



# JAYSHREE PERIWAL



## International School

(FORMERLY KNOWN AS STEP BY STEP INTERNATIONAL SCHOOL, JAIPUR  
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### ALL SCHOOL ACADEMIC HONESTY POLICY

#### Philosophy

The School completely endorses all aspects of IB Academic Honesty Policy and expects all its stakeholders (the Management, educators, staff, students and parents), to uphold and disseminate the same moral and ethical beliefs, the rationale of which is lucidly stated below:

“International Baccalaureate (IB) programmes encourage students to inquire and to think critically and creatively; students are then asked to give shape to their thinking through oral discussion or presentations, through visual representations and displays, and in multiple forms of writing. However, we live in an age in which we are all flooded by information and opinions. How can we help students navigate these waters so that they are able to confidently talk or write about what they are learning, making visible and explicit how they have constructed their ideas and what views they have followed or rejected? This is essentially what academic honesty is: making knowledge, understanding and thinking transparent.

Such transparency needs to be taught and supported throughout a child’s education. In order to fully master the technical aspects of academic honesty, such as accurately citing and referencing, students need to understand how knowledge is constructed and, consequently, their own role in furthering knowledge construction and building understanding. The technical skills are essential but the understanding of the concepts and values behind them comes first.

A safe and encouraging learning environment in which students can explore ideas and make visible the development of their own thinking will support academically honest behaviors and help to instill the values and principles that lie behind such behaviors. The attributes of the learner profile are important in nurturing such an environment”- (*Academic Honesty in IB Educational Context.*)

Hence Intellectual Property - ideas, words and works - of others should at all times be respected in the form of correct acknowledgement and citation. The school emphasizes the importance of the IB learner profile attributes in the following manner:

**Thinkers:** The students are encouraged to brainstorm openly in class and apply this critical thought process to their writing. Thus, students become critical thinkers who are able to differentiate between ethical and unethical judgements in academics and beyond, for life. **Reflective:** The students will be urged to reflect upon the importance of individual and honest labour as compared to unethically attained grades.

**Open-minded:** The students, teachers and parents will be encouraged to have a more open- minded attitude towards academic achievement. The school community members will be motivated to focus on holistic development rather than just obtaining high grades.

**Balanced:** Students are guided to develop a balanced outlook wherein effort is given as much importance

as achievement. They will also be encouraged to create a balance in their writing by incorporating local, social and multicultural perspectives.

**Inquirer:** To inculcate respect for different perspectives and to foster the virtues of adaptability and harmonious co-existence, the students will be encouraged to be inquirers. They will be equipped with skills and techniques of conducting research through primary and secondary sources/data. Correct documentation and citation procedure will be taught from the Primary Years' Program itself.

**Knowledgeable:** Students will be encouraged to acquire knowledge that has both depth and breadth. They will become knowledgeable and responsible enough not to pass off any one's ideas as their own. They will learn to give credit where it is due through citations and acknowledgements.

**Principled:** Most importantly, throughout the academic session, the spirit of academic honesty will be ingrained in the students at all times. The practice of Academic Honesty will be ingrained in them by a series of workshops, sessions and constant counseling by the DP Coordinator, Academic Honesty Director and the subject teachers. They will inculcate internal discipline in formative and summative assessments, as well as Internal Assessments, Extended Essay and Theory of Knowledge Essays and Presentations.

#### **What is considered as Academic Misconduct.**

Academic Misconduct is behaviour that results in, or may result in, a student or any other student gaining an unfair advantage in one or more assessment components. Malpractice includes the following:

- **Plagiarism:** the representation of ideas or work of another person as the student's own
- **Collusion:** supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another.

Note: this is different from collaboration which is "working together on a common aim with shared information." Collaboration may be acceptable on projects and homework. Teachers will make clear when and to what extent collaboration is acceptable on a given assignment. Collusion is never acceptable.

- **Duplication of work:** the presentation of the same work for different assessment components and/or IB Diploma requirements, eg.-passing off the same piece of work for English EE & English IA.
- **Incorrect Paraphrasing:** restatement of a text/others ideas' in another form or other words without citation.
- **Fabrication-** It involves the deliberate misinterpretation of data or information with the aim of misrepresenting facts to accrue unwarranted benefits.

**Malpractice also includes:** [but is not limited to]

- taking unauthorized material into an examination room
- bringing notes, cell phone and electronic devices into an exam room
- disclosure of information to and receipt of information from IB candidates about the content of an examination paper within 24 hours after a written examination
- impersonating another candidate
- using an unauthorized calculator during exam.

(Definitions adapted from *General Regulations: Diploma Programme for students and their legal guardians. 2011.*)

### **Prevention of Academic Malpractice at JPIS**

“A framework of identifying aspects of academic honesty across the continuum of IB programmes” as given in *Academic Honesty in the IB Educational Context* and the *Academic Honesty in Diploma Programme Arts* will be followed in order to ensure that by the time JPIS students get to Grade 11, they will have developed awareness, understanding and appreciation of the ethical practices in research skills. Furthermore, the IB document namely *Effective Citing and Referencing* will be used as a guide for students and teachers.

The teacher librarians, with the active support of the teaching staff, run an information literacy course throughout the school and will be a part of the critical mass which would be involved in raising the level of academic honesty in the school.

The school follows the MLA system and wants all students to know this format thoroughly by the time they reach the IBDP (Grade 11). So a basic framework of adopting the MLA system in the information literacy programme will be as follows:

PYP (Grade 1-5)	Students will create source lists and recognize the presence/absence of an author/title. They also list in their source list if any peer’s idea is being used by them.
Middle School (Grade 6-8)	Students will have more advanced source lists, recognizing and listing the author, publisher, year for all sources in the alphabetical bibliography. In text citation will also be included.
Grade 9-10	Students will use MLA format for complete bibliography. Read and refer to <i>Effective Citing and Referencing</i>
Grade 11-12	All students (new & old) will accurately use the MLA style of referencing. Read and refer to <i>Effective Citing and Referencing</i>

### **Responsibility of Teachers**

- Teachers will perform the prime responsibility in advising and guiding students in following academic honesty at all times.
- Teachers must ensure that correct citation and acknowledgement is done by students.
- Teachers must be vigilant of students’ work which is beyond the academic level of the student and different from his/her style of writing which much superior to his academic/intellectual level or completely free of error.
- Teachers must question and quiz the students on their work to ensure its authenticity of originality.
- Teachers must inform the Academic Honesty Director in case they confirm any case of academic misconduct.

- Teachers must understand and have a copy of the IBO Publications: in *Academic Honesty in the IB Educational Context, Academic Honesty in Diploma Programme Arts and Effective Citing and Referencing*
- In order to conduct all examinations with full honesty, teachers and invigilators must follow the conduct of examination guidelines of the School policy and practices. These have been formulated in conjunction with the Policies of IB and CIE.
- The teachers will be familiarized in an ongoing manner throughout the year by the AHD and his team as per the school calendar.
- Teachers must not provide undue assistance to a candidate in components that contribute to the assessment requirements of the IBDP/IGCSE program. Guidelines on this are often provided in the various subject guides and teacher support material published by the IBO/CIE.

### **Responsibility of all Students**

- Students must ensure that all work/assignments done are their own original work.
- Students are responsible to fully acknowledge the work or ideas of others.
- Students must review their work before submission so that they do not make errors in citation.
- Students must take the examination in all honesty and must not resort to taking any sort of assistance or undue advantage.
- The students will have regular AH sessions throughout the year conducted by the AHD and his team as per the school calendar

### **Additional Responsibilities of IBDP Students**

- The IBDP students must adhere to the IA deadlines given in the School Calendar. This will benefit them by providing them ample time to revise, thereby eliminating the chances of incorrect citation or paraphrasing.
- IBDP Students will be responsible for his/her assignment after he/she signs on the IBDP cover sheet.
- Students are clearly informed that the educator has the right of refusal to sign the coversheet if she/he suspects malpractice. However, the student will be given a chance to prove otherwise.

### **Responsibility of Parents**

- Parents must attend at least one Academic Honesty Policy session, preferably during PTM days, read the policy and sign the School's Academic Honesty form which is provided to them in hard copy and also mailed to them.
- Parents are encouraged to oversee their wards' assignments and monitor the use of the internet at home.

### **Responsibility of Librarians and Teacher Librarian {TL}**

- Librarians and TL must provide guidance on ethics and what constitutes malpractice.
- Librarians and TL must educate the school community on skills and methods used for citation.
- Librarians and TL must provide detailed information and support for research for EE.

- Librarians and TL must conduct citation workshop for newly inducted teachers and students as per the schedule given in the School Calendar.

### **Formative Assessments**

There will be pre-determined criteria for assessment in all research-based assignments/presentations which is communicated in advance to all students and parents.

Students who acknowledge and cite all their sources will be awarded full marks for the criterion of acknowledgement/ citation.

### **Induction of all new students till Grade 10**

The Academic Honesty Director/his team will orient the new students on the school academic honesty policy at a convenient time slot during the beginning of each semester.

### **Induction of New Staff**

- All new staff members inducted in the school will be given a copy each of the "IB Academic Honesty Guidelines" and the School's Academic Honesty Policy.
- The Academic Honesty Director will brief the new staff and elucidate on the Academic Honesty Policy of the school as per the school calendar.
- The Librarian and TL will conduct a workshop on how to acknowledge sources, citation and about MLA 7 as per the school calendar.
- The Heads of Departments will brief the newly inducted teachers on academic honesty in their subject area. The HOD will discuss in detail, examples of malpractice that are subject specific and provide clarity to the teachers during the Department meetings too.
- The Academic Honesty Director will re-iterate the Academic Honesty Policy before the first draft of the IA is submitted both at the IGCSE and IB level. This will be a joint session for all newly inducted staff especially during the start of the semester or as per the school calendar.

### **Detection of Academic Misconduct:**

If any student is in breach of or caught for intentional or unintentional, minor or substantial plagiarism, collusion, duplication of work or any other academic misconduct the supervisor/teacher should inform the respective Coordinator and the Academic Honesty Director.

### **Consequences for any school research based assignment/presentation/project**

- **1st Offense** – Any offense done in any one subject. The student will be asked to redo his/her assignment, and the parents will be informed in writing. No marks/grades will be allotted for any academically dishonest work at any level of offense.
- **2nd Offense** – 2nd offense done in the same subject or in two subjects. The student will be suspended and will redo the assignments in exam like conditions.
- **3rd Offense** - 3rd offense done in the same subject, or in three subjects. As per the discretion of the Academic Honesty Committee, it could lead to expulsion.

### **Academic Misconduct during Examinations/ Summative/Formative Assessment:**

If any academic misconduct is detected during school examinations/summative/formative assessment the

student will complete the paper/assessment and it would be marked by the teacher but the student will be awarded a zero in that assessment or subject examination.

The Academic Honesty Director, student and parent will also be informed. Repetition of such misconduct would also lead to suspension or even expulsion of the student. Stealing of examination/ test material will in the first instance lead to a suspension and pending inquiry the consequences will be decided by the school authorities. A record of all cases of Academic Misconduct will be kept by the school.

### **Consequences for IBDP students:**

**Early Detection (EE, TOK, IA) – Draft Stage - Any academic misconduct in this stage would lead to the following consequences.**

- **1st Offense** – Any offense done in any one subject/component. The student will be asked to redo their assignment, and their parents will be informed in writing. No marks/ grades will be allotted for any academically dishonest work at any level of offense.
- **2nd Offense** – 2nd offense done in the same subject/component or in two subjects/components. The student will be suspended and will redo the assignments in exam like conditions.
- **3rd Offense** - 3rd offense done in the same subject/component, or in three subjects/components. As per the discretion of the Academic Honesty Committee, it could lead to expulsion or the candidate-receiving Zero in the particular subject, EE or TOK, resulting in the candidate not receiving the Diploma

**Detection (EE, TOK, IA) after submission of the final version by the student – Any academic misconduct in this stage would lead to the following consequences.**

“Once a candidate has officially submitted the final version of his or her work to a teacher (or the coordinator) for external or internal assessment, together with the signed coversheet, it cannot be retracted. Any suspicion of malpractice that arises thereafter must be reported to the Coordinator Help Desk at IBCA for investigation. “Officially submitted” means submission to a teacher (or the coordinator) by the candidate, and not submission to an IB examiner by the school.” (IBDP Academic Honesty Policy, 6.4).

“Teachers (or supervisors in the case of extended essays) are also required to sign the coversheet for work that is being submitted to an examiner for assessment or for the purpose of moderation in the case of internal assessment. (This does not apply to examination scripts.) The teacher signs to the effect that, to the best of his or her knowledge, the work is the authentic work of the candidate. It is not acceptable to delete or alter this declaration, or to submit work for which the teacher has not signed the declaration because he or she believes the work may not be authentic. The coordinator must report the case to the coordinator help desk and provide evidence that substantiates the allegation of malpractice.” (IBDP Academic Honesty Policy, 6.6)

**This will eventually result in the student not receiving a grade in that particular subject/component, hence not receiving the Diploma.**

**In case a teacher/supervisor suspect academic misconduct after both the student and the teacher/supervisor have signed the coversheet and it has been sent to the IBO, the DPC will inform the IBCA immediately.**

### **Academic Misconduct in IBDP examinations:**

If any academic misconduct is detected during IBDP examinations the DPC will instantly inform the IBCA. The Academic Honesty Director, student and parent will also be informed. The laid out procedure of the IB will be followed.

**Consequences of Academic Misconduct by students stealing papers or any other such instance will result in the student immediately being expelled from the school.**

### **Induction New IBDP Students:-**

- All new IBDP students will be given a copy of the School's Academic Honesty Policy.
- The Academic Honesty Director and IBDP coordinator will conduct a session on the Academic Honesty Policy as per the school calendar.
- The Librarian and Teacher Librarian will conduct workshops on how to acknowledge sources, citation and about MLA 7 as per the school calendar.
- All subject teachers will brief the newly inducted students on academic honesty and provide subject specific examples before the start of IA process.

### **Storage of Student Work and Final Submissions:-**

- The subject teacher/ EE and TOK supervisors will also store the final drafts in soft copy.
- The Academic Honesty Director will also have the final drafts of all the IAs and externally marked components in soft copy.
- One hard copy of the final drafts that are sent to the IB will be kept in DPC's office till the end of the academic session.

### **Turnitin – a tool for detecting plagiarism Usage of Turnitin: (IBDP)**

- Research based assessments
- IA, EE and TOK

### **Procedure**

- The AH Director and his team create the student accounts using their email id and then enrol them for their designated classes and chosen subjects.
- However, only the AH Director and his team uploads all assignments. This ensures that all work is submitted on time and is verified.
- Originality report will be the final checkpoint for detecting academic misconduct, if any.
- Any and every form of plagiarism, collusion, duplication or malpractice, if detected, is conveyed to the student and to the subject teacher. The entire assignment is amended, redone or rejected as mentioned in the section below.
- All the requirements of Academic Honesty are fully complied with , thereby ensuring that the students imbibe the IB Learner Profiles of becoming 'Principled', 'Balanced' and 'Responsible' for their thoughts and actions.

### **Final Detection of the Malpractice**

- In case malpractice is detected the AHD will inform the DPC and Subject Teacher. A discussion on

intent and intensity of malpractice will take place. If all are in agreement of student intent to commit malpractice then the student assignment will not be submitted and hence an F will be given to the student in that subject. This will result in the student not receiving a Diploma.

- If the DPC, AHD and Subject Teacher agree that the result of malpractice was not intentional but more likely a case of carelessness/forgetfulness then the following will take place:

- i. In case of a minor error the student will be asked to correct it in presence of the Subject Teacher. The Subject Teacher will then resubmit the assignment.

- ii. In case of a significant error the student may be asked to rewrite the assignment by the DPC, AHD and the Subject Teacher within a fixed time- frame. The Subject Teacher will then resubmit the assignment.

- iii. The investigation would begin by submitting the student statement and teacher statement to the investigation committee. And this will lead to determining intent. In case “not guilty/guilty” same procedure as above will be followed.

#### **Process of Review-**

- The AH Policy is reviewed annually and collectively by the Chairperson, Academic Honesty Director, Head of School, DPC, Asst. DPC and Heads of Departments, However, it can be reviewed in the wake of an unforeseen development, if the need arises.

- The review process considers the current or emerging issues that have been faced since the last period of review. All the desired and approved changes are then incorporated through consensus in the Policy.

- Any new procedures, measures or technical requirements are introduced/ included.

#### **Sources**

- International Baccalaureate Organization- Handbook of Procedures 2015
- International Baccalaureate Organization- Academic Honesty Policy 2011
- Academic Honesty Policies of I.B. Schools worldwide
- Academic Honesty in the IB Educational Context 2014
- Academic Honesty in Diploma Programme Arts -2012
- Effective Citing and Referencing-2014