

2021-22

ACADEMIC **Honesty** POLICY



D Y PATIL
INTERNATIONAL SCHOOL
NERUL



Cambridge Assessment
International Education

Cambridge International School

Purpose

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DYPIS is committed to academic honesty and will ensure that all students in the IB Diploma programme are aware of what this entails. Academic integrity is a responsibility of the whole school community. By making the school's commitment to academic integrity transparent, this document outlines the responsibilities and expectations of different stakeholders across the school community.

While we trust that all students enrolled in the school will submit work of their own that is appropriately referenced, we feel that it is necessary to give guidelines as to what this means and what the consequences will be if any work does not meet this standard.

IB learners strive to be:

Inquirers

They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

Knowledgeable

They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

Thinkers

They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

Communicators

They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

Principled

They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

IB learners strive to be:

Open-minded

They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

Caring

They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

Risk-takers

They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

Balanced

They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

Reflective

They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

The program Coordinators supervise all activities related to teaching and learning process. They are responsible for

- ensuring the secure storage of Exam materials,
- ensuring teachers ,parents and students have read the academic honesty policy and adhere to it.
- Reporting instances of academic mis conduct and mal administration to the school administration.
- Plan systems to ensure the principles of academic honesty are understood and implemented

The librarian provides guidance regarding resources, citation and other reference systems. The librarian holds sessions for teachers and students on citations and referencing.

The Teachers provide adequate support system for students to develop the skills for incorporating proper reference systems. They ensure that students have a full understanding of the expectations and guidelines of all subjects and also confirm that students understand what constitutes academic misconduct and its possible consequences. They should read and give advice to students only on the number of drafts as specified in the relevant subject guide, providing oral or written advice on how the work could be improved, but not editing the draft.

Academic Dishonesty & Malpractice

Although the following list is not exhaustive, academic dishonesty can, in general, take several forms:

- **Plagiarism:** taking work, words, ideas, pictures, information or anything that has been produced by someone else and submitting it for assessment as one's own.
- **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 unauthorised material into an exam room, or consulting such material during an exam in order to gain an unfair advantage.
- **Duplication:** Submitting work that is substantially the same for assessment in different courses without the consent of all teachers involved.
- **Falsifying data:** creating or altering data which have not been collected in an appropriate way.
- **Collusion:** Helping another student to be academically dishonest.

Cheating and plagiarism are serious offences. Cheating and plagiarism do not reflect the high standards of character, citizenship, and integrity so highly valued at DYPIS and reflected in our school's mission statement. Academic misconduct of any kind undermines the learning environment and will not be tolerated at DYPIS.

Please be aware that "the candidate is ultimately responsible for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged." (IBO Academic Honesty, 2007)

Our expectations and best practices are set out below.

The academically honest student:

DOES

- Document source material in a formal and appropriate manner (MLA Format)
- Use direct quotations appropriately
- Paraphrase and cite others' ideas appropriately
- Understand the concept of plagiarism
- Understand the consequences of cheating regarding both school-based work and external examinations and assessments
- Acknowledge explicitly and appropriately the help provided by another person
- Follow all exam rules

The academically honest student:

DOES NOT

- Copy from any source without adhering to rules that govern intellectual property
- Copy the internal assessment work of other students
- Give another student his/her work to copy
- Use notes during a test unless allowed by the teacher or permitted by the examination rules
- Do homework for another student
- Present material written by another student as his/her own
- Purchase and submit pieces written by someone else
- Write essays for other students

The Consequences of Academic Dishonesty

Incidences of academic mis-conduct at DYPIS are treated on a case-by-case basis and students may be penalized with a failing grade for the assignment or assessment, the semester, or the year. In addition, a student may receive internal suspension. In severe cases, the student may be suspended or dismissed from the School.

If a student submits work to the IB, which is later, recognised as having been produced dishonestly, the IB will not award a Diploma to that student.

The responsibilities of students

All DYPIS high school students and parents should make sure that they are aware of the contents of this document and what academic honesty and dishonesty both mean. They should also make themselves aware of the consequences of academic dishonesty.

Students should recognise 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.

Responsibilities of Parents and Legal Guardians

Parents are expected to

- understand the school policies and regulations and abide by them.
- understand what constitutes student academic mis-conduct and its consequences
- understand the school procedures that ensure the authenticity of student's work.
- submit only genuine and/or authentic evidence to support a request for inclusive access arrangements or adverse circumstances considerations for their children
- abstain from giving or obtaining assistance in the completion of work to their children

Link to Assessment policy: Students should adhere to academic honesty principles during the assessments and in the preparation of their course works.

Link to Library policy: Students should make use of the library resources and follow the norms and ethical guidance about giving credit to other's works.

Reviewed by the Principal, Section Coordinators and Librarian.

Last review: July 2020

Next review: July 2022 or in case of changes in guidelines.

References:

The Responsibilities of IB World Schools in Ensuring the Integrity of IB Assessments (2017). Ibo.org. International Baccalaureate Organisation. Web.

Academic Integrity (2019). Ibo.org. International Baccalaureate Organisation. Web.

Diploma Programme: From Principles into Practice (2015). Ibo.org. International Baccalaureate Organisation. Web.

Declaration

I confirm that I have read, understand and agree to abide by the DYPIS Academic Honesty Policy.

Student's name:

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Parent's Signature:

Date

2021-22



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