



# Children's Academy International School

## Academic Honesty Policy

### IB Mission Statement

The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right. (International Baccalaureate Organization, 2014)

### Children's Academy Group of Schools Mission and Vision

Children's Academy Group of Schools aims at providing a progressive learning environment that leads to joyful learning along with holistic development. Our primary endeavour is to create passionate students who are lifelong learners, capable of accepting the dynamic challenges of the new world order.

We aim to provide quality education which is rooted in tradition while remaining futuristic in vision. (Children's Academy Group of Schools, n.d.)

### IB Learner Profile

As per the IB Programme Standards and Practices, (International Baccalaureate Organization, 2014), the IB aims to develop learners who are:

- Inquirers



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- Knowledgeable
- Thinkers
- Communicators
- Principled
- Open-minded
- Caring
- Risk-takers
- Balanced
- Reflective

### Training for Faculty and Students

- The school believes in moulding students into inquirers and thinkers who are principled and reflective and practice integrity. The students must be responsible for their own learning, conduct research independently and should be able to arrive at conclusions based on their own study and observations. They must acknowledge the contributions of others who have helped shape their findings. (International Baccalaureate Organization, 2019)
- Academic Honesty is making knowledge, understanding and thinking transparent. (International Baccalaureate Organization, 2014)
- The pedagogical leadership team and the faculty are expected to show the path by adopting and upholding these values and thus motivate other stakeholders including students and parents. (International Baccalaureate Organization, 2014)
- The school will provide training to the faculty to disseminate information about copyrights and such other code of conduct. They will also be trained on APA Referencing Standards and research methodologies.
- Thereafter, the faculty will conduct similar workshops for students to equip them with adequate knowledge about these codes of conduct. Such programmes will be conducted for students who were already part of the



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parent group – Children's Academy Group of Schools and those who join from outside the Children's Academy Group of Schools.

- The school plans to conduct such programmes for students of grades IX and X, of ICSE board.
- The school believes that such programmes will inspire students to adopt fair means while pursuing academic excellence. The various research methodologies will help students expand their ideas and draw conclusions based on their findings.
- Prior to admission into Children's Academy International School's IBCP programme, a special training workshop regarding the APA Referencing standard will be held for all students in Grade 9 and 10 of the Children's Academy Group of Schools.
- Students of Grade 9 and 10 will have to work on at least one project that follows the referencing guidelines taught during the workshop
- Prospective students of Children's Academy International School will be required to attend a more extensive workshop regarding APA Referencing standard which will also include research methods and skill
- On joining the school, a refresher workshop for the APA Referencing standard will be held for students from the Children's Academy Group of Schools
- A special intensive training workshop regarding the APA Referencing standard will be held for all students who join from outside the Children's Academy Group of Schools
- Students are taken into consideration in the creation of the Academic Honesty Policy to ensure they are well aware of the policy in place as well as find themselves as stakeholders in said policy.
- It is the responsibility of all teachers to acquaint the students with the repercussions of malpractices during examinations.
- The Librarian will ensure that students understand and adopt Academic Honesty while researching in the library.
- Any student caught indulging in any form of malpractice during the examination will be prohibited from continuing to appear in the said paper.



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The student will not be allotted any marks in the paper in which he/she is caught indulging in malpractice and will not be allowed to attend the subsequent paper.

- In any case of malpractice the parent is called and asked to collect the child from school. He/she under no circumstance is allowed to go home on his own.
- The child, along with the parent should preferably meet the counsellor on the same day. If the counsellor is not available to meet on the same day, The Head of School should coordinate a meeting with the counsellor as soon as possible.

### **What constitutes Academic Dishonesty**

Plagiarism – when a student passes on someone else's ideas or work as his/her own

Collusion – when a student allows another student to copy his work or helps another student commit any malpractice

Duplication of work – when a student presents the same work for different subjects

Misconduct during an examination – when a student carries any unauthorised material, accesses any resource, media platforms during examination or steals examination material.

Fabricating – when a student alters research outcomes, forges signatures

### **Responsibility of School Administration**

- The school administrators will ensure that all the stakeholders are well-versed with the IB Philosophy and Learner Profile. The school website, social media handles, and the calendar must promote these values.
- Parents, students and teachers will be made aware of the philosophy, IB Profile and policies during orientation and thereafter during Open Houses and PTA meetings
- In case of violation of the Academic Honesty Policy, the school will take adequate steps as per the IB norms.



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### Responsibility of Teachers

- It is the responsibility of the teachers to ensure that students understand the importance of ethics; evolve strategies to ensure that students adopt fair practices and submit authentic work for assessments.
- The teachers must be familiar with the Academic Honesty – Guide for schools.
- They must ensure that students cite the sources correctly.
- The Personal and Professional Skills will help students develop the understanding of academic honesty.
- The teacher must be familiar with the writing style of students to help ensure there are no discrepancies in the work submitted by students.
- They must make students aware of the difference between collaboration and collusion.
- Teachers must be able to use various search engines or platforms like turnitin.com to ensure the authenticity of student work.
- They must discuss the student work extensively with the students to verify the credibility of the work that has been submitted.
- Teachers must be ready to ratify the originality of student work to the best of their knowledge, as and where IB guidelines demand such a certification.
- In case of a malpractice by any student, the teacher must be ready to comply with the IB norms and cooperate and submit a formal statement to the IB if required.
- During examinations, students must be diligently supervised.
- The examination must begin on time.
- The question paper should not be discussed either by the teachers or students within 24 hours after the examination has been conducted.

### Responsibility of the librarian

- The Librarian will be an important part ensuring Academic Honesty
- The Librarian will hold an orientation session teaching the students about how they can go about finding the information and books they require.



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- The orientation will also include the importance of citation, the school's usage of APA citations
- The librarian will also remind the students to cite their sources properly anytime they visit the library or take books from the library
- The librarian will also work to ensure that the library is kept well stocked with books on referencing and refer them to the students who are found to need help with the same
- The Librarian will work with the branding department to have posters put up regarding Academic Honesty and the importance of the citing sources

### Responsibility of Students

- Students must be well-versed with the IB philosophy and IB Learner Profile. They must seek guidance from relevant authorities to make informed decisions. This will help curb academic dishonesty.
- Students must be aware of the repercussions of academic dishonesty.
- Students must acknowledge and cite all sources; they must use footnotes to acknowledge any idea that might have emerged during a discussion or from a TED Talk or any such source.
- Students must submit different submissions for different assessments pertaining to other subjects.
- Students must familiarise with the examination protocol and stick to them
- Students must read the Academic Honesty Policy and thereafter sign an agreement which states that they have read and understood the policy and the repercussions of malpractices if any.

### Responsibility of Parents

- It is the responsibility of the parents to ensure that they are well versed with the Academic Honesty Policy.
- Parents must communicate and clarify with the school authorities any query pertaining to the policy.



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- They can help their wards manage their time and resources in such a manner that the wards are discouraged from adopting malpractices.

### Repercussions of Academic Dishonesty

- Depending on the severity of malpractice:
- the student may be given a strict warning
- the student will be counselled
- it may be recorded in the student file
- The students may be allowed to reappear for the examination or debarred from the examination; may be prohibited from continuing to appear in the said paper and not allowed to appear for the subsequent paper.
- The student may be suspended
- In case of an internal examination, the student may not be awarded any grade for that particular assessment.
- In case, the examination is an external one, the matter will be reported to IB with necessary evidence.
- The parent is called and asked to collect the child from school. He/She under no circumstance is allowed to go home on his own.
- The student along with the parent should preferably meet the counsellor on the same day and in case the counsellor is not available, the school should ensure a meeting with the counsellor as soon as possible.

### Procedure to be followed to ascertain Academic Dishonesty

- The IBCP Coordinator will discuss the issue with the concerned student and teacher. Both the parties will be allowed to present the case. The coordinator will decide whether the case amounts to academic dishonesty which is intentional or academic infringement which is unintentional.
- In case Academic dishonesty is found to be intentional, the parents of the student will be informed as well and the student will be counselled once again as to why it is essential to be Academically honest



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- Every student is required to sign a cover sheet to attest the authenticity of his/her work. Prior to signing, in case the school detects any kind of malpractice, it can be resolved internally at the school level.
- In case it is signed already, the matter has to be reported to the IB as per the norms.

### Citation

- Citation ensures that
  - The original work of a person is recognised and honoured
  - The work of the researcher is made distinct from that of others
  - The reader can verify the authenticity of the work of the creator; in this case a student
- The source material could include interviews, audio-visuals, graphics, lectures and similar sources
- There are various styles of referencing.
- Children's Academy International School will be using the APA style

### Academy Dishonesty in the Diploma Programme

- CAIS follows a strict zero-tolerance policy when it comes to any dishonesty in the Diploma Programme

### Students' rights

- Upon being made aware of any academic dishonesty, students will be given up to one week to respond via email if they have any rebuttal regarding the same.
- Based on the receipt of the email, the student, and the parents will be called for a meeting with the CP Coordinator, Head of School and School Counsellor to have a further discussion to understand the students' point of view
- This will be taken into account during the investigation as well





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### Consequences of academic misconduct that the IB will implement

- The school will follow the IB Academic Integrity document (International Baccalaureate Organization, 2019) as per which, in case of incidents related to examinations "...If a student is found to be in breach of regulations, the school must contact the IB within 24 hours of the examination to report the incident." and in case of coursework "...the programme coordinator must inform the IB as soon as possible."
- If misconduct is found to have occurred, the IB will be applied as per the Matrices in the Appendix of the IB Academic Integrity document (International Baccalaureate Organization, 2019)

### Examples

<b>Career Related Programme</b>					
<b>Activity</b>	Culminating project	Group Work	Oral Presentation	Creative Work	Independent Work
<b>Subject</b>	Reflective Project	Service Learning	Language Development Core	PPS	IBDP Business Management Course
<b>Scenario</b>	A student might be working writing a Reflective Project on an ethical issue plaguing their CRS of choice. Part of the Project was interviews with people	A student might be working in a group to create a Survey Form to help a local store better understand their customers' needs. On culmination	For the Language Development Core, a student is asked to create a video essay based on an ethical issue related to their CRS. On reading or watching the	A student is asked to do a presentation of a Business Plan that the student had created during their Business Management Course. While the Business	An IBCP student is required to complete at least 2 IBDP subjects during the course of their study. For an IA, a student is required to interview 3 people from



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	<p>in the industry. Instead of quoting them as such, some of the quotes were written without the quotation marks and sources specified.</p> <p>During the class, the teacher makes it a point to repeatedly bring up the importance of quoting and citing sources properly. The student realises their error and ensures that each quote is properly attributed to the speaker</p>	<p>of the activity, one student discovers that one of their peers has filled the survey form multiple times to help a particular pointer they'd like to see win.</p> <p>The student brings it up with the student as well as the teacher and explains the importance of honesty in a situation like this where the results have real world consequences and help understand the needs of the public. The repeated survey forms are deleted and a clearer picture is obtained.</p>	<p>first draft of the project, the teacher notices that there are similarities in the video created by the student and a video essay shared earlier in the year by one of the other teachers.</p> <p>The teacher talks to the student about the importance of originality in work, explains what Academic Dishonesty is and asks the students to re-do the project.</p>	<p>Plan created by the student is beyond reproach, it is found in the presentation made that the student has used infographics and other data without citing the appropriate sources.</p> <p>When the teacher notices that the Infographics and other material hasn't been created by the student, the student is asked to create an infographic by themselves using the data they'd garnered to make the presentation more relevant.</p>	<p>the same industry but different companies to get an insight into how the same industries might work differently and find similarities between the same. After 2 interviews, the student believes they might not have enough time to find a third interviewee so he crafts answers by a third interviewee by composing answers from the first two. While reading a draft of the IA, the teacher fails to find information on the third interviewee and the</p>
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					student fails to give satisfactory answers regarding the same. On admitting this mistake, the teacher reprimands and takes the time to explain Academic dishonesty to the student. The third interviewee is invalidated.
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### Policy review section

The Academic Honesty Policy will be reviewed annually. The IB Coordinator, the Head of School, the faculty including the librarian will be part of the discussion. The students and the parents will be kept informed in case of any revision.



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<https://www.ibo.org/contentassets/76d2b6d4731f44ff800d0d06d371a892/academic-integrity-policy-english.pdf>

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