



Academic Honesty Policy 2017-18

INDIA INTERNATIONAL SCHOOL

Kshipra Path, Opp. V.T. Road, Mansarovar,
Jaipur 302 020, Ph: +91-141- 2786401-3,
Fax: +91-141-2786404,
Email: iis@icfia.org, Web: www.iisjaipur.org



Vision

– 'A Heritage of Vision, A Legacy of Innovation'

Mission Statement

The institution aims at uncompromising commitment towards holistic development and groom globally ethical citizens."

Philosophy

"IIS caters to the global need of today's youth, aims to engage learners in an active and creative learning journey, build knowledge and skills, promote and sustain high academic principles while retaining the strong value systems and ethics of the motherland and become responsible members of global community"

Purpose of the Document

1. The purpose of this document is to align IIS academic integrity procedures as per IB norms.
2. To explain what is academic honesty.
3. To provide guidance to all stakeholders that helps them to understand what is Academic Honesty.
4. To explain how to follow Academic Honesty during teaching – learning process, conduct of assessment and designing & completing Non Examination Components.
5. To explain the role of teacher/ students / parents in context to Academic Honesty
6. To show examples of Academic Misconduct cases.
7. In case of breach found, what will be school's plan of action for teacher/student?

**Definition:**

Academic Honesty must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. It is influenced and shaped by a variety of factors including peer pressure, culture, parental expectations, and role model and taught skills.

Academic honesty has two important factors: Academic Misconduct and plagiarism.

1. Academic misconduct – The IB organization defines academic misconduct as behaviour (whether deliberate or inadvertent) that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more components of assessment.
2. Plagiarism – this is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment.

The Academic Honesty Policy followed at IIS for IBDP student is strictly in accordance with the IBDP norms.

Breach to IB regulations

- Plagiarism
- Collusion
- Taking unauthorized material into an examination room
- Stealing examination materials
- Disruptive behaviour during examination
- Disclosure of information about the content of an examination paper within 24 hours after a written examination



“In the International Baccalaureate (IB) community students produce different types of documents and other forms of work, some of which rely on resources by other people. Following good academic practice, it is expected that we appropriately acknowledge ideas, words, or work of other people. This means that, when creating an authentic piece of work, students are expected to:”

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

While producing piece of work, student is expected to follow proper citing procedures. Discussion on the same is done with students by school on regular basis, so that proper guidance can be given to them and monitoring can also be done.

Students are advised to read document “Citing and Referencing” published by IBO, for detailed knowledge of “Why to cite”, “what to cite” & “How to cite”.

During In house exam (Formative and Summative Assessment)

- Students are expected to carry their own stationery so that no borrowing or lending takes place.
- Students are expected to write their roll numbers on their answer sheet in words and figures correctly.



- Students are not allowed to leave the examination hall before the due time that is allotted for the paper.
- Discipline and proper conduct is to be maintained by the students.
- Separate arrangements are made for those suffering from any kind of infectious disease.
- The invigilators are not supposed to carry any electronic/communication device.
- Teachers on invigilation duty are instructed to be vigilant throughout the duration of the examination.
- After the completion of the examination, all the answer booklets are immediately collected, counted and then only the students are allowed to leave the room.
- The serially arranged answer booklets are safely delivered to the Examination Department.
- Teachers are expected to abide by the rules laid down by the school in regard to their duties and responsibilities. Set of instructions are circulated to all teachers for the same. Examination department conducts the meeting to this effect for inhouse exam.
- The question papers are securely kept under the Coordinators / Examination Incharges' custody.
- The school ensures the safe and smooth conduct of the examination. In case of any concern, Examination Department reports the same to IBDP Coordinator immediately. The IBDP Coordinator attends to all the concerns.
- In case of absentees, the examination is rescheduled with another set of question paper.

During External Exam (Written Exam)

- A detailed meeting with students is conducted by Examination department to explain the guidelines w.r.t conduct of examination.



- All required material is shared with all students through a mailer or a hardcopy.
- All required posters are placed in resource centre to familiarize students about the procedure of Examination, all restricted material and what all is not allowed.
- A detailed meeting is conducted by IBDP Coordinator / Exam Officer to ensure that all instructions are properly and strictly followed by the teachers while they are on invigilation duty.
- The document "*Conduct of IB Diploma Examinations*" is shared with all teachers at least 15 days in advance, for them to read.
- Students are advised to be in their seats 30 minutes before the scheduled commencement of the examination and they are not allowed to carry any book or paper inside the examination hall with them.
- At IIS, privacy of students is respected. Announcements regarding not carrying anything objectionable to the examination venue is made.
- Students are expected to carry their own stationery so that no borrowing or lending takes place.
- Students are not allowed to leave the examination hall before the due time that is allotted for the paper.
- A copy of seating plan is placed outside the examination room for the convenience of students. Separate arrangements are made for those suffering from any kind of infectious disease.
- The invigilators are not supposed to carry any electronic/communication device.
- The Invigilators have to report at the specified time during the examination days.
- The Invigilators have to ensure that students take the correct seats in the room under their supervision. Also to ensure that they are not carrying unauthorized material along with them inside the Examination hall.
- The Invigilators on duty are instructed to be vigilant throughout the duration of the examination and are also expected to keep moving inside the examination room.



- It is taken care that all required material as per handbook is provided to all students. A checklist to this effect is given by the examination department in the folder. Supplementary answer sheets and other examination related material is promptly supplied by them to students.
- Set of instructions provided by IB in document - "The Conduct of IB Diploma Examinations" is read and explained by invigilators properly.
- After the completion of the examination, all the answer booklets are immediately collected, counted, sealed & handed over to IBDP Coordinator and then only students are allowed to leave the room.
- The Invigilators are expected to abide by the rules laid down by the school in regard to their duties and responsibilities.
- Record of misconduct, illness of the student or leaving the examination room for short period (using washroom) is maintained by the invigilator for each exam.
- Students are not allowed to discuss the content of the examination paper with anyone at least for next 24 hours.
- The school ensures the safe and smooth conduct of the examination. Timely intervention by the IBDP Coordinator during any crisis is taken care of. All examination related material is kept in safe custody.
- IBDP Coordinator ensures her presence in the examination hall in the beginning and at the end of the exam.
- IBDP Coordinator ensures that examination material is safely kept in the strong room. The students answer scripts are sent by courier on the same day to IB Mailing address.
- As per IB norms, there are two set of keys of strong room, where the confidential material is kept w.r.t External exam. One set of keys is with the IBDP Coordinator and second set of keys are kept with the Head of the School.



As per the IB norms, IIS shall strictly follow Academic Honesty laws.

1. At the outset, orientation sessions will be organized for teachers and parents to make them aware of as to what it entails.
2. IIS will ensure that students who enroll for the IB Diploma Programme will submit work of their own that is properly referenced. The school encourages students to be –
 - a. **Knowledgeable** i.e. to explore concepts, ideas and issues, yet be
 - b. **Principled** i.e. to act with integrity and honesty and to take responsibility for their own actions.

Students and Teachers will be asked to authenticate students' work for assessment before submitting to the IBDP Coordinator.

Students will be communicated about the consequences if any piece of work does not conform to the norms of IB. Students will be informed in detail about the various forms of Academic Dishonesty and Malpractices.

For examples of Academic Misconduct refer Annexure I.

Plagiarism is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism.



Collusion is defined as supporting academic misconduct by another student, for example allowing one's work to be copied or submitted for assessment by another.

Examples of **misconduct** during an IB examination include: taking unauthorized material into an examination (whether the student uses it or not), behaviour that disrupts the examination or may distract other students and communicating with another student during the examination.

Duplication of work is defined as the presentation of the same work for different assessment components and/or Diploma Programme requirements.

Copying - taking work of another student, with or without his or her knowledge and submitting it as one's own.

Exam cheating - communicating with another candidate in an exam, bringing unauthorized material into an exam room, or consulting such material during an exam in order to gain an unfair advantage.

Falsifying data - creating or altering data which has not been collected in an appropriate way.

Academic Honesty while teaching

The entire syllabus of is religiously followed ensuring that a thorough knowledge of the genre taught is gained. Selective study will not be entertained. Secondly, teachers' guidance is verbal and not written. Spoon feeding or dictating to the student is not permitted. A record of all work done and tested is maintained for IB scrutiny.



Precautions:

Whenever possible, it will be ensured that students submit soft copies of their work to the teacher or the relevant curriculum to DPC for verification at any given time. Time and again students will be instructed to 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 any charges of Malpractice.

Teachers are also expected to keep a record of all type of interactions w.r.t NEC.

Procedure for Investigating suspected cases of Academic Dishonesty

If a student is found to have breached the school's standards of academic honesty, then it will be the duty of the teacher to inform the relevant Coordinator. Together they will look into the matter and, after proper investigation, will inform the student of the concerns of the teacher.

The student will be given an opportunity to reply to accusations along with evidences. In case a student is not found guilty of dishonesty, then no record will be kept of that matter. If, on the other hand, inappropriate work has been submitted, the IBDP Coordinator will report the matter to the Head of School as to whether or not the case is one of academic dishonesty or of an academic infringement.

And for any student who has been found to be academically dishonest in any of the above ways, or otherwise, the same will communicated to the student's parents.

Responsibilities of staff, students and parents

At IIS, the school staff, students and parents should make sure that they are aware of contents of this document and what academic honesty and dishonesty both



mean. They should also make themselves aware of the consequences of academic dishonesty.

Parents

- Should encourage their ward/s to plan each assignment.
- Should provide support in scheduling of their ward's work. In case of multi-assignments, parents should help in scheduling their ward's work as per priority.
- Should let their ward work on their own, but should also should also guide them how to research and plan their work.
- Should establish a good level of communication with the school to understand the requirements of the Diploma Programme and what is expected of their ward.
- Should encourage their ward to seek advice in case of difficulty.

Teachers are expected to:

- Set clear expectations for assignments and provide guidance to candidates on how to correctly cite the sources they have consulted
- Discuss benefits of submitting assignments that are correctly referenced
- Devote time to teach and practice the skills – making them “second nature.”
- Be a role model – make sure all shared materials (handouts, presentations, etc.) are correctly referenced
- Design assignments that do not lend to academic misconduct

Teachers should explain students what this policy means in the specific terms of the work that they are asking students to produce. They should also speak to students regularly during the drafting of work, when the student/teacher interaction is more collaborative than evaluative. They should also model good practice.

It is teacher's responsibility to guide students to help them follow academic honesty



while working on NECs. It is important to discuss academic honesty on regular basis and the correct procedure to reference someone else's work to control plagiarism. It is also advisable to check the plagiarism on Turnitin.

Coordinators should ensure that academic honesty and dishonesty is explained to staff, students and parents at relevant times, giving examples of both good and bad practice wherever possible. They should investigate any suspected breaches of the standard in an open and fair way. Their recommendations to the IBDP Coordinator should be clear and reasoned.

Coordinator should openly discuss Academic Honesty in meetings and should share good examples for others to understand.

The IBDP Coordinator, in consultation with the Head of the School and relevant Teacher/Coordinator, will decide each case on its merits, and should communicate the decision clearly to all concerned with reasons for any findings.

Students should recognize that they are ultimately responsible for their own work and that the consequences of any breaches of the standard of academic honesty will be theirs alone. They should speak to teachers regularly about their work and show drafts of it at various stages in the production process. They should ask teachers for advice if they are at any time unsure of what they have done in relation to referencing sources.

At the time of submission of NEC, student will be asked to sign the consent form stating that NECs are their own work and all measures have been taken care of w.r.t Academic Honesty.

Academic Honesty should be viewed by students positively & students should understand that citing sources add to their credibility.



The school will ensure that parents and students sign a Declaration before taking admission to the said Diploma Programme in order to abide by the rules laid down by the IB and also to bear the consequences if rules/ policies are not taken in the right earnest.

.....

Policy on review of the Academic Honesty Policy

.....

- Inputs from all stakeholders will be taken as the improvement areas of the policy.
 - These inputs will be asked in the month of November – December every year, before school plans the new session for IBDP.
 - The changes will be discussed by IBDP Coordinator with all stake holders and finally with Head of the school for his approval.
 - The changes will be documented and will be shared with all stake holders.
 - The revised policy will be uploaded on school website also.
-

Committee Members:

.....

- *Dr. Ashok Gupta, Director & Head of School*
 - *Ms. Mala Agnihotri, Principal and IBDP & CIE Coordinator*
 - *Ms. Nidhi Mishra, Asst. Principal-Examination, CBSE*
 - *Ms. Prabhjeet khanna, Examination Incharge, IBDP*
 - *Dr. Manish Kumar Sharma, Academic Head, IBDP*
 - *Ms. Mukta Khandelwal, Academic Head, IBDP*
 - *All IB Faculty*
-

Bibliography:

- *IB publication Academic honesty in the IB educational context*
- *IB publication Effective citing and referencing*
- *IB General regulations: Diploma Programme*
- *academic-honesty.-principles-into-practice---Celina-garzal*
- *Programme standards and practices*
- *The Handbook of procedures for the Diploma Programme*
- *IBIS – Library – Academic misconduct related material*



Annexure I

Examples of Academic Misconduct

Comments

Although the candidate has cited a source in the bibliography, this is a secondary, rather than a primary source. Candidates should always cite the original author or speaker directly, in this case Nelson Mandela.

Citation in the body of the text is inconsistent, and makes it difficult for the reader to distinguish which words are the candidate's own.

The words that have been copied without direct citation have been highlighted in yellow. Words that have been correctly cited but exhibit an over-reliance on the source material have been highlighted in grey.

The highlighted extract continues on the following page.

<http://www.famous-speeches-and-speech-topics.info/famous-speeches/nelson-mandela-speech-i-am-prepared-to-die.htm>

Nelson Mandela Speech - I Am Prepared To Die

The Nelson Mandela Speech - I Am Prepared To Die featured a series of extracts, passages or lines from the Nelson Mandela Speech. This speech demonstrates good oratory skills, a great public speaking ability to use clear words and last, Speech Example Topic / Category: Inspiration / Inspiring Speech.

Nelson Mandela Speech - I Am Prepared To Die

Nelson Mandela - "I Am Prepared To Die"
Apr. 20, 1964
I am the First Accused.



exceed the savings of the average African employee in industry.

The Government often answers its critics by saying that Africans in South Africa are economically better off than the inhabitants of the other countries in Africa. Do not know whether this statement is true and doubt whether any comparison can be made without having regard to the cost of living, index in such countries. But even if it is true, as far as the African people are concerned it is irrelevant. Our complaint is not that we are poor by comparison with people in other countries, but that we are poor by comparison with the white people in our own country and that we are penalised by legislation from altering this imbalance.

ENGLISH A: LANGUAGE AND LITERATURE

WRITTEN TASK 1

PART 2: LANGUAGE & MASS COMMUNICATION

HL

Rationale:

For this written task I have created a modern day speech based upon Nelson Mandela's "I am prepared to die" speech. In this three-hour long speech, Mandela talks about the problems like apartheid, racism and his own ideals. For my speech, I have chosen to change the context of the speech by partially rewriting the last nine paragraphs.

This rewritten speech is inspired by the recent deaths of Michael Brown, Eric Garner, Antonio Martin, which are seen as racial motivated, and the assassinations of two NYPD officers. While Michael Brown and Eric Garner resisted arrest, I believe this does not justify the excessive force used by the police. In the case of Antonio Martin, it is too early to go into the specifics, but their deaths certainly do not justify the vengeance taken on the two NYPD officers. I wanted to rewrite this speech because it seems to be a symptom of modern day racism. The goal of this written task is to illustrate the point that vengeance and violence are never the answers to conflicts like this one.

For this work, the last nine paragraphs of Mandela's speech have been used. I have incorporated the deaths of Michael Brown, Eric Garner, Antonio Martin and two NYPD officers in my speech. This meant that I had to change the place from South Africa to the United States. Furthermore, I have incorporated in the first paragraph of my speech, a bit about the early history of African Americans. I have used several sentences of the original speech that are rhetorically very strong. The one I am writing this speech for, is a famous civil rights activist namely Reverend Al Sharpton. Rev. Al Sharpton led a series of protests when Sean Bell, an African American, was killed in 2008 by police officers.

Written Task:

The Obama administration answers its critics by saying that the African American community in the United States received their freedom earlier than in any other country. That all blacks received equality when they first received their civil rights and are better off now than in any other country in the world. I do not know whether this last statement is true and doubt whether any comparison can be made without having regard to racism in other countries. But even if it is true, as far as the black people are concerned it is irrelevant. Our complaint is not that we are less equally treated by comparison with the black population in other countries, but that we are less equally treated by comparison with the white population in this country.

This lack of human dignity was first experienced by the African American community and by the media when the grand jury found no probable cause to indict police officer Darren Wilson for the death of Michael Brown. Couple of months later another African American died, Eric Garner was the victim of excessive force. While he pleaded at least 11 times "I can't breathe", officer Pantalone told him allegedly in a chokehold while four others pinned him down using excessive force. Even with eyewitnesses, the grand jury still found no probable cause to indict the responsible officer. Justice was not served. Not for Eric Garner or for Michael Brown. But avenging their deaths by



assassinating two police officers is not justice either. The problem is the perceived racial discrimination.

Seeing an African American as a usual suspect for a crime and being frisked by the police without any reason is a situation that happens nearly every day. I doubt whether there is a single African American male in the United States who has not at some stage had a brush with the police. Hundreds and thousands of African Americans are being seen by the police with a stereotypical thought when there is a petty crime: a black person must be seen as a potential suspect. Even worse than this is the fact that this stereotypical thought was used to justify the initial arrest of Michael and Eric. When they resisted arrest, they had to pay with their lives.

Their deaths created a chain reaction of protests and violence. While the anger of the protestors is understandable, it does not give them the right to use violence in order to make their point. Neither did it give them the right to take justice in their own hands. Every action has its consequences, foreseen and unforeseen consequences, intended and unintended consequences. The assassination of police officers Rufael Barnes and Wanjun Liu was not justice neither vengeance. It was a criminal act, murder. The consequence is that the New York Police feels abandoned and have turned their backs to the city's mayor. The Justice Department has started a full federal investigation in this affair. The African American community just wants justice not vengeance.

Above all, we have equal rights and as such, we want to be treated as equals, because if no one treats us equal our disabilities will be permanent. I know this sounds odd to the whites in this country but that is what the situation is right now. The whites want to maintain their supremacy. They fear that they will lose power once we are treated as equals. The whites enforce the principles of democracy yet fear it in terms of their power. [The History Place]

But this fear cannot be allowed to stand in the way of the only solution that will guarantee racial harmony and freedom for all. It is not true that the enfranchisement of all will result in racial domination. Political division, based on color, is entirely artificial and, when it disappears, so will the domination of one color group by another. We have spent half a century fighting against racism. When it triumphs, we will not change that policy. (The History Place)

This then is what we are fighting for. Our struggle is a truly national one. (The History Place) It is a struggle of the African American people, inspired by their own suffering and their own experience. It is a struggle for the right to live. More importantly, it is perhaps a struggle that will take on for many decades. Our struggle for full equality in socio-economic perspective. Our idealistic struggle for a just society.

During my lifetime, I have dedicated myself to this struggle of the African American people. I have fought against white domination and I have fought against black domination. I have cherished the ideal of a democratic and free society in which all persons live together in harmony and with equal opportunities. It is an ideal which I hope to live for and to achieve. But if needs be, it is an ideal for which I am prepared to die. —The History Place

[illegible]

Past laws which to the Africans are among the most hated bits of legislation in South Africa render any African liable to police surveillance at any time – doubt whether there is a single African male in South Africa who has not at some stage had a brush with the police over his pass. Hundreds and thousands of Africans are thrown into jail each year under pass laws. Even worse than this is the fact that pass laws keep husband and wife apart and lead to the breakdown of family life.

But this fear cannot be allowed to blind us to the way of the only solution which will guarantee racial harmony and freedom for all. It is not true that the enfranchisement of all will result in racial domination. Political division, based on color, is entirely artificial and, when it disappears, so will the domination of one color group by another. The ANC has spent half a century fighting against racialism. When it triumphs it will not change that policy.

This then is what the ANC is fighting. Their struggle is a truly national one. It is a struggle of the African people inspired by their own suffering and their own experience. It is a struggle for the right to live

During my lifetime, I have dedicated myself to this struggle of the African people. I have fought against white domination and I have fought against black domination. I have cherished the ideal of a democratic and free society in which all persons live together in harmony and with equal opportunities. It is an ideal which I hope to live for and to achieve. But it needs to be. It is not a dream which I wish to die for. I am prepared to die for the ideal for which I am committed to die.

Nelson Mandela - April 20 - 1954



Declaration

I confirm that I have read, understood and hereby agree to abide by the India International School Academic Honesty Policy.

Name of the Student: _____

Date: _____ Student's Signature: _____

Name of Parent : _____

Date: _____ Parent's Signature: _____

