind:

1. If there is a rendition of another person’s words, it must be presented in a new style and grammatically integrated into the writing.

2. All details of CD ROM, email messages, internet sources/web sites (URL) must be mentioned.

3. Sources of all photographs, maps, newspaper items, illustrations, computer programs, data, graphs, audio-visual material must be cited.

4. In case of books, the author, publication, edition and year must be mentioned. All verbatim quotes, works of art including music, film, dance, theatre arts, visual arts must have the original source documented.

5. The school recommends and follows the MLA style of citation. However, in case a student is more comfortable using another method like the APA or Chicago style, the same will not be penalised. There must be uniformity in the citation system followed and not a mix of two styles.

6. Depending on the style (MLA, APA) in which a candidate decides to write the paper, the works cited section could follow any of the works cited formats prescribed by the particular style. Refer to
   [http://owl.english.purdue.edu/owl/resource/747/05/](http://owl.english.purdue.edu/owl/resource/747/05/) or
   [http://owl.english.purdue.edu/owl/resource/560/01/](http://owl.english.purdue.edu/owl/resource/560/01/)

7. Under works consulted section, a list of all resources that have been read and or looked at as a part of the preparation for the assessment task must be provided.

The principles of academic honesty apply equally to all subjects.
Academic Honesty Policy Committee

The committee for deciding on matters pertaining to academic honesty comprises of the Principal, Headmaster, IBDP Coordinator, Librarian, CAS Coordinator, EE Coordinator, Counsellor and a parent representative. The policy shall be reviewed every year and changes will be suggested and incorporated by DPC, subject to approval of the Principal.

Preventive Strategies

- Student & teacher manual will contain a code of conduct which all is expected to go through in order to know what the school understands by academic honesty and dishonesty.
- Parents must be partners with the school and should inculcate in children the value of honesty and its importance in academic progress.
- Teachers should explain this policy to students in the specific terms of the work assigned and the expectations. They should monitor the work closely at the drafting stage.
- Coordinators should ensure that academic honesty and dishonesty is explained to staff, students and parents at times, giving examples of both good and bad practice wherever possible.
- Students will be guided to recognise that they are accountable for their own work and will have to face the consequences in case of a breach of the standards of academic honesty. They should keep the teachers informed about their work and show drafts of it at various stages of the compilation process. They should consult teachers in case they have any doubts concerning citing of sources.
- The school subscribes to turnitin software to check plagiarism in work submitted.

Responsibilities of the teacher

- All teachers at THS share the responsibility of reinforcing best practices and teaching proper research skills. It is an essential skill that a student develops as a part of his/her approach to learning and is reinforced as a part of curriculum practice. It is the responsibility of all teachers to provide guidance and support in research and study skills to students. Sessions are conducted on citation and written samples of the same are also given by the EE Coordinator and Librarian.
- Teachers conduct such formative assessment tasks that require research and citation of sources to familiarise students from an early stage. Students are graded on their research skills in the formative tasks.
- Students are trained and advised to follow the MLA style of referencing by EE coordinator. However, students following other referencing styles are not penalised.
- All teachers of IBDP must know the rules and regulations provided by the IBO for the conduct of IBDP examination.
• All teachers invigilating the IBDP examination must be aware of the guidelines and must follow the same.

Responsibilities of the student

It is the student’s responsibility to ensure that all work submitted for assessment is authentic and that the work or ideas of others are properly cited and acknowledged. Students often fail to acknowledge the sources of information when writing internal assessment components, extended essay and Theory of Knowledge. It is, therefore, extremely important that every student at THS gets acquainted with the accepted procedures in citation of sources from the very beginning of the course.

Tips for Students (what to follow) to avoid Plagiarism / academic dishonesty

• Read the relevant information two or three times. Then express the idea in your own words.
• Review the original source for relevant information and include all that might have been overlooked.
• Analyze the source for the key terms. Attempt to integrate information from several sentences into one sentence using your own words.
• If information is taken from the public domain like internet/ websites has to be recorded including the date when each website is accessed, URL to be given and not only the search engine. The same rules to be followed for copying messages from CD Roms, DVDs, email, journals etc.
• Careful, accurate citation is an insure against plagiairsm
• Provide citation to the source of the quoted material both in source and in the reference section. Careful, accurate citation is an insure against plagiarism.
• Put quoted material in quotation mark.
• Provide a citation to the source of the indirect material from which it has been paraphrased. Because here the idea is not original but taken from someone else’s.

Care should be taken about the following:-

1. Collaborative Work:
   a. Take permission from teacher to collaborate on an assignment.
   b. Acknowledge all collaborative work with someone else with all of the contributor’s names on the document to be submitted.

2. Altering or Revising ones own Prior Work: Altering or revising one’s own work that was prepared for another class without bringing it to the notice of the teacher is also academic dishonesty because it is not an original work prepared for the requirements of the work to be submitted.
3. **Altering or Revising another’s Work** – Submission of a revised version of work done by someone is taken as dishonesty. Work that is not entirely one’s own must be credited by citation, both in text and in references page.

**Consequences**

- If a student is suspected to have breached the school’s standards of academic honesty, the Diploma Programme Coordinator must be informed.
- The Coordinator will present the case before the Principal to decide if the case is one of academic dishonesty.
- The matter will be investigated upon, the concerned student will be informed and a chance will be given to him/her to reply to the accusations.
- The Principal, in consultation with the DPC, will decide on the outcome of the case.
- If the student is found to be ‘not guilty’, no record will be kept of the matter. If found guilty, parents will be informed and appropriate action would be taken which would depend on the extent of dishonesty. The penalty imposed would be reformatory, rather than punitive.

**Actions to be taken:**

- If a student cheats, plagiarizes and/or lies, s/he will be suitably penalised for the entire assignment. The penalty imposed would be reformatory, rather than punitive.

- The student will be allowed one chance to resubmit another piece of work in its place if time permits for the student to produce new work, or else will normally not receive any grade for that subject and will therefore not receive an IB Diploma.

- Reports about academic dishonesty of a student will be documented and put into the student’s ‘me file’. This will be communicated to the student’s parents.

- Based on the severity of the offence (cheating during examination or disrupting the conduct of examination), the IB Coordinator, in consultation with the Principal and school administration, may decide to award a failing grade for the semester or the school year. A red card is issued to the student and any repetition of such act in the future results in the student being expelled from school.

**In case of repeated instances of academic dishonesty and failure to comply to given deadlines, the school reserves the right to withhold the work of a candidate from being sent for assessment to IBO.**
Signed by:

Seema Sapru
Principal

Sanchita Raha
DPC

Works cited:

Academic Honesty. *(IBO, first published 2009, updated 2011)*

Academic Honesty in the IB Educational Context. *(IBO 2014)*