

# THE INDIAN PUBLIC SCHOOL, CHENNAI

## ACADEMIC HONESTY POLICY



### **Purpose**

The purpose of Academic Integrity policy is to make sure the procedures for this practice are transparent, fair and consistent. The policy states the roles and responsibilities of all members of the school community and ensures that each individual is aware of what is academic integrity and misconduct; what actions to be taken in case of misconduct.

### **Philosophy**

At TIPS we embrace a child-centered philosophy that promotes creative thinking and lifelong learning. The Indian public School expects its students to show integrity in all aspects. Students are expected to complete their work on their own and avoid academic dishonesty and misconduct in all forms. Being an IB school, TIPS expects all members of the school community to be ‘Principled’, which itself suggests that the learners act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. It also encourages the learners to take responsibility for their own actions and their consequences.

Being an IB school, The Indian Public School expects that its students to be honest in their dealings. Students are expected to complete their work on their own and to be evaluated based on that work. They should avoid academic dishonesty and misconduct in all forms, including, but not limited to, plagiarism, fabrication or falsification, cheating, and other academic misconduct. TIPS also recognize that examination boards (CAIE and the IBO) will ensure serious consequences to be faced by those proved to have been dishonest in either examinations or in the conduct of coursework. TIPS will, therefore, enforce both Examination Boards’ policies on dishonesty even if this means negating all of a student’s examination grades.

To ensure that academic honesty is positively reinforced, teachers will ensure that any work presented by them in lessons, outside of class or in more general environments (events, assemblies etc) is either entirely their own or that sources are fully acknowledged by them.

Students will develop a clear understanding of academic honesty as they progress throughout the school. Although some element of copying texts is inevitable in the Primary Years of the school, it will be the aim of staff to ensure that by Grades 4 and 5, students are aware of what is acceptable in terms of academic honesty and that students are encouraged to acknowledge (however briefly or “individually” where information has been borrowed.

The students would be guided to understand the importance of Academic Honesty. The school uses plagiarism software (Turnit in) to support this and all internally assessed work (including coursework) and work to be sent for external assessment will be checked for plagiarism.

The school ensures understanding regarding the Academic Honesty and its importance in the education of the child right from admission orientation meetings. This is emphasized during various parent/students meetings. Special sessions are conducted during the staff orientation to educate the school community members regarding the same

### **FORMS OF ACADEMIC DISHONESTY:**

Academic dishonesty would be specifically dealt with in the areas which includes IA's , written tasks, EE's Projects, TOK essays, FOA's and all other internal assessments conducted in coherence to the Diploma Program as well as school. Following are the areas of Academic Dishonesty:

**1. Plagiarism:** Plagiarism is the deliberate act of representing the words, ideas, or data of another as your own. This includes:

- Copying work from other students and passing it off as your own.
- Downloading material from the Internet or copying from books and submitting this as if it was your own work.
- Asking others to write answers on your behalf and submitting this as your own work.

Plagiarism may occur with respect to unpublished as well as published material. Examples include:

- Direct Plagiarism: The exact copying of an original source without acknowledging the source.
- Paraphrased Plagiarism: The paraphrasing, without acknowledgment, of ideas from another that the reader might mistake for his/her own.
- Plagiarism Mosaic: The borrowing of words, ideas, or data from an original source and blending this original material with your own without acknowledging the source.

**2. Fabrication or Falsification:** This includes any form of dishonesty where a student invents or distorts the origin or content of information used as authority. Examples include:

- Citing a source that does not exist.
- Citing information from a source which is not included in the source for which credit is given.
- Citing a source for a secondary proposition which it does not support.
- Citing a bibliography source when it was neither consulted nor cited in the body of the paper.
- Intentionally distorting the meaning or applicability of data.
- Inventing data or statistical results to support conclusions.

**3. Cheating:** This includes any form of dishonesty where a student attempts to give the appearance of a level of knowledge or skill that has not been obtained. Examples include:

- Copying from another person's work during an examination or while completing an assignment.
- Allowing someone to copy from you during an examination or while completing an assignment.
- Using unauthorized materials during an examination or while completing an assignment.
- Collaborating on an examination or assignment without authorization.

- Taking an examination or completing an assignment for another, or permitting another to take an examination or to complete an assignment for you.
- Using unauthorized notes or other study aids during an examination
- Using unauthorized technology during an examination
- Improper placement of prohibited notes, course materials and study aids during an exam such that they are accessible or possible to view
- Looking at other students' work during an exam or in an assignment where collaboration is not allowed
- Attempting to communicate with other students in order to get help during an exam or in an assignment where collaboration is not allowed
- Obtaining an examination prior to its administration Altering graded work and submitting it for re-grading Obstructing or interfering with another student's academic work
- Undertaking any activity intended to obtain an unfair advantage over other students.

**OTHER ACADEMIC MISCONDUCT:** This includes all other academically dishonest, deceitful, or inappropriate acts which are intentionally committed. Examples include but are not limited to:

- Inappropriately providing or receiving information or academic work so as to gain unfair advantage over others.
- Planning with another to commit any act of academic dishonesty.
- Attempting to gain an unfair academic advantage for oneself or another by bribery or by any act of offering, giving, receiving, or soliciting anything of value to another for such purpose.
- Changing or altering grades or other official educational records.
- Obtaining or providing to another a test or answers to a test which has not been administered.
- Breaking and entering into a building or office for the purpose of obtaining an unauthorized test.
- Continuing work on an examination or assignment after the allocated time has elapsed.
- Submitting the same work for more than one class without disclosure and approval.
- Getting equal credit on group assignments when equal work was not done.

**PROCEDURES FOR HANDLING INCIDENTS OF ACADEMIC DISHONESTY:**

Teachers and the school are responsible for establishing and communicating to students their expectations of behavior with respect to academic honesty and the student's conduct in the course. The teacher will be responsible to investigate any incident of academic dishonesty or misconduct, determine the circumstances, and take appropriate action. Examples include but are not limited to the following:

- Reprimanding the student orally or/ and in writing including informing of parents.
- Asking the student to rework completely after giving the official warning.
- Requiring work affected by the academic dishonesty to be redone under examination conditions.
- Administering a failing grade on the affected assignment, test, or course.
- Recommending all the cases to DPC/Head of School/IBO for necessary actions/investigation procedures.
- Removing the student from a particular course or subject.
- Informing the requisite Examination Board and abiding by their decision regarding punishment and grading.
- Providing support to teachers regarding the cases reported.

### **For checking of plagiarism, the following techniques are used:**

- Use of Turn-it-in software AI detection percentages are checked
- Periodic checking of assignments and essays for proportionate and appropriate development. □ Interviews and discussions on the contents of assignments and essays.
- Staff, who help students in a manner which is academically dishonest for whatever reason will undergo strong disciplinary actions including dismissal from the school.

To discourage dishonesty, subjects which offer externally assessed coursework options must ensure that some of the coursework to be submitted is produced in class under examination conditions (as compared to work produced elsewhere). The subject faculty will keep the drafts to be submitted to DPC if required.

### **ACADEMIC HONESTY WITH REFERENCE TO SUBJECT TASKS**

All academic work including homework assignments, written and oral reports, use of library materials, creative projects, performances, in-class and take-home exams, extra-credit projects, research theses and dissertations must satisfy the following standards of academic integrity:

- Students may only provide, seek or accept information about any academic work to or from another student with the authorization of the instructor. Students may not collaborate without authorization by the supervisors. Students may only collaborate on academic work within the limits prescribed by their instructors. Violations of this standard constitute collusion.
- Students must adhere to the guidelines provided by their instructors for completing academic work. Students may not claim as their own work any portion of academic work that was completed by another student. Students may only use materials approved by their instructor when completing an assignment or exam. Students may not present the same (or substantially the same) work for more than one course without obtaining approval from the instructor of each course. Students must adhere to all course regulations. Violations of this standard constitute cheating.
- All ideas, arguments, and phrases, submitted without attribution to other sources must be the creative product of the student. Thus, all text passages taken from the works of other authors (published or unpublished) must be properly cited. The same applies to paraphrased text, opinions, data, examples, illustrations, and all other creative work. Violations of this standard constitute plagiarism
- All experimental data, observations, interviews, statistical surveys, and other information collected and reported as part of academic work must be authentic. Any alteration or falsification of data constitutes fabrication.
- Use of experimental methods or materials that are objectionable and that may lead to unfair advantage to the student is not allowed (for example use of an objectionable chemical to provide an abnormal yield to support a hypothesis).
- Misrepresentation of experience, ability, or effort - providing false information concerning academic achievement or background in an area of study is objectionable. It includes:
  - falsely reporting the content of a Mathematical Exploration/scientific investigation.
  - falsely representing effort on a group project

- For long projects (Personal Project/Extended Essay/CAS), students must show progress of their work at least twice a month to their supervisor to ensure that each process and progress is genuine and up to date.
- The school will ensure that the staff members are aware about the referencing system and it is practiced from the beginning.
- To avoid the malpractice in the math exam, the math faculty will ensure the resetting and check the memory of the GDCs provided by the school before every exam.
- Any violation of the same would be punishable under Academic Honesty and notified to the Coordinator for further appropriate action.

The Indian Public School reserves the right to decide on the appropriate consequences for students found to have committed an act of malpractice or misbehavior.

#### **Role of teachers in promoting academic integrity:**

- Clarifying the meaning of academic integrity
- Teaching within their subject what academic integrity is, its importance and the supporting skills required by students to avoid academic misconduct.
- Promoting and encouraging Grade level research, reference and citation agreements.
- Facilitating the development of trans-disciplinary skills within their own classroom, through classroom engagements.
- Modelling good practice within their own work.
- Providing examples of academic misconduct and how to avoid them
- Working collaboratively with the librarian and other teachers to ensure the academic integrity standard is being followed by students
- Carefully assessing each piece of student work and being alert for any potential changes.
- Providing formative feedback on skills development throughout the learning process.
- Bringing any issues of suspected academic misconduct to the attention of the Programme Coordinator

#### **Role of parents in promoting academic Integrity:**

- Be aware of the academic integrity policy.
- Motivate and support students at home to be principled by providing adult help only when required
- Discourage procrastination and encourage effective time management.

#### **Role of admin in promoting academic integrity:**

- Establish a school culture that actively encourages academic integrity
- Academic integrity Policy to be placed in the school diary with general consequences

#### **The Academic Integrity Policy as a Working Document**

The TIPS Academic Integrity Policy is to be considered a working document that is reviewed and revised at least every five years in conjunction with the school's IB self-study review cycle, or more frequently if changes in the school's student population, state or federal laws, or IB course offerings and/or sequencing dictate review and revision.

## **Communicating the Academic Integrity Policy to All Stakeholders**

The TIPS IB Academic Integrity Policy is available to all current and prospective students and families as part of the comprehensive TIPS essential documents; this document serves as the “Handbook” for potential and current students. These policies are also communicated to students and parents through admission team, Class teachers, counselors, and the Coordinator at the start of each academic year as part of formal orientation.

## **Reference and Acknowledgement**

- A Handbook for procedures for Diploma Program: IB Publication
- IB Position Paper: Academic honesty in the IB
- The Indian Public School: Academic Honesty Policy
- The Indian Public School, Coimbatore: Application Kit
- Utahloy International School, Guangzhou: Academic Honesty
- Kodai International School, Kodaikanal: Academic Honesty Policy