



## **TISB Academic Honesty Policy**

### **Teachers & Students**

#### **Rationale**

The community at TISB is built upon the values and expectations of honesty and integrity; thus is particularly important in terms of producing, marking and providing feedback of academic work.

The aim of this policy is to:

- Clarify everyone's role in ensuring that academic honesty is embedded into the culture of TISB.
- To ensure that students take responsibility for their actions and any subsequent consequences.

#### **Measures to be taken to practice Academic Honesty:**

- Building a culture of academic honesty from primary onwards.  
Guiding them in early years to understand that if they use an information or photograph or picture from another source for their assignment, the source should be given credit to. To design age appropriate assignments.
- To include academic honesty as part of PSHME Curriculum.
- Whole school to have a session on ethical practices, in particular Grade 10,11,12.
- All subjects in Middle school should have an element of research and this can be staggered to reduce pressure on students. This will give them exposure to referencing that should become a habit. Each department will be given the responsibility to design the research element.
- Any homework assignment that needs research for extra information should have appropriate citations and bibliography.
- Constant review and monitoring of the basic elements of research will develop a habit of academic honesty in students.
- A common citation style MLA ( Modern language association) will be used by students across all subjects.
- Importance of academic honesty, and appropriate research skills will be reiterated when teaching each element in IB eg EE, IA etc.
- Before every exam students will be reminded about the possible malpractice that can happen during exams.
- Posters provided by IB regarding academic honesty will be displayed at strategic locations in school and TOK used to encourage dialogue related to ethical practices.
- To have a centralised record of incidents related to malpractice.
- A section in the student's diary to contain information about academic honesty.

## **Roles and responsibilities**

### **Student:**

- To be aware of all possible ways to practice academic honesty.
- To be aware of different forms of malpractice and the consequences associated with it.
- To practice acknowledging other people's work in simple class assignments and develop a habit of appropriate research practices.
- To adhere to all school deadlines as this will allow them to have sufficient time to complete and revise their work.
- To seek help of their teachers when they are in doubt regarding techniques of referencing.
- To provide a signed declaration that all work submitted by them is authentic.

### **Parents**

- To be aware of all aspects of academic honesty and guide their children accordingly.
- To encourage children to ask their teachers for advice whenever they are finding difficulty with their work<sup>1</sup>.
- To ensure that they utilise all the opportunities provided by school to develop specific skills.
- To encourage them to follow school deadlines.

### **Teacher**

- To strive to be role models for students and support them to develop IB learner profile.
- To support the students to be responsible about their own learning.
- To utilise the opportunities provided by the school and IB to develop their own subject specific skills.
- To emphasize all aspects of academic honesty at all times.
- To understand the IB assessment criteria with respect to the assignments in their subjects.
- To guide the students to submit authentic work.
- To equip the students with the necessary skills required to complete an IB assignment.
- To prepare the students well prior to their actual assignment. Once the students are aware and are certain of the methods of research they will be less likely to engage in any forms of malpractice.
- To be vigilant and aware of the writing style and command over the language of a student. Any deviation from the usual writing should be identified and checked for plagiarism.
- To be able to optimise the use of software tools for anti-plagiarism.
- To be aware of subject specific requirements to maintain academic honesty like Language teachers to warn the students about the use of Google translate.

## **Academic Dishonesty**<sup>2</sup>

“This includes:

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

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<sup>1</sup> *Academic Honesty in the Diploma Programme*. International Baccalaureate, Web. 05 Nov. 2017. <<http://www.ibo.org/en/digital-toolkit/>>.

<sup>2</sup> *Academic Honesty*. Cardiff: International Baccalaureate, 2011.

- Duplication of work: this is defined as the presentation of the same work for different assessment components and/or diploma requirements.
- Any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate.

**Examples of Malpractice that refer to written examinations:**

- Taking unauthorized material into an examination room (such as cell/mobile phone, written notes).
- Leaving and/or accessing unauthorized material in a bathroom/restroom that may be visited during an examination.
- Misconduct during an examination, including any attempt to disrupt the examination or distract another candidate.
- Exchanging information or in any way supporting the passing on of information to another candidate about the content of an examination.
- Failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of the examination.
- Impersonating another candidate.
- Stealing examination papers.
- Using an unauthorized calculator during an examination, or using a calculator when one is not permitted for the examination paper.
- Disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours after the examination."

**Important tips for effective citing and referencing<sup>3</sup>**

- Students will use a common citation style, MLA( Modern Language Association) for all academic writings in all their subjects.
- Students are expected to give acknowledgement for any material that is not their own. This may be a written , oral or an electronic product.
- Common knowledge does not need to be acknowledged, but if a student is ever in doubt whether a piece of information is common knowledge or not, it is always safe to cite.
- Students should acknowledge sources using citations and a bibliography.
- If the work is directly the words of another person then it should be in quotes.
- Paraphrasing is when the student rewrites another person's words in his/her own words. This is then acknowledged using a citation. Students should be careful while paraphrasing, if this is not done correctly it can be considered to be plagiarised.
- Citations is a way of making a reference to a source in the body of the essay. This can be done using a footnote.
- Bibliography is an alphabetical list of all the references used in the research work.

**Penalty Awarded by IBO for a case of Malpractice or Academic Dishonesty**

No grade will be awarded in the subject concerned. In the case of a Diploma Programme candidate the consequence is that no diploma will be awarded to the candidate<sup>4</sup>.

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<sup>3</sup> *Effective Citing and Referencing*. International Baccalaureate, Aug. 2014. Web. 05 Nov. 2017. <<http://www.ibo.org/en/digital-toolkit/>>.

<sup>4</sup> *Academic Honesty*. Cardiff: International Baccalaureate, 2011.

**The following are possible scenario of malpractice in school with consequences:**

S.No	Description	Who will be involved?	Penalty includes the following:
1.	Grade 8 student presents a geography power point presentation for a formative assessment but there are no references, no bibliography	Teacher	<ul style="list-style-type: none"> <li>• Redo with reduced marks.</li> <li>• Verbal warning/ counselling</li> </ul>
2.	Student is caught copying from answers written on the palm of his/her hand in Assessment 1	Invigilator Coordinator Parents	<ul style="list-style-type: none"> <li>• Zero in the paper/ subject or Cancel the previous answer script and give a fresh sheet for the student to write with no additional time.</li> </ul>
3.	Teacher detects that there is collusion during submission of English written assignment.	Teacher Coordinator	<ul style="list-style-type: none"> <li>• If both guilty : give zero in the assignment to both. Redo the assignment</li> <li>• If clear that one has copied: The one who copied will rewrite. Give zero in the assignment The other person, may be given extra hours of service.</li> </ul>
4.	Student is found cheating from small chits of paper in the final Grade 11 exam.	Invigilator Coordinator Parents College counsellor Principal	<ul style="list-style-type: none"> <li>• Zero in the subject</li> <li>• Malpractice form to be filled.</li> </ul>
5.	Teacher detects that there is fabrication of data in Physics Extended essay.	Teacher Coordinator	<ul style="list-style-type: none"> <li>• Change of topic and to be redone</li> </ul>
6.	A week before the final EE submission to IBO teacher finds that the draft of EE submitted to her, especially the background information is similar to another EE from internet. She knows that the student's data is authentic as it was done in the lab under her supervision	Invigilator Coordinator Parents College counsellor Principal	<ul style="list-style-type: none"> <li>• To be redone</li> <li>• Malpractice form to be filled.</li> </ul>
7.	Group of students steal Internal Examination papers by using a teacher's password.	Coordinator Parents	<ul style="list-style-type: none"> <li>• Expulsion</li> <li>• Malpractice form</li> </ul>

		Principal	
8.	Coordinator realises that a student who has plagiarised in subject A is found to have plagiarised in subject B too	Coordinator Parents Principal	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Student not allowed to write IB exam in May</li> </ul>
9.	A week before the final submission, TOK essay of a student shows 60% similarity index in Turn it in but the student has referenced all materials used.	Teacher Coordinator	<ul style="list-style-type: none"> <li>• Resubmit with a new topic</li> </ul>
10.	A student submits work which he/she has completely sourced from an outside tutor.	Teacher Coordinator Parents College counsellor Principal	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Student not allowed to write IB exam in May</li> </ul>
11.	A student presents a French essay using a Google Translator	Teacher Coordinator	<ul style="list-style-type: none"> <li>• Resubmit with a new topic</li> </ul>

### Bibliography

- *Academic Honesty in the Diploma Programme*. International Baccalaureate, Web. 05 Nov. 2017. <<http://www.ibo.org/en/digital-toolkit/>>.
- *Academic Honesty*. Cardiff: International Baccalaureate, 2011.
- *Effective Citing and Referencing*. International Baccalaureate, Aug. 2014. Web. 05 Nov. 2017. <<http://www.ibo.org/en/digital-toolkit/>>.