

TRIVANDRUM INTERNATIONAL SCHOOL

ACADEMIC HONESTY POLICY

Contents

1. Mission Statement
2. Philosophy
3. What is Academic Honesty:
4. Ethical practices
5. What counts as Academic Dishonesty?
6. How to prevent malpractice
 - 6.1 Roles and responsibilities
 - 6.1.1 Head of School
 - 6.1.2 Teacher
 - 6.1.3 Candidate
 - 6.1.4 Librarian
7. Investigating malpractice
 - 7.1 During an examination
 - 7.2 Malpractice related to internal assessments
8. Rights of the candidate

1. **MISSION STATEMENT**

Driven by the motto, “learning is for life”, the Trivandrum International School is committed to moulding a new generation of leaders by creating self-confident, sensitive, responsible and informed individuals with a life-long passion for learning and caring.

We aim to create learners with universal values who accept all cultures, religions and individual differences, to bring about a positive and peaceful influence to society. They should learn how to learn and have a desire to appreciate the richness of their own cultural heritage and to serve humanity.

2. **PHILOSOPHY**

Trivandrum International School places great emphasis on Academic honesty, thereby promoting personal integrity and good practices in teaching, learning and assessment. There are many factors which are acting on it like peer pressure, culture and parental expectations, role modeling and taught skills. The positive effects of following must always be emphasized to the students. Honesty and integrity are the fundamental principles to be imbibed in the pursuit of academic excellence.

Every student at Trivandrum International School needs to understand the significance of concepts that relate to academic honesty , especially intellectual property and authenticity. The Academic honesty policy of Trivandrum International School Is formulated in accordance with the policies of IB.

3. **WHAT IS ACADEMIC HONESTY?**

Academic Honesty is related to intellectual property, we need to be aware of, and are expected to respect the ideas of others, even the pictures, diagrams etc.,

Submitting a real own piece of work, based on an individual’s own original ideas, with the ideas, if used, of others properly acknowledged.

Even if the works of others have influenced the creativity of students work, especially in the subject of art need to be acknowledged as well.

Students making and submitting their own unique work.

Students writing in their voice, rather than writing in their own words.

Students are given enough time to submit their assignments, so as not to hurry up in the last minute. While trying to complete their own in the last minute, students will be encouraged to look for a short cut of copy and paste from other’s work. This might save the time of the student, but will result in cheating

Paraphrasing must be done in a legitimate way. As students’ intent to take another person’s work and integrate them in to their own work, instead they should be encouraged to quote another person’s work directly and to reference appropriately. This would prove that the student has understood the meaning of the other person’s words.

Assignments need to be prepared in such a way that they support the students to develop their own ideas through problem solving, analysis, etc.,

Always acknowledging honestly the ideas of others. This method applies even to the direct quotations, paraphrased works, graphs, diagrams etc.,

Maintaining a very good record of sources information obtained and used in assignments.

4. ETHICAL PRACTICES

Students of Trivandrum International School will be made aware of and encouraged to practice Academic Honesty in all forms of their work.

Academic Honesty in the Primary Years Programme:

Students are encouraged not to copy or pass on someone else's work as their own.

Students will be advised and encouraged to acknowledge the work of others in their work, appropriately.

Regular sessions will be done to enable the students to be aware about the Academic Honesty.

The Academic Honesty sessions will be made simple, as per the level of their understanding.

Academic Honesty in the middle and senior school :

Students will be refrained from acting in a way that gives him/her an unfair advantage over others.

Students will be discouraged to share their home work with others, to be copied and submit as their own.

Students will be encouraged to respect the ideas of others always.

Students will be made to understand that the work of others or ideas need to be treated as intellectual property, and are expected to respect the same.

Students will be taught to work in an organized way, so that they could plan their time well, and will be able to complete their work on time. As trying to finish the work at the last time, will encourage the students to look for a short cut.

Students will be informed and will be encouraged not to submit their work for two different assignments.

Students will be encouraged not to carry any unethical materials.

Students will not indulge in any unnecessary act during the exam.

Students will always exercise Academic Honesty in all aspects of their work, and will never claim others' work as their own.

5. WHAT COUNTS AS ACADEMIC DISHONESTY?

Academic dishonesty can take on many forms such as,

Plagiarism: - When a student submits a work which was done by someone as his/her own work

Self-Plagiarism or Duplication :- When students submit his/her own work for different assignments

Collusion :- When a student allows his/her friend or a classmate to copy his/her own work or shares his/her examination paper.

Fabrication :- Any information is falsified and submitted as being true

Cheating :- when a student copies another student's work using unfair means, without the permission of that student.

Exam based :- Any form of malpractice in the examination hall as in taking unauthorized material , leaving unauthorized material in a rest room that may be visited by a student during an examination disruptive behavior, exchanging information during an examination , failing to conform to invigilators instructions, impersonation and stealing examination paper.

Duplication of work as in submission of same work for different assessment requirements

Any other student behavior that unfairly gains advantage for a candidate or adversely affects the result of another student.

Malpractice by staff members as in failure to keep examination papers secure, providing undue assistance to candidate during assessment and leaving the hall unsupervised.

6. HOW TO PREVENT MALPRACTICE

The simplest method of avoiding plagiarism is to accurately acknowledge each and every piece of material used in the production of your work.

All ideas and work of other persons, regardless of their source, must be acknowledged CD Rom, email messages, web sites on the Internet and any other electronic media must be treated in the same way as books and journals.

The sources of all photographs, maps, illustrations, computer programmes, data, graphs, audio-visual and similar material must be acknowledged. Passages that are quoted verbatim must be enclosed within quotation marks and references provided.

All works of art, film, dance, music, theatre arts or visual arts must have their source/origin acknowledged

Trivandrum International School uses Turnitin to check plagiarism of students' work.

Trivandrum International School nominates and encourages the use of MLA/APA system of referencing and citation.

6.1 Roles and responsibilities

6.1.1 Head of school

The head of School ensures that

- All students understand the constituents of academic honesty and intellectual property.
- Students abide by established school policy that promotes an active school culture of rigorous academic honesty.
- Students Understand parameters of malpractice in all aspects of student life.
- Teachers confirm that authentic work is submitted by students for both internal and external assessments.
- No plagiarism, collusion or duplication of work is practiced.
- The teaching community acts as role model for the candidates in supporting and promoting school's policy of academic honesty
- The policy is completed and communicated clearly to the entire school community, especially to the students.

6.1.2 Teacher

It is the duty of every teacher to ensure academic honesty by guiding the students in academic writing, referencing and constantly insisting on following the academic honesty policy. Teacher must monitor the writing process stressing research skills, focusing particularly on resource evaluation and search strategies among sources, some of dubious reliability (Boden, Stubbings 2006; Channock 2008). They must read and check all assignments for authenticity

Any issues of authenticity arising from plagiarism and/or collusion before the submission of work for assessment must be decided within the school, initially by the subject teacher, and then in discussion with the concerned head.

6.1.3 Candidate

- Any work submitted by the student, including the one submitted for assessment, must be authentic, based on the original ideas of the students and acknowledged ideas of others.
 - The format of submitted work may include audio/visual material, text, graphs, images and/or data published in print or electronic sources, works of art, computer programs, photographs, diagrams, illustrations, maps, and so on. The source of each of these formats must be acknowledged using a standard style of referencing in a consistent manner. A reader must be able to clearly distinguish between the ideas of the candidate and the ideas and work of other authors.
 - In written work submitted for assessment in the IB Diploma programme, the student must cite in the text where an external source has been used. The inclusion of a reference in a bibliography (works cited/list of references) at the end of the paper is not enough. A candidate's failure to acknowledge a source will be subject to investigation by the IB as a potential breach of regulations that may result in a penalty imposed by the IB final award committee.¹
-

- Once a student has submitted the official assessment coversheet, signing that an internally assessed piece of work is authentically his/hers, there is no opportunity to re-submit different work, if the first submission is deemed to be plagiarised.
- Subject teachers have the right to refuse to sign your cover sheet if they do not believe you completed the work, and if you cannot prove your ownership to their satisfaction.
- It is the student's responsibility, if academic dishonesty is suspected, to prove that all pieces of work are his/her own, and have not been plagiarised.
- The student must maintain internal school deadlines in order to benefit review and improvement of his or her own work before final submission for assessment.

6.1.4 Librarian

The librarian can provide ethical guidance alongside information on the most appropriate citation system to use in each assignment.

School librarian works with subject teachers to inculcate good practices by developing skills in information literacy among students.

7 Investigating malpractice

7.1 During an Examination

- The candidate will be allowed to complete the exam with as little disruption as possible to other candidates.
- The Director, Principal & Vice Principal should be informed as soon as possible.
- Consequences will be in accordance with the School discipline policy.

7.2 Malpractice relating to internal assessments

- On suspected evidence of malpractice the teacher works closely with the Section Head /Coordinator and Head of the School to gather evidence to establish the truth.
- On establishing the truth the school interacts with the candidate and the guardian on further steps to prevent future malpractice.
- Consequences and action will be in accordance with the discipline policy of the School.

8 The rights of candidate

- To see evidence statements reports relating to allegation of malpractice.
- The candidate must be given an opportunity to prepare a response to the suspicion of malpractice.

References

https://ibpublishing.ibo.org/server2/rest/app/tsm.xql?doc=d_0_dpyyy_mon_1504_1_e&art=4&chapter=6
http://www.cis.dk/uploaded/AcademicPDFs/DP_academic_pdfs/Academic_Honesty_and_The_Diploma_Programme.pdf