



## DELHI PUBLIC SCHOOL, BANGALORE SOUTH

### ACADEMIC HONESTY POLICY

#### IB MISSION STATEMENT

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.

#### SCHOOL PHILOSOPHY

At Delhi Public School, Bangalore South, we believe that academic honesty and personal integrity are fundamental components of a student's education and personality development.

All elements of the IB career-programme are interlinked to form an Academic framework that comprises of the IB diploma programme subjects, the four elements of the IBCP core and a career-related study.

Students are expected to submit original work on all fronts. When resources are cited, care must be given to give all due credits to the originator of the work.

The policy provides guidelines to all to ensure that the academic environment is free from falsehood and malpractices. It articulates effectively the earnestness of the motive. All students and teachers have the responsibility to respect the codes of conduct and acceptable practices set down in this document to ensure that individual work and the work of others are respected, acknowledged, and appreciated.

The Academic Honesty Policy has been developed to promote a familiarity with the ethical and professional standards set by international and global institutions and strengthens skills in working effectively to help create a better and more peaceful world.

When resources are cited, care must be given to give all due credits to the originator of the work. This document will outline the responsibilities and expectations of different stakeholders across the IB community. This policy also expands on how the school will manage incidents of student academic misconduct and school maladministration cases. This will intensify conviction among the students, parents, school community and other stakeholders in the value and credibility of IB grades.

#### PLAGIARISM:

Students must understand that 'Plagiarism' is a serious academic misconduct. Students must make note of what is plagiarism and consequences for the same.

#### **Understanding different types of Plagiarism**

- **Complete plagiarism:** Using someone else's ideas or work as your own
- **Source-based plagiarism:** Reference an incorrect or non-existent source.
- **Direct plagiarism:** Copy text from another document word-to-word.
- **Self or auto plagiarism:** Reuse a major part of your own work without attribution.
- **Paraphrasing plagiarism:** Make minor changes and use other's work.

- **Mosaic plagiarism:** Interlay someone else's phrases or text within your work.
- **Accidental plagiarism:** Unintentional paraphrasing or copying due to neglect.
- **Inaccurate authorship:** Authorship instead of acknowledgement to contributors and vice versa.

(Ref: [duplicate checker.net](http://duplicatechecker.net), [smart Shorts: enago.com](http://smartshorts.enago.com))

<https://www.researchexperts.in/get-turnitin-plagiarism-report/#turnitin-plagiarism-report-form>

The following actions will constitute to academic dishonesty or malpractice and must be avoided.

- **Plagiarism:** using someone else's ideas or work as your own
- **Collusion:** knowingly allowing your work to be copied or submitted by another candidate or supporting the malpractices of another candidate.
- **Duplication of work:** all components of the IBCP, although cumulatively function together are still all individual components and are assessed separately. Presentation of the same work for different assessment components or curriculum requirements will be penalized.
- **Misconduct during an examination:** The School and IB take examinations very seriously and expect students to do the same. Using any sources of communication at the time of examination, knowledge or media platforms that might assist with the assessment will be followed with strict action. Stealing of examination material will be strictly penalized. Disruptive behavior during examinations or taking unauthorized material into the examination room is prohibited.
- **Fabricating:** altering of research outcomes, information and/ or signatures will warrant strict action.

DPSBS endeavors to ensure that the students at the school are exposed to the essential skills to enable students and provide them the best possible opportunities to submit authentic work that is properly cited.

Students are made aware of how to conduct themselves properly during examinations and assessments and they are taught what might be considered as academic dishonesty and how to avoid it moving forward.

The IBCP encourages students to think critically and creatively, to be enquirers and to present a specific line of thought in a variety of ways. Students must be equipped to make their thoughts and learning visible and explicit. Students are encouraged to demonstrate how their ideas were constructed, and also expand on how their views were followed or rejected. This method helps students to hand in an honest piece of work that they can take pride in and call their own.

## **RESPONSIBILITIES OF DIFFERENT STAKE HOLDERS**

### **SCHOOL ADMINISTRATORS**

The entire school community must attempt to instill the IB learner profile in students and set an example for academic honesty. The school administrators at DPSBS will enforce the ethics of integrity and ensure that it aligns with that of the IB.

The usage of plagiarism detection software (TURNITIN) is a step adopted to make students accountable and increase the sense of responsibility to produce original work. The software reports are seen as tools that measure the authenticity of the students' work. The IBCP coordinator will run the work of the student through Turnitin when it is uploaded to the school systems by the internal deadlines. As per school policy

### **TEACHER RESPONSIBILITIES**

At Delhi Public School, Bangalore South, the teachers and the pedagogical staff plays an integral part into ensuring that academic honesty is practiced and implemented. They are responsible for giving guidance about ethical practices, putting strategies in place to prevent students from getting involved in any unethical

practices or misconducts and ensuring that no work containing unethical practices is submitted for assessment.

Teachers are the primary point of contact for the learners and as such must acknowledge and endorse academic integrity as a core principle of the IB. Teachers must ensure that students are appropriately equipped and well prepared to adhere to the demands of the IB assessments.

Teachers encourage good practice among students. The following are some of the measures that ought to be adopted to avoid malpractice.

1. Equipping students with the essential tools, resources and knowledge so that students are clear as to what constitutes as plagiarism. The teachers are required to update themselves thoroughly on the IB documents for their subjects and acquire an understanding of the specific requirements of their subjects.
2. Ensuring that the language, words, ideas, works etc. from sources are cited appropriately and teaching the students ways to do that.
3. Teachers are expected to apprise themselves with the writing styles of students and look for any changes if any in the style of writing of the student.
4. Converse with students and ask them thoroughly about their written work, especially in the extended essay, in order to evaluate whether the work is really that of the student
5. Use a search engine whenever possible to detect plagiarized work
6. Teachers are responsible for authenticating students' work as and when required. The IBO expects "each teacher to substantiate that, to the best of his or her knowledge, all candidates' work accepted or submitted for assessment is the authentic work of each candidate".
7. Teachers equip students with the relevant skills to distinguish between collaboration and collusion and steer students on the correct path whenever needed. It is important that students can make an accurate distinction between the two.
8. Teachers must make themselves thoroughly familiar with the IBO publication "Academic honesty: guide for schools.'
9. They must cooperate in the investigation of suspected cases of malpractice.
10. All candidates must be diligently supervised during examinations
11. Planning a manageable workload so students can allocate time effectively to produce work according to IB's expectations
12. Ensuring that all student work is appropriately labelled and saved to avoid any error when submitting assessment to the IB
13. As per strict IBO guidelines, no teacher or student should disclose contents of an examination paper within 24 hours after the examination has been conducted.
14. Examinations are time sensitive and no examination must start before the scheduled time.

## **STUDENT RESPONSIBILITY**

It is the responsibility of the students to strive towards international mindedness, and be an IB learner according to the IB learner profile. In regard to this, it is the students' responsibility to be ENQUIRERS and ask adults and relevant authorities around them for guidance to help them make informed decisions. This approach limits situations that would cause students to make academically dishonest choices.

Students must make themselves thoroughly aware of what constitutes as an offence against academic honesty and what repercussions follow each.

Students are strongly advised to abide by the following guidelines:

1. Students are expected to acknowledge and cite all sources (e.g., books, journals internet sites, magazines, photographs etc.)
2. Students should use footnotes and endnotes to acknowledge the source of an idea that might have emerged during a discussion with another person or during an oral delivery of information such as speeches or ted talks.
3. Paraphrased ideas of another person should also be acknowledged.
4. Where possible, students are encouraged to work independently and take support of the subject teacher.
5. Different assessment components of the IB programme must have different submissions. Students are strongly discouraged from submitting similar pieces of work for the different components. Each must be unique.
6. Students are expected to adhere to all examination protocols. No misconduct during examinations will be tolerated.

## **PARENT RESPONSIBILITIES**

Parents play a pivotal role in supporting academic honesty at the school. In addition to the students, their parents will also be required to understand the concepts and importance of academic honesty.

Parents and students will be required to sign an agreement indicating that they have read, understood and agree to abide by the school's expectations regarding academic honesty.

A parent/legal guardians of a student will take the responsibility to support their children through the following:

- 1) Encourage students to plan their assignment.
- 2) Give support in scheduling of their work, as they may have other assignments to complete.
- 3) Develop a consistent level of communication with school so that they understand the requirements of the Programme and what is expected of students.
- 4) Mentor students to ask their teacher for advice if they are having difficulty with their work or meeting the timeline

*(Ref: academic honesty in the diploma program, IB resource centre,)*

## **CONSEQUENCES OF ACADEMIC DISHONESTY**

Depending on the severity of the misconduct which will be decided after investigation, sanctions will be levied on students ranging from granting a second opportunity to complete the assignment in question honestly or in more serious cases may include disqualification from the programme of study and/or permanent exclusion from school.

## **PROCEDURE TO BE FOLLOWED FOR ACADEMIC MISCONDUCT**

Should a student be suspected for violating the school's policy on academic dishonesty, the matter will be first notified to the programme coordinators. The coordinator will then investigate the situation and discuss the relevant concerns with both the student and the teacher involved. Both parties are given the opportunity to present their response on the allegations.

If proven that the academic honesty policy has been violated, the IB coordinator will determine whether the case is that of academic dishonesty (intentional) or academic violation (unintentional). Depending on the verdict, the student, teachers and respective parents reach an agreement to promote academic honesty. It is also assessed during this meeting what the learning needs of the students are. Recurring on-going dishonest behaviour may be a result of lack of understanding of concepts and students may need extra support in this regard.

WACP assesses the CRS examinations that are conducted annually and award students with either the diploma or advanced diploma depending on the year of study. In the event of a student being caught and proved cheating, WACP reserves the right to withdraw the diploma / advanced diploma or ask the student to re-sit the examinations. This decision is taken in conjunction with the school leadership team.

### **1. Procedure for IB external submissions to promote academic integrity.**

The student is required to provide a signed coversheet to confirm that the work being submitted is his/her own piece of work.

The school also checks the originality report. In the event of a similarity being detected **before** signing of the coversheet, the matter is resolved within the school as per this policy.

However, once the coversheet is signed and the student is suspected of plagiarism or collusion then the matter is reported to the IBO academic honesty division for further investigation and action.

### **2. Retaking examinations or resubmitting coursework**

The school and IB will come to a conclusion if the student found in breach of regulations will be allowed to retake their examinations or coursework, and when such a retake could take place. Typically, the IB would allow one of the following for students penalized for academic misconduct:

- retake in six months, depending on subject availability
- retake in 12 months
- no retake allowed, but award of grades in subjects not affected by the incident.

Additional sanctions CP students—no grade awarded in any subject and no retake session allowed.

### **3. Procedure for internal school examinations to promote academic integrity.**

The head of school and IBCP coordinator investigate into any matters of reported academic dishonesty. After investigation, if the offences are proved then no grades will be awarded to the student for that particular examination.

#### **4. Procedure for external school examinations.**

In case of an academic misconduct or incidence of academic dishonesty, the matter is immediately reported to the IBO with necessary evidence.

### **SANCTIONS LEVIED FOR BREACHING THE ACADEMIC HONESTY POLICY**

Sanctions against academic misconduct range from warning to dismissal depending on the seriousness of the offence. The penalties may include one or more of the following:

- 1) The offence is recorded on the student's file
- 2) A warning letter may be issued, a copy of which is placed in the student's file.
- 3) The student receives no grades for the particular piece of work or examination.
- 4) The student may be provided suspension from regular lessons.
- 5) The student may be placed on probation for one or more semesters.

The work and progress of the student is then closely monitored by the respective subject teacher. The teacher is at liberty to point out any section of the work that they may feel does not reflect originality or hasn't been credited appropriately. The work may be sent back to the student in order to be corrected.

### **GENERAL GUIDELINES FOR CITATION**

#### **Importance of Citation**

Citation is a warning (signal) in the text that the (material) is "borrowed" it (as a direct quote, paraphrase or summary) from someone or somewhere else. The citation in the text can be:

- 1) in the form of a preliminary phrase, or
- 2) in the final stage of the statement, or
- 3) indicated by a superscript or bracketed number that leads to a similarly numbered footnote or endnote. Every citation should be given a full reference that enables the reader to locate the exact source used.

#### **Students are expected to keep the following in mind while working on their assignment:**

In spirit of good academic practice, it is expected that students should appropriately acknowledge any ideas, words or works of other people and create an authentic piece of work. Towards this goal, students are expected to

- undertake research on what is already known
- analyze the research in the context of the work to be produced
- compare and/or contrast existing knowledge against our own findings/thoughts/opinions
- synthesize and present the document in an appropriate way for the expected audience
- acknowledge all contributing sources appropriately.

(Ref: effective citing and referencing, IBO resource centre, August 2014)

There are two main types of citations. The reader must be able to clearly distinguish between words/work of the student and the words/work of others. Quotations—the exact words as used by others—are indicated either by quotation marks or by displaying (indenting) the quotation. Paraphrase and summary of others' work should similarly be distinguishable from student's own work.

**Why cite:** it is important to cite and reference the work of others so as to

- show respect for the work of others
- to make it easy for the reader to follow up on the references
- to assist the reader, distinguish between the work of the creator and that of others.
- To help the reader check the validity of the creator's interpretation and to cross-reference
- To receive proper credit for the research process
- To help author establish a credibility and authority for their own knowledge and ideas.

**What to cite:** Creators are expected to acknowledge any source materials or ideas which are not their own and have been used in any way such as a quotation, paraphrase, or summary. Written or electronic source materials may include:

- Visual
- Audio
- Graphic
- Lectures
- Interviews
- Broadcasts
- Maps

**When to cite:** it is important to cite in the following manner

- In the body of the creator's work where any external sources may have been used
- Creator must make their own work distinctly distinguishable from that of others.
- Only citing references in the bibliography will not suffice.

### **POLICY REVIEW**

Delhi Public School, Bangalore South strives to be updated and hence commits to policy review annually. The panel for the review will consist of the head of school, IBCP coordinator and DP staff. The next policy review will be conducted in next academic year.

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