

# **ACADEMIC HONESTY POLICY**

## **SANGAM SCHOOL OF EXCELLENCE**

Academic Honesty Means Going an Extra Mile:

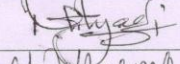
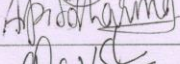
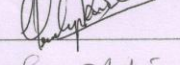
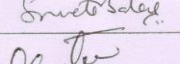
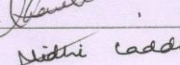
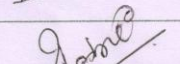
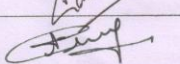
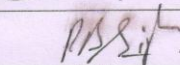
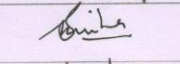
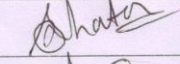
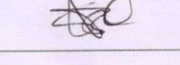
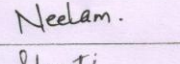
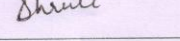

Looking for the sources and citing them.

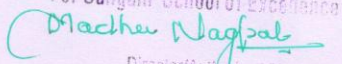


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### Academic Honesty Policy Steering Committee

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1.	Dr. Meenakshi Tyagi	Admin	
2.	Mr. Arpit Sharma	PLT	
3.	Mr. Pradeep Sharma	PLT	
4.	Mrs. Sweta Batra	PLT	
5.	Mrs. Kavita Chouhan	PLT	
6.	Mrs. Nidhi Laddha	PLT	
7.	Mrs. Rashmi Adhikari	PLT	
8.	Mr. Achal Mandot	Teacher	
9.	Mr. Pradeep Singhvi	Teacher	
10.	Mrs. Kavita Sinha	Teacher	
11.	Mr. Shiv Khator	Teacher	
12.	Mr. Sourabh Bhatt	Teacher	
13.	Mrs. Neelam Dholpuriya	Librarian	
14.	Mrs. Shruti Modi	Counselor	

For Sangam School of Excellence  
  
 Director/Authorised Signatory

### ***SSE'S MISSION STATEMENT***

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SSE aims to develop in children the knowledge and skills to enable them achieve their career goals and become caring and open minded leaders who think global and act local. Education at Sangam is a relentless quest for excellence, for the fullest possible development of a student's personality and potential viz. academic, spiritual, moral, social and physical- are the cornerstones of the School's philosophy.

Students will be taught in a caring and personalized learning atmosphere that is enhanced through a friendly and constructive partnership with parents. Through the School's programs and activities, the children will learn to respect all cultures and communities, preparing them to become a part of our increasingly multi-cultural world.

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### ***IB MISSION STATEMENT***

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The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

### ***RATIONALE/ STATEMENT OF PURPOSE***

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- To define and clarify the concept of ACADEMIC HONESTY and explain how IB takes it.
- The concept of academic honesty is the mainstay of a school community. In all our endeavours, we promote and guide students towards ethical conduct and integrity. The details in this policy gel with the mission of the school as well the with the attributes of Learner Profile
- Values and skills relevant to academic honesty are described by the following attributes of the IB Learner Profile.
  - **Principled:-** students act with integrity and honesty and take responsibility for their own actions and the consequences that accompany them.
  - **Thinkers:-** make ethical decisions.
  - **Inquirers** acquire the skills necessary to conduct inquiry and research and show independence in learning.
  - **Communicators** understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication” (IB Learner Profile Booklet 5).
- SSE hereby expresses its commitment to academic honesty and will ensure that all teachers and students (in the IB Diploma and even in the other programs) are aware of what this entails. While we trust that all students enrolled in the school will submit work of their own that is appropriately referenced, we feel that it is necessary for teachers to give guidelines to students.

### ***STATEMENT OF ACTION***

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1. This policy defines the Academic Honesty and explains how IB takes it.
2. This policy outlines some good practices.
3. This policy outlines the kinds of malpractices
4. This policy details the roles and responsibilities- Students, Teachers, Librarian, School and Parents.
5. It describes the prevention of academic dishonesty.
6. It explains the procedure for investigating cases of academic dishonesty.

7. It elaborates the consequences of academic misconduct.
8. It mentions tools and strategies used for avoiding academic misconduct.
9. It explains What and how to cite.
10. It includes Roles and responsibilities for formulating, publicizing and reviewing the policy.
11. How does it link with other policy documents
12. It includes declaration from both students and parents ensuring that they have read and that they commit to abide by the policy.

### **WHAT IS ACADEMIC HONESTY?**

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Academic honesty in the International Baccalaureate (IB) is a principle informed by the attributes of the IB learner profile. In teaching, learning and assessment, academic honesty serves to promote personal integrity and engender respect for others and the integrity of their work. Upholding academic honesty also helps to ensure that all students have an equal opportunity to demonstrate the knowledge and skills they acquire during their studies.

Academic honesty is an essential principle of the IB's academic programmes that enhances the organization's credibility and position as a leader in international education. As stated in the IB learner profile, all members of the IB community strive to be "principled", acting with "integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities". In all their studies for the Diploma Programme, students must demonstrate academic honesty and avoid any form of academic misconduct.

### **GOOD PRACTICE—RECOMMENDATIONS FOR STUDENTS**

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- Students are advised to ensure that all sources consulted have been acknowledged in the work using the referencing style as suggested by the IB (Effective Citing and Referencing).
- Students to make sure that information used is acknowledged in the body of the text and is fully listed in the bibliography.
- Students must use quotation marks or indentation to show all text that is someone else's exact words and should not forget to show whose words they are.
- Students must cite their sources so that readers can find them; if they cannot state the origin of the source it is probably better not to use it.

**ACADEMIC MISCONDUCT**

As defined by the IBO, malpractice includes the following ways of gaining an unfair advantage.

**PLAGIARISM:** Taking work, words, ideas, pictures, information or anything that has been produced by someone else and submitting it for assessment as one's own.

**COPYING:** Taking work of another student, with or without his or her knowledge and submitting it as one's own.

**DUPLICATION:** Submitting work that is substantially the same for assessment in different courses without the consent of all teachers involved.

**FALSIFYING DATA:** Creating or altering data which has not been collected in an appropriate way.

**COLLUSION:** Helping another student to be academically dishonest.

**MALPRACTICES DURING EXAMINATION:**

1. Taking unauthorized material in to an examination room.
  2. Leaving and/or accessing unauthorized material in a bathroom/restroom that may be visited during an examination
  3. Misconduct during an examination, including any attempt to disrupt the examination or distract another candidate.
  4. Exchanging information or in any way supporting the passing on of information to another candidate about the content of an examination.
  5. Failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of the examination.
  6. Impersonating another candidate.
  7. Stealing examination papers.
  8. Using an unauthorized calculator during an examination.
  9. Disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours after the examination.
  10. Any other behavior that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, falsifying a CAS record)
  11. "Candidates themselves must bear the consequences if they submit any work for assessment that is not their own, regardless of whether the plagiarism was deliberate or the result of poor research skills".
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*ROLES AND RESPONSIBILITIES OF**STUDENTS*

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1. Students will need to demonstrate clearly that they complete their work carefully, honestly and authentically.
2. All students must clearly understand the Intellectual Property Rights and learn to cite sources.
3. Students should develop research skills and study habits that are needed to demonstrate academic honesty in a formal way.
4. Ensure that their work is original and submitted by the school's prescribed dates.
5. Speak to teachers regularly about their work and show their rough notes and drafts at various stages during the production process.
6. Ask teachers for advice if they are at any time unsure of what they have done in relation to referencing sources.
7. Make references to the websites and are advised to mention the date and time when they accessed the information.

*TEACHERS*

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1. Briefing students about their role, responsibilities, honesty and integrity in an age-appropriate manner, tuned with the expectations of the curriculum, teaching students accepted norms for referencing the ideas of others in written work.
2. Explaining expectations from students regarding assignments, its evaluation, and deadlines and detailing the impact of missing the deadlines.
3. Ensuring assignments suit individual capabilities, needs and learning styles.
4. Clarification and explanation of the extent to which collaboration or group participation is permissible in preparing essays, assignments, homework, reports, laboratory reports, tests, quizzes, or any other work.
5. Collaborate the planning of assignments so that there is a balance of workload for students throughout the semester, which helps students to meet their deadlines for each subject.
6. Imbibing School's philosophy and administrative procedures related to academic integrity and attributes of learner.



7. Regularly informing students and parents details related to completion of work in a timely manner and concept of academic honesty.

### Librarian

1. Guiding/ Helping students in finding and providing resources
2. Guiding students on using citation managers
3. Guiding students in creating and maintaining a bibliography list
4. To motivate students to remain honest and cite all sources while guiding them how to do it.

### School

1. Define Academic Honesty.
2. Review the academic honesty policy with the students and staff.
3. Using Turnitin.com to scan student papers for materials copied from the internet to serve as a preventive and corrective manner.
4. Ensure that students receive due process when suspected of academic dishonesty.
5. School Community plays an important and helpful role in providing advice to the development of policy related to academic integrity and student responsibilities.
6. School Community also plays an important role in communicating with, and educating parents/guardians, about academic integrity and responsibilities in order to develop a shared responsibility to support the development of academic integrity and responsibility of students.
7. Notify parents of instances of academic dishonesty.
8. School to provide opportunities of professional development for the staff for awareness understanding and significance of academic honesty.

### PARENTS

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As the legal guardian of a Diploma Programme student, parents may support their son or daughter as follows:

- Encourage the student to plan each assignment.
- Provide support with the scheduling of their work, as the student may have many assignments to complete.
- Let the student do his or her own work, but show them how to research and plan their work.
- Establish a good level of communication with the school so that they understand the requirements of the Diploma Programme and what is expected of students.
- If their son or daughter is having difficulty with their work, encourage him or her to ask a teacher for advice.

### ***PREVENTION OF ACADEMIC DISHONESTY***

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SSE, in line with IB recommendations and practice, may submit random or selected pieces of work to external bodies for verification and evaluation of sources. Students should be able to submit electronic copies of any work to either the teacher or the relevant curriculum coordinator for such verification at any time. It is recommended that students keep all rough notes and drafts that they produce in preparing work for submission to teachers or examiners in order to be able to defend themselves against charges of malpractice.

### ***PROCEDURE FOR INVESTIGATING CASES OF ACADEMIC DISHONESTY***

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If a teacher, or another member of staff, suspects that a student may have breached the school's standards of academic honesty, he or she will inform the relevant curriculum coordinator. The latter will investigate the matter, and will inform the student of the concerns of the teacher, giving the student the chance to clarify. In case the student is found innocent s/he shall be given a clean chit.

If, on the other hand, it can be shown that inappropriate work has been submitted, the coordinator will make recommendations to the principal who shall decide the outcome of the case and share the concerns with the parents in writing and a copy to IBO.

### ***TOOLS AND STRATEGIES***

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***Search Engine:*** Type in a selection of the work in inverted commas (one sentence should be sufficient). If the work has been taken directly from a website, it will be detected.

***Use of interviews:*** Like the Extended Essay *viva voce* to determine whether work is a student's own

***Turnitin.com:*** Teachers must provide the opportunity, where appropriate for electronic assessment tasks and associated drafts, to be submitted to [www.turnitin.com](http://www.turnitin.com). Teachers will educate and model to students what is acceptable using Turnitin.

***Use exemplars:*** Teachers demonstrate with exemplars what is expected in the task in relation to academic honesty, eg, referencing, and bibliography

***Role models:*** Teachers must operate without malpractice at all times, acknowledging use of other's work and ideas.

Citing Resources: Citing sources using the features of Microsoft office Word 2010 and following the guidelines given in Effective Citing and Referencing document available on IBIS.

### ***CONSEQUENCES OF ACADEMIC DISHONESTY***

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1. Formally a child is asked for an explanation and if need be given a time of 7 days. Such an Explanation (Written and signed) is stored separately which may be used if the habit persists and the act is repeated. Further consequences may include fine, retake the exam or redo the assignments or expulsion.
2. If unable to resubmit in time he or she will normally not receive a grade for that course and will therefore not receive an IB Diploma (As per IB Policy).
3. If a student submits work to the IB which is later recognized as having been produced dishonestly, the IBO will not award a Diploma to that student.
4. The case of academic misconduct has to be reported to the principal and shall be decided by her appropriately (considering circumstances). The decision so taken shall stand as final and all abiding.

### ***CITING/ REFERENCING SOURCES***

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The purpose of referencing is to enable the reader to find the original works where you found your ideas or that you have quoted from. Students should give full references in a separate section at the end of any work handed in, but should also give a clear indication of where they have been used in the main body of the work as well. SSE intends to use the style of referencing as guided by in the document Effective Citing and referencing.

### ***HOW AND WHAT TO CITE?***

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As creators/authors, students are expected to acknowledge any materials or ideas that are not their and that have been used in any way, such as quotation, paraphrase or summary. The term “materials” means written, oral or electronic products. When they cite, they should make clear what it is that they are citing. It must be clear to the reader just what it is that they owe to someone else, and whether they have quoted exactly or have used their own words and understanding of the original material.

### ***LINKS WITH OTHER POLICY DOCUMENTS***

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***WITH ASSESSMENT POLICY***

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- The Assessment Policy states that all assessments submitted have to be candidates' own work.
- All Assessments have to be fair and unbiased not to allow scope of unfair advantage to any student in any situation.
- Submission of all assignments must meet the stipulated timeline as is expected by the assessment policy.

***WITH LANGUAGE POLICY***

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- The language Policy states that all assignments submitted for a grade mark (and even otherwise) have to be in the students' own language and original in their content.
- All Teachers may help students with the subject specific language support as they all are language teachers.

***WITH SEN POLICY***

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Academic Honesty Policy seriously takes into consideration the cases of academic misconduct but the assessment policy does make a statement that the degree of difficulty and the frequency of assignments may be at a lower level for the SEN learners.

No accommodations (whatsoever kind) shall be made even for SEN learners in the cases of academic misconduct.

***HOW IS THIS POLICY REVIEWED, REVISED AND PUBLICISED***

This policy is revised by a committee that includes the PLT members, Librarian and Teachers who review this policy annually in the month of April. They consider good practices and cases of malpractices which become the guiding points for the further users of this policy. Once formulated, this policy is shared with the students and parents. They are also asked to sign a declaration statement.

***REFERENCES***

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This policy draws inferences from the following documents

1. Academic Honesty Flyer by IB

2. Academic Honesty Pamphlet by IB
3. Effective Citing and referencing by IB
4. Academic Honesty in Diploma Programme Arts.pdf
5. Academic Honesty in the IB educational context.pdf

**Appendix 1 –****Sangam School of Excellence –****Student Declaration of Academic Honesty**

I, declare that any work I submit will be my own and authentic work. This includes all class assignments, homework assignments and works undertaken for IB assessments.

In the DP, I understand that I will also be required to sign the candidate declaration on coversheets submitted with work for assessment or moderation.

I have read and understood the school's Academic Honesty Policy and I am clear on the following forms of malpractice and the associated consequences:

Please Tick:

- Plagiarism
- Collusion
- Duplication of work
- Fabrication of data
- Malpractice in an exam

Student Signature:

Date:

Parent Signature:

Date: