



strawberry fields  
HIGH SCHOOL

## Policy for Promoting Academic Honesty and Integrity



**Dr. Seuss**

**Today you are YOU,  
that is TRUER than true.  
There is NO ONE alive  
who is YOUER than YOU!**

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Next Review Date: April 2022

“It is better to deserve honours and not have them than to have them and not deserve them.”- Mark Twain

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## **Mission Statements**

### **Strawberry Fields High School**

Education for us is a process which takes along students, educators and parents on an inviting journey exploring the worlds of intellectual, emotional and spiritual learning. It helps children discover their gifts and talents, helping them connect better to the world around them. It inspires and equips them to be responsible and compassionate world citizens.

### **The International Baccalaureate Organization (IB)**

The International Baccalaureate Organization 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 IBO 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 (International Baccalaureate Organization, 2016).

### **Council for the Indian School Certificate Examinations (CISCE)**

The Council for the Indian School Certificate Examinations is committed to serving the nation's children, through high quality educational endeavours, empowering them to contribute towards a humane, just and pluralistic society, promoting introspective living, by creating exciting learning opportunities, with a commitment to excellence (Council for Indian School Certificate Examinations, 2013).

## **Chapter 1. Philosophy and Principles**

### **1.1 Our View on Academic Integrity and Honesty**

Our school aims to inspire students to be responsible and compassionate citizens of the world, of which integrity and honesty are an integral part. While on the journey of intellectual, emotional and spiritual learning, they will learn how important academic honesty, and honesty, in all that they do is vital and ethical.

In a technology-driven world, knowledge, and its acquisition is dynamic and interdisciplinary. Rather than focusing on the accumulation of knowledge, it is essential for students to develop the abilities to research, inquire, ask questions, and formulate their own opinions. We expect our students to be lifelong learners, who will assimilate knowledge from a variety of fields.

We believe that the responsible and conscientious use of academic resources will facilitate productive and cooperative sharing of knowledge. In the right manner, students can tap into valuable resources to enhance their understanding of various subjects and topics. While maintaining academic honesty, students can establish an environment that values and fosters creativity and provides intellectual satisfaction.

As a school that offers students the freedom to choose their preferred course of study, we recognize that this places the responsibility of independence and self-reliance on the student. Increased academic course load and competition may lead students to experience emotional pressures from a variety of sources, such as cultural, peer-pressure, and parental expectations. However, we strive to establish an academic environment that carefully guides students to learn and complete their assessments honestly and authentically. Through age-appropriate measures, we intend to instil a righteous sense of integrity among all our students from junior school. Subsequently, when our students progress to higher classes, they adhere to the principles of academic integrity involuntarily and naturally.

In addition to preventing students from breaching academic honesty, we aim to caution students against the hazards of breaching integrity in out-of-school activities, such as illegal music downloads and peer-to-peer file sharing.

## **1.2 IB View on Academic Integrity and Honesty**

Academic honesty is a central element of the IB Learner Profile, in which students are expected to cultivate knowledge, and share a common humanity and respect for others. In particular, IB learners are groomed to be:

- Principled, and act with integrity and honesty in every personal and professional endeavour.
- Inquirers, who develop sound, meaningful and conscientious skills for independent research that are based on careful reasoning.
- Thinkers, who make analytical, ethical and compassionate decisions.

- Open-minded, who are habituated to actively seeking and evaluating different viewpoints. They should then critically consider these facts and opinions to shape their own understanding.
- Caring, and respect others' achievements, views and experiences.
- Risk-takers, who seek alternative methods and consider unusual circumstances for analyzing issues.
- Reflective, who appraise their own performance and dynamically formulate their opinions.

IB students are expected to develop their self-management, social, communication, thinking and research skills, while acting with honesty and integrity.

In cases where students fail to act with integrity during examinations and/or coursework, the IB has detailed policies to deal with such incidents.

### **1.3 CISCE View on Academic Integrity and Honesty**

Similar to other examination boards, the CISCE expects students to approach and conduct their examinations and coursework in an honest manner. Like the IB, the CISCE also has formal guidelines to handle instances of academic misconduct.

### **1.4 Purpose**

The aim of this policy is to detail how we plan to inculcate a widespread and deep-rooted ethos of Academic Integrity in our school. We expect this value of academic honesty to be embedded in the way that educators teach students and the work that students produce. We expect that our educators will model this virtue of academic integrity and lead by example. We also seek the support of the parent community to establish an academically responsible community. The policy will also detail procedures on to handle situations where it seems that Academic Honesty has been breached.

## **Chapter 2. Background - Why Adhere to Academic Honesty?**

Academic honesty pertains to every aspect of student learning and assessment. There are two key features that constitute the basis of academic honesty.

## 2.1 Intellectual Property

Intellectual property is defined as 'the creations of the mind' (World Intellectual Property Organization). There are many instances in which one might encounter intellectual property: inventions, literary and artistic works, symbols, names and images used in commerce. Depending on the nature of the creation, intellectual property can be further classified into Industrial Property and Copyright.

### *Industrial Property*

The major form of industrial property in the scientific world is patents. A patent is an exclusive ownership that is awarded to the creator of a novel invention for a limited period of time, for example 20 years. Inventors of scientific discoveries, usually apply for patents to protect their work from being used illegally. Because patents recognize the inventor's novel contribution, they are vital for encouraging innovation and ownership. Creations that are protected with a patent may not be reproduced commercially, used, distributed or sold without the permission of the patent owner's consent.

Trademarks are another form of industrial property that indicates the producer of a particular product. Trademarks enable consumers to immediately identify the manufacturer of the product that they are interested in. They protect the manufacturer by granting it exclusive right to identify their goods or services, or to authorize use by other people in exchange for payment. Trademarks may be a combination of letters, words, holograms, symbols or distinct packaging. In addition to trademarks in the commercial world, they may also be used by members of an association to indicate products with a desired level of quality, e.g. ISO certification.

Manufacturers of an industrial creation or handicrafts may apply for industrial design. This form of industrial property protects only the novel ornamental and aesthetic aspects of items, and guards against its illegal imitation. The functional or technical aspects of a creation could additionally be protected by a patent, for example.

A geographical indication is often used to mark goods that are from a particular origin and possess qualities that are endemic to that location. For example, the geographical indication 'Tuscany' may be used on a bottle of olive oil to highlight that the oil has been produced in a specific, reputed part of Italy. Thus, through geographical indications, consumers are immediately able to identify the unique characteristics of a product. These indications are authorized by national laws (World Intellectual Property Organization).

## *Copyright*

Copyright laws are designed to protect the literary and artistic works of authors, researchers and artists. Related copyright laws protect the works of performers, broadcasters and music recording companies. Both these types of laws are instrumental in protecting the unauthorized use of a wide spectrum of creative works, including novels, poems, research papers, computer programs, advertisements, films, television programs, paintings, sculptures, maps, architectures and technical drawings.

Copyright laws control:

- The unauthorized reproduction of copyrighted materials in all forms
- The public communication or broadcasting of copyrighted material
- The translation of copyrighted work into any other languages
- The adaption of such material into other media (World Intellectual Property Organization)

To keep pace with technological advancements and the widespread use of the Internet, copyright laws have expanded to control the irresponsible dissemination of information in the cyberspace. For example, articles in online journals and on websites are copyrighted and must be used responsibly.

The existence of intellectual property laws signify that others' intellectual, creative or commercial work must be respected. Hence, whenever copyrighted material is used by someone other than the creator, credit must be appropriately attributed to the creator.

## **2.2 Authenticity**

Authenticity, or the virtue of being 'real' or 'genuine', lies at the heart of all successful and meaningful academic practice (Merriam Webster, 2015). However, we believe that authenticity in academic work cannot be achieved without the parallel holistic development of one's value systems, beliefs, identity and the 'true self' (Vanniniand Williams, 2009). We strongly encourage our students, all across the school, to reason critically, formulate their own opinions and undertake decisions in scholastic environments that simulate many real-world scenarios.

According to Vanniniand Williams, 'authenticity is rooted in creativity and self-expression rather in conformity to social forces' (2009). It naturally follows that authenticity is the cornerstone of all aspects of pedagogy, learning, and assessment. To do justice to our students' education, we aim to promote a culture of academic authenticity: helping them realize and acknowledge the distinction between their

views/work and that of somebody else, and cultivate their own creative work with a firm sense of confidence.

## **Chapter 3. What is Academic Malpractice/Misconduct and How to Avoid it**

Academic honesty can be more clearly understood by considering cases of academic malpractice or misconduct. The IBO defines malpractice as 'behaviour that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components' (General Regulations: Diploma Programme, 2019). Students may engage in academic malpractice or misconduct unintentionally or intentionally. Rather than penalize a student for violating the principles of academic honesty, we aim to promote those practices that would avoid such behaviour at the outset. Hence, it is imperative that students are aware of those practices that can violate the principles of academic honesty:

### **3.1 Plagiarism**

The IBO defines Plagiarism 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 (Academic Honesty, 2016). Plagiarism can occur, for example, when a student borrows an idea from another published source, but fails to attribute credit to the source.

This form of malpractice can be avoided by properly referencing or citing the source. The accepted form of citation used across SFHS is either the American Psychological Association (APA 6) or the Modern Language Association (MLA 8). In these forms, works from another source must be as detailed below:

- In-text citation: In APA format the source must be referenced at the end of the sentence by including the published author's last name/organization's name and year of publication in parentheses. In MLA format the author's last name and the page number(s) from which the quotation or paraphrase is taken must appear in the text.
- Bibliography: a reference to this external source must also be included in the bibliography at the end of the document. In the APA and MLA format, if a reference spills over to the next line, the subsequent lines are indented.

The bibliography at the end of the document is a properly presented list of all the external sources used by the author.

### APA Citation Examples

Some of the examples below have been excerpted from The Purdue OWL: APA Style.

#### **Print Sources**

For a printed book:

##### *General Format*

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle.*

Location: Publisher.

E.g. 'To Kill A Mockingbird', by Harper Lee

- In-text citation: (Lee, 1988)

- Bibliography:

Lee, H. (1988). *To Kill A Mockingbird*. New York City, NY: Grand Central Publishing.

For an edited printed book, such as 'Consequences of Growing Up Poor', edited by G.J. Duncan and J. Brooks-Gunn.

- In-text citation: Duncan, Brooks-Gunn, 1997

- Bibliography:

Duncan, G. J., and Brooks-Gunn, J. (Eds.). (1997). *Consequences of growing up poor*. New York, NY: Russell Sage Foundation.

#### **Online Sources**

For online sources, the APA recommends citing the source along with its Digital Object Identifier (DIO), rather than its URL, when it is present.

For an online journal article with a DIO:

##### *General Format:*

Author, A. A., and Author, B. B. (Date of publication). Title of article. *Title of Journal*,

*volume number*, page range. doi:0000000/000000000000 or  
<http://dx.doi.org/10.0000/0000>

E.g.: 'Toward effective poster presentations: An annotated bibliography', by D. Brownlie:

- In-text citation: (Brownlie, 2007)
- Bibliography:  
Brownlie, D. (2007). Toward effective poster presentations: An annotated bibliography. *European Journal of Marketing*, 41, 1245-1283.  
doi:10.1108/03090560710821161

Note that in this case, the name of the journal has been italicised, and is followed by the volume number, page range and DOI.

For an online journal article without a DOI:

*General Format:*

Author, A. A., and Author, B. B. (Date of publication). Title of article. *Title of Journal*,  
*volume number*. Retrieved from <http://www.journalhomepage.com/full/url/>

E.g. The journal article, 'A Buddhist response to the nature of human rights', I.A. Kenneth:

- In-text citation: (Kenneth, 2000)
- Bibliography:  
Kenneth, I. A. (2000). A Buddhist response to the nature of human rights.  
*Journal of Buddhist Ethics*, 8. Retrieved from <http://www.cac.psu.edu/jbe/twocont.html>

For information from an online website:

*General Format*

Author, A. (Date of publication). Title of article [format description, e.g. slides, video].  
Retrieved from <http://url>

When there is no author, the reference begins with the title of the article.

Title of article. (Date of publication). Retrieved from <http://url>

E.g. An article entitled, 'Water is Everywhere' on a website by the New York University, without a date of publication:

- In-text citation: (Water Is Everywhere, n.d.)
- Bibliography:  
Water Is Everywhere. (n.d.). Retrieved from  
<https://www.nyu.edu/pages/mathmol/textbook/whatiswater.html>

### MLA Citation Examples

Some of the examples below have been excerpted from The Purdue OWL: MLA Style.

#### **Print Sources**

For a printed book:

##### *General Format*

Last Name, First Name. *Title of Book*. City of Publication, Publisher, Publication Year.

E.g. 'The Kite Runner', by Khaled Hosseini

- In-text citation: (Hosseini 67)
- Bibliography:  
Hosseini, Khaled. *The Kite Runner*. Bloomsbury Publishing, 2018.

For a source with two authors, order the authors in the same way they are presented in the book:

E.g. 'The Allyn and Bacon Guide to Peer Tutoring', by Paula Gillespie and Neal Lerner.

- In-text citation: (Gillespie and Lerner 9)
- Bibliography:  
Gillespie, Paula, and Neal Lerner. *The Allyn and Bacon Guide to Peer Tutoring*. Allyn & Bacon, 2000.

#### **Online Sources**

For online sources, the MLA recommends DOIs should be used instead of URLs when available, if DOI is not available include a URL or web address to help readers locate your sources. However, MLA only requires the www. address, so eliminate all https:// when citing URLs. MLA uses the phrase, "Accessed" to denote which date you accessed the web page when available or necessary.

For an online journal article: If a DOI is available, cite the DOI number instead of the URL.

*General Format:*

Author's Last name, First name. "Title of the article." *Title of the journal*, Numbers (such as a volume and issue number), Publication date, Page numbers. *Title of the database*, URL or DOI.

For an online journal article without a DOI:

E.g.: 'Research in Youth Culture and Policy: Current Conditions and Future Directions.', by Nadine Dolby:

- In-text citation: (Dolby)
- Bibliography:  
Dolby, Nadine. "Research in Youth Culture and Policy: Current Conditions and Future Directions." *Social Work and Society: The International Online-Only Journal*, vol. 6, no. 2, 2008, [www.socwork.net/sws/article/view/60/362](http://www.socwork.net/sws/article/view/60/362). Accessed 20 May 2009.

For an online journal article with a DOI:

E.g. The journal article, 'Love and Courtship in Mid-Twentieth-Century England', Claire Langhamer:

- In-text citation: (Langhamer 176)
- Bibliography:  
Langhamer, Claire. "Love and Courtship in Mid-Twentieth-Century England." *Historical Journal*, vol. 50, no. 1, 2007, pp. 173-96. *ProQuest*, doi:10.1017/S0018246X06005966.

For information from an online website:

*General Format*

Author's Last name, First name. "Title of Individual Web Page." *Title of Website*, Publisher, Date, URL.  
Date of access (if applicable).

E.g. A web page titled, '3 Ways to Hack Your Environment to Help You Create' affiliated with the Huffington Post, with a date of resource creation:

- In-text citation: (Fosslien and West)

- Bibliography:

Fosslien, Liz, and Mollie West. "3 Ways to Hack Your Environment to Help You Create." *Huffpost Preposition Endeavor*, Huffington Post, Dec. 7, 2016, [www.huffingtonpost.com/entry/3-ways-to-hack-your-environment-to-help-you-createus580f758be4b02444efa569bc](http://www.huffingtonpost.com/entry/3-ways-to-hack-your-environment-to-help-you-createus580f758be4b02444efa569bc).

Using an external source to substantiate one's work is a significant component of any academic endeavour. When using information or ideas from another source, students must learn to paraphrase. Paraphrasing is a skill that allows a student to restate the meaning of someone else's work by using different words. When a student is paraphrasing ideas from the work of another entity, an in-text citation at the end of the sentence should be provided, and the source should also be listed in the bibliography at the end of the sentence. This is different from simply copying someone else's work and changing just a few words, an act which can be classified as plagiarism.

Furthermore, when a student is using words directly from an external source, they must be in single quotation marks. An in-text citation at the end of the sentence should indicate the source of the words, and the source should also be listed in the bibliography at the end of the sentence. Even with direct quotation, however, a student must not extensively quote an external source; any piece of academic coursework must be the student's own work.

In subjects like Visual Art, students may be inspired by the works of others. Such inspiration is acceptable as long as the work of others is properly acknowledged.

There are a variety of sources that students can use to corroborate their own work, including images, videos, and audio podcasts. For more information on how to cite these sources using the APA citation style, please refer to the website stated in the Appendix.

### **3.2 Collusion**

The IBO defines collusion as supporting academic misconduct by another student, for example allowing one's work to be copied or submitted for assessment by another (Academic Honesty, 2016). Thus, students must be cautious about sharing their documented work with other diploma students.

*Collaboration vs Collusion*

According to the IBO, collaboration occurs when a group of students work together to achieve a common motive, with 'shared information'. 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 (Academic Honesty, 2016). Collaboration facilitates intellectual cooperation and understanding; however, the work submitted by the student as external or internal assessments must be his or her own interpretation of the shared information.

While most components in the IB DP are meant to be the student's independent work, under the supervision of the respective educator, there are certain components in which collaboration with other students is permitted. For example, in Group 4 subjects, collaborative data collection may be allowed. In such a case, in the follow-up report, the abstract, introduction, interpretation and conclusion must be the student's own work. This means that the group of students can only share the data, but may not work collaboratively on writing their reports. Even while sharing data, students must clearly state this collaboration via the Declaration of Honour form that will accompany every assessment component.

### **3.3 Duplication of Work**

The IBO defines duplication as 'the presentation of the same work for different assessment components and/or Diploma Programme requirements' (Academic Honesty, 2016). For example, when a student submits a piece of work to fulfil an economics internal assessment and then uses the same work as part of his/her Extended Essay, this is considered malpractice. Hence, students need to produce original and distinct work for each of their assessment components.

### **3.4 Data Fabrication**

If a student fabricates data to fulfil assessment components, this will be regarded as malpractice. Every piece of experimental work presented must be produced by the student.

### **3.5 Employing Other Unfair Means**

Using unjustified means to gain an advantage in coursework and assessments or affect the results of another candidate constitutes malpractice. Such means include:

- Using authorized aids, such as mobile phones and other electronics, during examinations. At SFHS, students will be given the opportunity to declare unauthorized aids at the beginning of every examination.

- Engaging in misconduct during examinations
  - Disrupting the examination
  - Cheating: exchanging information with other students during the examination
  - Not complying with the invigilator's instructions
  - Falsifying a CAS record
  - Stealing examination papers
  - Impersonating another candidate
  - Communication about the content of an examination 24 hours before or after the examination with others outside their school community is also considered a breach to IB regulations (Academic Honesty, 2016).

In the spirit of maintaining an academically sound environment, it is imperative for educators and coordinators to be aware of their own actions that could be viewed as malpractice by the IBO and/or CISCE:

- The unauthorized rescheduling of an examination
- Failing to keep the examination papers secure prior to an examination
- Opening examination paper packets prior to an examination
- Providing a candidate with undue assistance in the production of any work (whether written or oral) that contributes to the assessment requirements of the Diploma Programme
- Leaving candidates unsupervised during an examination
- Communication about the content of an examination 24 hours before or after the examination with others outside their school community is also considered a breach to IB regulations (Academic Honesty, 2016).

The IBO and CISCE have a stringent policy for handling cases of academic malpractice. For each examination session, the IBO subjects a sample of the students' work from each school to a web-based plagiarism detection service. In all cases of violation, the IBO / CISCE will be the final authority on the consequence. Hence, it is vital that both students and educators familiarize themselves with proper academic practice.

#### **Chapter 4. SFHS Resources for Promoting Honest Academic Practice**

At SFHS, we realize the benefits of cooperative and conscious exchange of knowledge. We also appreciate the importance of establishing a balance between authenticity of a student's work and the

use of external sources. Thus, we employ practices across the school to make students more conscious of the distinction between their own work and that of somebody else.

Students are initiated to the APA 6 or the MLA 8 style of citations, both in-text and bibliographies. They are gradually taught to use appropriate form of Referencing and citation routinely in coursework from Grade 9 onwards.

Note:

This policy governs all forms of internal and external assessment ie IB and ICSE/ISC in all subjects at our school. All educators are expected to develop the skills and ethics to practice academic honesty.

In the appendix there is a table with practical examples that educators are developing to provide assistance in supporting students to be academically honest.

## **Chapter 5. Responsibilities**

The establishment of an honourable academic community requires the active contribution of every stakeholder.

Students and parents are required to sign a 'Declaration of Honour' at the beginning of the IB Diploma Programme and the ICSE/ISC courses pertaining to all their work during the two / four years. In addition, students are also required to sign a 'Declaration of Honour' which will accompany every assessment component. Samples of these forms can be found in the Appendix.

For instances of malpractice, a reporting form is also available in the Appendix for staff members.

### **Head of School's Responsibilities**

- Understand the principles of academic honesty and how to apply it to educational contexts
- Acquire knowledge on how to conduct academic research responsibly
- Acquire knowledge on how to cite different types of sources appropriately
- Model the principles of academic honesty, attributing credit to others for the work they have accomplished
- Understand the different elements of academic malpractice
- Understand the consequences of malpractice in the IB curriculum
- Formulate and review a policy on dealing with academic malpractice within the school

- Encourage practices that maintain academic integrity across the school
- Lead the investigation of cases of malpractice within the school
- Cooperate with the IBO and CISCE to investigate incidents of malpractice in Grades 9, 10, 11 and 12

### **DP Coordinator**

- Understand the principles of academic honesty and how to apply it to educational contexts
- Acquire knowledge on how to conduct academic research responsibly
- Acquire knowledge on how to cite different types of sources appropriately
- Model the principles of academic honesty, attributing credit to others for the work they have accomplished
- Understand the different elements of academic malpractice
- Understand the consequences of malpractice in the IB curriculum
- Formulate and review a policy on dealing with academic malpractice within the school
- Encourage practices that maintain academic integrity across the school
- Participate in the investigation of cases of malpractice within the school
- Cooperate with the IBO to investigate incidents of malpractice in Grades 11 and 12
- Monitor cases of malpractice within the school
- Provide support to educators to handle cases of malpractice
- Communicate the importance of academic honesty to the parent community
- Answer any queries about academic honesty from within the school community
- Construct a framework for ensuring academic honesty across subjects during the Extended Essay project
- Provide an updated submission calendar to both students and educators to inform them about deadlines

### **Principal's/ Coordinator's CISCE Responsibilities**

- Understand the principles of academic honesty and how to apply it to educational contexts
- Acquire knowledge on how to conduct academic research responsibly
- Acquire knowledge on how to cite different types of sources appropriately
- Model the principles of academic honesty, attributing credit to others for the work they have accomplished

- Understand the different elements of academic malpractice
- Understand the consequences of malpractice in the CISCE curriculum
- Formulate and review a policy on dealing with academic malpractice within the school
- Encourage practices that maintain academic integrity across the school
- Lead the investigation of cases of malpractice within the school
- Cooperate with the CISCE to investigate incidents of malpractice in Grades 9, 10 11 and 12

### **Educators' Responsibilities**

- Understand the principles of academic honesty and how to apply it to educational contexts
- Acquire knowledge on how to conduct academic research, both print and electronic, responsibly
- Acquire knowledge on how to cite different types of sources appropriately
- Regularly communicate to the students the importance of academic honesty
- Disseminate information on how to cite references, both in-text and bibliography
- Model the principles of academic honesty, attributing credit to others for the work they have accomplished. This virtue becomes particularly significant when educators use external sources to enhance their instruction. This practice is also important to observe when providing candidates with reference material.
- Understand the different elements of academic malpractice
- Verify that students' work being submitted for assessment is indeed their own, and that they have acknowledged others' work
- Actively participate in the detection of malpractice e.g. be vigilant for a change in the students' writing styles
- Devise internal assessments that are distinct from previous assessments
- Provide support during Extended Essay projects
- Encourage assignments that involve problem-solving, hypothesizing, comparing, and analyzing, rather than the mere acquisition of information. This practice will produce more differentiated student assignments.
- Create a formative assessment structure that includes opportunities for assignment planning and self-evaluation. This could mean developing a thesis, evaluating the validity of sources, planning an investigation, provide personalized critique, encourage higher-order thinking to solve problems, and allocate time for in-class research.
- Repeatedly caution students against academic negligence, to prevent students from using material from the Internet without proper citation

- Report suspected cases of malpractice to the Coordinator in a timely manner using the 'Academic Malpractice Form' in the Appendix

### **Students' Responsibilities**

- Understand the basic principles of academic honesty and how to abide by it
- Use research tools responsibly
- Pledge to complete all assessment components in an honourable manner
- Seek help for citing and referencing
- Take sole responsibility for ensuring that the work in all assessment components is authentic
- Ensure that the work or ideas of others are fully acknowledged
- Comply with all school deadlines and practices
- Report cases of collusion or malpractice that they are aware of
- Sign a school honour code for every assessment undertaken that verifies the authenticity of the assessment

### **Parents' Responsibilities**

- Understand the principles and importance of academic honesty
- Sign the 'Declaration of Honour' with their child at the beginning of the IB Diploma Programme course
- Positively reinforce these principles among their children
- Cooperate with the school management in encouraging and instilling academic honesty among the student community

### **Librarians' Responsibilities**

- Be fully aware of copyright laws, referencing conventions and plagiarism
- Create an atmosphere that positively encourages the principles of academic integrity
- Guide students on to cite and reference properly
- Formally document citing techniques in the library
- Validate research results on request by the students
- Help students locate, evaluate and use information accurately and appropriately
- Be aware of both technical and print search tools

## Chapter 6. Consequences of Academic Misconduct

### 6.1 SFHS

At SFHS, we are committed to shaping our students into morally responsible and compassionate global citizens. Leading by example, we believe in handling any instance of academic misconduct in a gentle, non-abrasive manner. Thus, any indication of academic misconduct will be investigated with an overarching focus of trying to determine the cause of malpractice and supporting the student through this experience.

When any case of malpractice is detected by the educator, he/she is encouraged to have an informal conversation with the student to find out more about the thought process of the student while completing the assignment/assessment. Thereafter, the educator immediately informs the academic integrity committee which investigates the matter and reports to the coordinator for further action. The Coordinator. Cases of malpractice during the Cyclical Tests, Mid-Year and Year End Examinations are required to be recorded by way of filling the Malpractice Form.

If the malpractice occurs during project work, the DP Coordinator / Coordinator will grant the student another opportunity to complete the assignment. The time available for re-submission will be at the discretion of the DP Coordinator / Coordinator. If the malpractice occurs during an internal examination or class test, an interaction with the parents will follow to alert them about the issue and prepare for remedial action. If the malpractice occurs during an external assessment, appropriate action will be undertaken in alignment with IBO / CISCE guidelines.

On repeated account of malpractice, several counselling sessions will be mobilized to identify the cause of the malpractice and determine remedial action, e.g. additional learning support. For all IBDP coursework and oral components (non-written examination components), teachers and supervisors follow the flow diagram (figure 1) below as a standard practice for checking authenticity of the candidate's work.

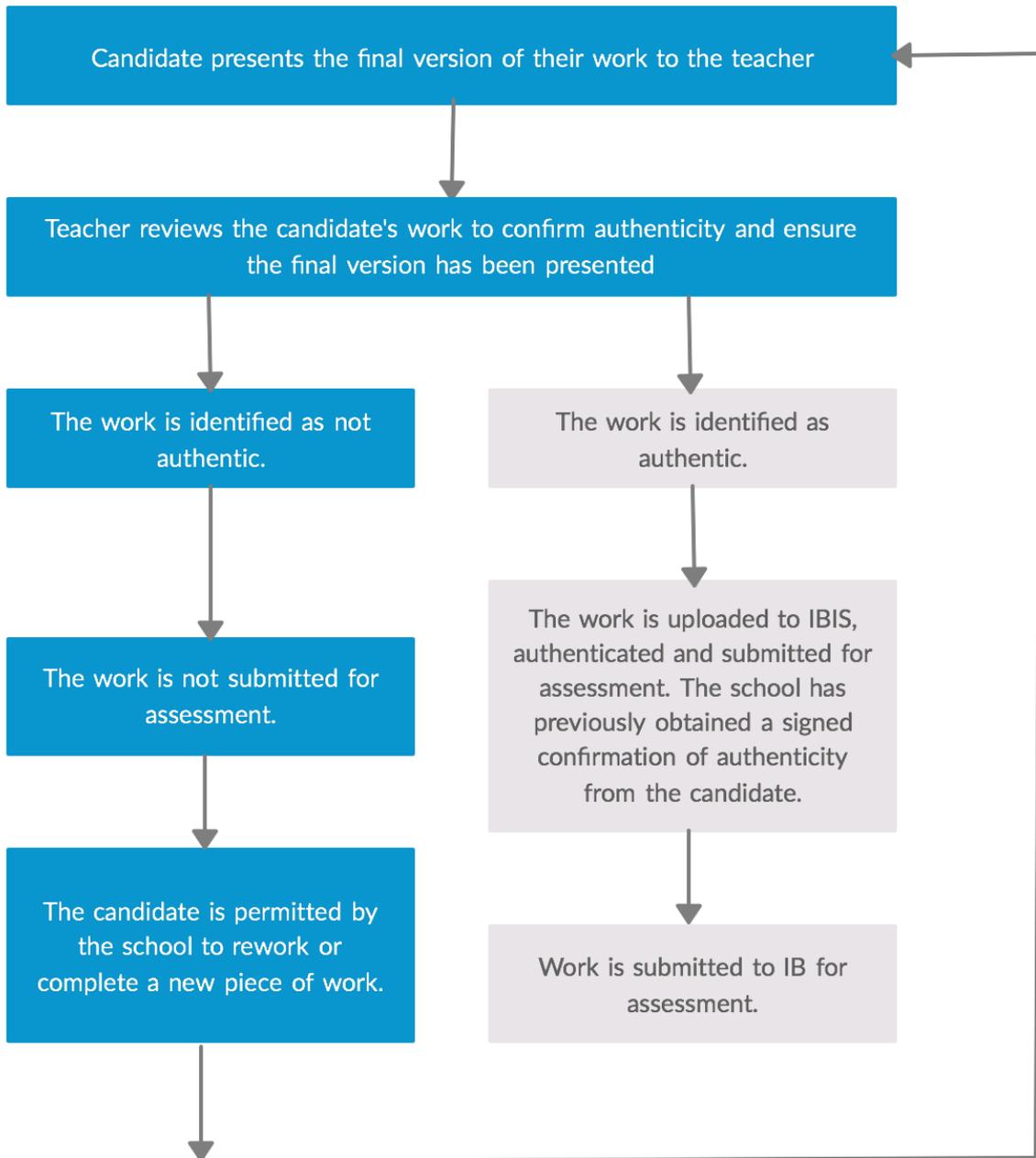


Figure 1: The authentication process (Diploma Programme Assessment Procedures, 2020)

## **6.2 IB**

### *Before Submission*

The DP Coordinator will offer the student an additional opportunity to complete the assessment.

Depending on the nature of the assessment and when the malpractice has been detected, the student may be given a shorter period of time to complete the task.

### *After Submission*

Through our vigilant detection process, the school aims to extinguish cases of misconduct before the final submission stage. If there is a case of malpractice, however, the DP Coordinator will inform the IBO immediately and submit a written report that details the investigation. Candidates who are suspected of misconduct will be given an opportunity to present their position through a written statement to the IBO. The case of malpractice will be adjudicated by a subcommittee of the Final Award Committee, composed of IB officials, school representatives and examiners.

The penalty accorded to these cases depends on the severity of the misconduct. In extreme cases, the IBO may not issue a grade for the subject concerned and may possibly prohibit the student from sitting examinations in future sessions. It follows that when no grade is issued for the subject, the student will not be awarded the Diploma.

If there is substantive evidence, the IB is entitled to conduct an investigation into academic misconduct after a candidate's results have been issued. If academic misconduct is subsequently established by the Final Award Committee, or its sub-committee, the candidate's grade for the subject(s) concerned may be withdrawn from the candidate which will also result in the withdrawal of his or her IB Diploma where applicable (General Regulations: Diploma Programme, 2019).

For more information on the consequences of malpractice in an IB component, please refer to the two IB documents in the Appendix.

## **6.3 CISCE**

If malpractice occurs in an assessment component of the CISCE, the student's work will be subject to guidelines outlined in the CISCE document, 'Rules for the Conduct of Examinations at a Centre for Indian Certificate of Secondary Education, Indian School Certificate and the Certificate of Vocational

Education Examinations for the Use of Conveners, Heads of Schools, Supervising Examiners, Inspectors of Centres and Invigilators’.

## **Chapter 7. Procedures for Recording, Reporting and Monitoring**

Across the school, we have implemented stringent methods of documenting and monitoring cases of academic malpractice. When a student is suspected of academic malpractice, the concerned educator has an informal chat with the student. The educator records his/her observations on a form in the Appendix. The case is then forwarded to the Coordinator and Principal for their observations.

### **Review and Distribution**

This document is made available to parents and students via the school portal, Managebac and email. It is also available for reference in the office of the DP Coordinator, Principal (ISC/ICSE) and ISC/ICSE School Coordinators.

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## **Appendix**

### **APA 6 Citation Style**

For more information on the APA Citation Style, please refer to 'The Purdue OWL: APA Style' website available from <https://owl.english.purdue.edu/owl/section/2/10/>.

A hardcopy of the Purdue OWL APA Citation Style Format is available in the school library for reference.

### **MLA 8 Citation Style**

For more information on the MLA Citation Style, please refer to 'The Purdue OWL: MLA Style' website available

from [https://owl.purdue.edu/owl/research\\_and\\_citation/mla\\_style/mla\\_formatting\\_and\\_style\\_guide/mla\\_formatting\\_and\\_style\\_guide.html](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html)

A hardcopy of the Purdue OWL MLA Citation Style Format is available in the school library for reference.

### **IB Academic Honesty**

For more information on the consequences of breaching the principles of academic honesty within the IB curriculum, please refer to the two documents stated below, which are available in the DP Coordinator's office.

Academic Honesty, 2016.

Academic Honesty in the IB Educational Context, 2016.

## Supporting Students with Academic Honesty in All Subjects

|  |  |
|--|--|
| <b>All Subjects</b>                    | <ul style="list-style-type: none"> <li>• When starting a piece of work, first start with the bibliography.</li> <li>• When starting to read/take notes from a text/article/website etc. make a note of it in the bibliography FIRST.</li> </ul>  |
| <b>English Language and Literature</b> | <ul style="list-style-type: none"> <li>• Encourage students to be meticulous with citations when using quotes – even when note taking and drafting.</li> <li>• Encourage students to make references of texts in their bibliography even if they are read for inspiration.</li> </ul>  |
| <b>French and Hindi</b>                | <ul style="list-style-type: none"> <li>• In the internal oral assessment, ensure that students do not in their preparation notes write out the oral presentation – they should be supporting notes.</li> <li>• Feedback by the educator on written external assessment should be on how to improve the piece of work and should not be annotated or edited by the educator.</li> </ul>   |
| <b>Economics</b>                       | <ul style="list-style-type: none"> <li>• Diagrams, tables and data used need to be cited.</li> <li>• In group work, ensure that all students write their own reports even if they collected their data together. Students need to acknowledge collaborative work on the SFHS Honour Code accompanying the project.</li> <li>• Fabrication of data – educator should be aware of the stresses and reasons for students feeling the need to fabricate data. The educator should be sensitive and constantly remind students through the assessment process about the needs of being academically honest and producing work that is original and useful to society. Emphasize the importance of all members of society reporting accurate results.</li> </ul> |
| <b>History</b>                         | <ul style="list-style-type: none"> <li>• There are a variety of sources, and all need to be acknowledged, print or digital – books, websites, voice recordings, documentaries, movies, interviews, photographs, etc.</li> </ul>  |
| <b>Psychology</b>                      | <ul style="list-style-type: none"> <li>• Study in psychology requires referring to a variety of theories – the skill of paraphrasing would be useful to teach to students.</li> <li>• In group work ensure that all students write their own reports even if they collected their data together. Students need to acknowledge collaborative work on the SFHS Honour Code accompanying the project.</li> </ul>  |

|                  |   |
|------------------|---|
|                  | <ul style="list-style-type: none"> <li>• Fabrication of data – educator should be aware of the stresses and reasons for students feeling the need to fabricate data. The educator should be sensitive and remind students through the assessment process about the needs of being academically honest and producing work that is original and useful to society. Emphasise the importance of all members of society reporting accurate results.</li> </ul>  |
| <b>Biology</b>   | <ul style="list-style-type: none"> <li>• In group work ensure that all students write their own reports even if they collected their data together. Students need to acknowledge collaborative work on the SFHS Honour Code accompanying the project.</li> <li>• Fabrication of data – educator should be aware of the stresses and reasons for students feeling the need to fabricate data. The educator should be sensitive and remind students through the assessment process about the needs of being academically honest and producing work that is original and useful to society. Emphasise the importance of all members of society reporting accurate results.</li> <li>• Students should endeavour to interpret and explain scientific phenomena in their own way. Using published literature for justification of their explanation is acceptable and even encouraged. However, this literature must be acknowledged in proper APA or MLA format.</li> </ul> |
| <b>Chemistry</b> | <ul style="list-style-type: none"> <li>• In group work ensure that all students write their own reports even if they collected their data together. Students need to acknowledge collaborative work on the SFHS Honour Code accompanying the project.</li> <li>• Fabrication of data – educator should be aware of the stresses and reasons for students feeling the need to fabricate data. The educator should be sensitive and remind students through the assessment process about the needs of being academically honest and producing work that is original and useful to society. Emphasise the importance of all members of society reporting accurate results.</li> <li>• Students should endeavour to interpret and explain scientific phenomena in their own way. Using published literature for justification of their explanation is acceptable and even encouraged. However, this literature must be acknowledged in proper APA or MLA format.</li> </ul> |
| <b>Physics</b>   | <ul style="list-style-type: none"> <li>• In group work ensure that all students write their own reports even if they collected their data together. Students need to acknowledge</li> </ul>   |

|  |   |
|--|---|
|  | <p>collaborative work on the SFHS Honour Code accompanying the project.</p> <ul style="list-style-type: none"> <li>• Fabrication of data – educator should be aware of stresses and reasons for students feeling the need to fabricate data. The educator should be sensitive and remind students through the assessment process about the needs of being academically honest and producing work that is original and useful to society. Emphasise the importance of all members of society reporting accurate results.</li> <li>• Students should endeavour to interpret and explain scientific phenomena in their own way. Using published literature for justification of their explanation is acceptable and even encouraged. However, this literature must be acknowledged in proper APA or MLA format.</li> </ul>   |
| <b>Environmental Systems and Societies</b> | <ul style="list-style-type: none"> <li>• In group work ensure that all students write their own reports even if they collected their data together. Students need to acknowledge collaborative work on the SFHS Honour Code accompanying the project.</li> <li>• Fabrication of data – educator should be aware of stresses and reasons for students feeling the need to fabricate data. The educator should be sensitive and remind students through the assessment process about the needs of being academically honest and producing work that is original and useful to society. Emphasise the importance of all members of society reporting accurate results.</li> <li>• Students should endeavour to interpret and explain scientific phenomena in their own way. Using published literature for justification of their explanation is acceptable and even encouraged. However, this literature must be acknowledged in proper APA or MLA format.</li> </ul> |
| <b>Computer Science</b>                    | <ul style="list-style-type: none"> <li>• Educators should continually emphasise the importance of intellectual property, particularly in the field of computer science with constant real life examples.</li> <li>• Educators can teach students how to reference the use of software.</li> <li>• In group work ensure that all students write their own reports even if they collected their data together. Students need to acknowledge collaborative work on the SFHS Honour Code accompanying the project.</li> </ul>   |
| <b>Mathematics</b>                         | <ul style="list-style-type: none"> <li>• During the exploration phase educators should ensure that all students maintain a record of all resources used for inspiration and research to be placed in the bibliography.</li> </ul>   |

|                            |  |
|----------------------------|--|
|                            | <ul style="list-style-type: none"> <li>• Fabrication of data – educator should be aware of the stresses and reasons for students feeling the need to fabricate data. The educator should be sensitive and remind students through the assessment process about the needs of being academically honest and producing work that is original and useful to society. Emphasise the importance of all members of society reporting accurate results.</li> </ul> |
| <b>Visual Arts</b>         | <ul style="list-style-type: none"> <li>• It is common in visual arts to be inspired by other artists' pieces of work – provide examples on how to attribute inspiration taken, for instance, by mentioning it in the title of the work.</li> <li>• Assist students in referencing photographs and works of art.</li> </ul>   |
| <b>Theory of Knowledge</b> | <ul style="list-style-type: none"> <li>• When making an oral presentation reminds students on how to reference sources used – by orally mentioning them while going through the presentation or written on the presentation.</li> <li>• All ideas and arguments by others must be acknowledged even if you are not using a direct quote, whether read in a book or if emerged in class during a discussion.</li> </ul>                                     |



## Academic Malpractice Form



Name: \_\_\_\_\_ Class: \_\_\_\_\_

Subject: \_\_\_\_\_

Educator: \_\_\_\_\_

Assessment/Assignment: \_\_\_\_\_

Observations:

Educator's Signature: \_\_\_\_\_ Date \_\_\_\_\_

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**IB Diploma Programme Coordinator / Coordinator**

Observations:

Signature: \_\_\_\_\_ Date \_\_\_\_\_

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**Head of School / Chief Academic Officer**

**Examples of Malpractice**, from the IBO Document on Academic Honesty, 2016:

- 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
- 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, such as
  - Taking unauthorized material into an examination room
  - Misconduct during an examination,
  - Falsifying a CAS record.

**Penalties for Malpractice:**

If the malpractice occurs during project work, the Coordinator will grant the student another opportunity to complete the assignment. The time available for re-submission will be at the discretion of the Coordinator. If the malpractice occurs during an internal examination or class test, an interaction with the parents will follow to alert them about the issue and prepare for remedial action. If the malpractice occurs during an external assessment, appropriate action will be undertaken in alignment with IBO / CISCE guidelines.

For IB assessment components, the penalty accorded to these cases depends on the severity of the misconduct. In extreme cases, the IBO may not issue a grade for the concerned subject and may possibly prohibit the student from sitting examinations in future sessions. It follows that when no grade is issued for the subject, the student will not be awarded an IB Diploma. Even after grades have been issued, the IBO reserves the right to investigate reports of malpractice, and withdraw grades when applicable.

**Honour Pledge:**

*I, \_\_\_\_\_, pledge to complete all assignments/assessments honourably, refraining from any form of malpractice. I pledge to report any occurrence of malpractice, which I am aware of, to the Coordinator. Abiding by the principles of academic honesty will foster an environment that nurtures intellectual freedom and trust, two qualities that are essential to the success of each student in the program. By compromising the principles of academic integrity, the aims of the IB / CISCE Program and the school community are poorly served.*

Please sign below that you have read and understand the 'Policies on Promoting Academic Honesty and Integrity, 2020'.

Print Student Name: \_\_\_\_\_

Expected year of graduation: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Declaration of Honour



*'Integrity is Doing the Right Thing – Even When No One is Watching' – C.S. Lewis*

### Honour Pledge:

*I, \_\_\_\_\_, pledge to complete all assignments/assessments honourably, refraining from any form of malpractice. I pledge to report any occurrence of malpractice, which I am aware of, to the Coordinator. Abiding by the principles of academic honesty will foster an environment that nurtures intellectual freedom and trust, two qualities that are essential to the success of each student in the program. By compromising the principles of academic integrity, the aims of the IB / ICSE / ISC Programmes and the school community are poorly served.*

Please detail any collaborative efforts, if any:

Please sign below that you have read and understand the 'Policies on Promoting Academic Honesty and Integrity, 2020'.

Print Student Name: \_\_\_\_\_

Year of graduation: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This declaration will be signed by the student and will accompany every submission during the IB Diploma Programme. In the case of the ICSE / ISC programme this declaration will be signed by the student at the beginning of the session.*