



# **The Indian Public School**

## **Academic Integrity Policy**

### **Purpose**

The purpose of Academic Integrity policy is to make sure the procedures for this practice are transparent, fair and consistent. The policy states the roles and responsibilities of all members of school community and ensures that each individual is aware of what is academic integrity and misconduct; what actions to be taken in case of misconduct.

### **Philosophy**

At TIPS we embrace a child-centered philosophy that promotes creative thinking and lifelong learning. The Indian public School expects its students to show integrity in all aspects. Students are expected to complete their work on their own and avoid academic dishonesty and misconduct in all forms. Being an IB school, TIPS expects all members of the school community to be 'Principled'; wants learners to act with integrity.

The school ensures understanding of academic integrity and its importance in the holistic development of child right from admission orientation meetings. It also makes sure the values are emphasized during Parent /Student Meetings. Special sessions are also conducted for all staff to educate the school community members regarding the same.

Academic integrity is embedded in the Programme Standards and Practices

**Lifelong learners 4.1:** Students and teachers comply with IB academic integrity guidelines.

We at Tips work to develop lifelong learners, who embody the IB Learner Profile. When students are working on assessment tasks, using technology, and/or communicating and reflecting on their work, they are expected to demonstrate principled behavior. Independence, responsibility, and integrity are crucial in preparing students to show confidence in their own work and respect for the work of others.

### **Academic Integrity**

Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work. [IBO Academic Integrity 2019, P3]

### **Academic Dishonesty and Misconduct**

To promote academic integrity, individual needs to know what academic dishonesty, types and consequences are.

Academic dishonesty or misconduct can be defined as any form of misconduct related to academics. It is considered to be a breach of conduct and also an offence. It can be documented in almost every type of educational setting, from primary years to college.

### **Forms of Academic Dishonesty**

There are many types of academic dishonesty - some are obvious, while some are less obvious.

### **Plagiarism**

Plagiarism is the deliberate act of representing the words, ideas, or data of another as your own without clear and proper acknowledgement.

This includes:

- Copying work from other students and passing it off as your own.
- Downloading material from the Internet or copying from books and submitting this as if it was their own.
- Asking others to write answers on his/her behalf and submit as their own work.

Plagiarism are of different types and some aren't even intentional.

#### **Direct plagiarism:**

It is the act of copying another person's work word by word. Making someone to write for one's self and submitting it as his/her own work is also direct plagiarism.

#### **Paraphrased plagiarism**

It is the act of making few changes to someone else's work, and then passing it off as his/her own.

#### **Mosaic Plagiarism**

It is the act of borrowing of words, ideas, or data from an original source and blending the original material with one's own work without acknowledging the source.

**Fabrication or Falsification:** This includes any form of dishonesty where a student invents or distorts the origin or content of information used as authority. Examples include:

- Citing a source that does not exist.
- Citing information from a source which is not included in the source for which credit is given.
- Citing a source for a secondary proposition which it does not support.
- Citing a bibliography source when it was neither consulted nor cited in the body of the paper.
- Intentionally distorting the meaning or applicability of data.

- Inventing data or statistical results to support conclusions.

**Cheating:** This includes any form of dishonesty where a student attempts to give the appearance of a level of knowledge or skill that has not been obtained. Examples include:

- Copying from another person's work during an examination or while doing an assignment.
- Allowing someone to copy from you during an examination or while doing an assignment.
- Using unauthorized materials during an examination or while doing an assignment.
- Collaborating on an examination or assignment without authorization.
- Taking an examination or completing an assignment for another, or permitting another to take an examination or to complete an assignment for you.
- Using unauthorized notes or other study aids during an examination
- Using unauthorized technology during an examination
- Improper placement of prohibited notes, course materials and study aids during an exam such that they are accessible or possible to view
- Looking at other students' work during an exam or in an assignment where collaboration is not allowed
- Attempting to communicate with other students in order to get help during an exam or in an assignment where collaboration is not allowed
- Obtaining an examination prior to its administration altering graded work and submitting it for re-grading obstructing or interfering with another student's academic work
- Undertaking any activity intended to obtain an unfair advantage over other students.

**Other Academic Misconduct:** This includes all other academically dishonest, deceitful, or inappropriate acts which are intentionally committed. Examples include but are not limited to:

- Inappropriately providing or receiving information or academic work so as to gain unfair advantage over others.
- Planning with another to commit any act of academic dishonesty.
- Attempting to gain an unfair academic advantage for oneself or another by bribery or by any act of offering, giving, receiving, or soliciting anything of value to another for such purpose.
- Changing or altering grades or other official educational records.
- Obtaining or providing to another a test or answers to a test which has not been administered.
- Breaking and entering into a building or office for the purpose of obtaining an unauthorized test.

- Continuing work on an examination or assignment after the allocated time has elapsed.
- Submitting the same work for more than one class without disclosure and approval.
- Getting equal credit on group assignments when equal work was not done.

### **Encouraging Academic Integrity across the IB programmes (PYP-DP):**

TIPS encourages academic integrity by:

- discussing the importance of academic integrity regularly with students and parents
- ensuring parents and learners understand the values of learner profile attributes
- explaining what will happen if submitted work is not the student's own
- creating inquiry-based assessment tasks based on a child's creativity and application of skills rather than focusing on fact collection
- designing assessment criteria that value and reward the process rather than the result
- teaching ways to acknowledge others by using quotation marks
- encouraging students to give credit to others in group work
- encouraging students to self-reflect so that they can think if they have been dishonest

### **Procedures for Handling Incidents Of Academic Dishonesty:**

Teachers and the school are responsible for establishing and communicating to students their expectations of behavior with respect to academic integrity and the student's conduct in the course. The teacher will be responsible to investigate any incident of academic dishonesty or misconduct, determine the circumstances, and take appropriate action. Examples include but are not limited to the following:

- Reprimanding the student orally or/ and in writing including informing of parents.
- Asking the student to rework completely after giving the official warning.
- Requiring work affected by the academic dishonesty to be redone under examination conditions.
- Administering a failing grade on the affected assignment, test, or course.
- Recommending all the cases to DPC/Head of School/IBO for necessary actions/investigation procedures.
- Removing the student from a particular course or subject.
- Informing the requisite Examination Board and abiding by their decision regarding punishment and grading.
- Providing support to teachers regarding the cases reported.

For checking of plagiarism, the following techniques are used:

- Use of Turn-it-in software
- Periodic checking of assignments and essays for proportionate and appropriate development.
- Interviews and discussions on the contents of assignments and essays.
- Staff, who help students in a manner which is academically dishonest for whatever reason will undergo strong disciplinary actions including dismissal from the school.

To discourage dishonesty, subjects which offer externally assessed coursework options must ensure that some of the coursework to be submitted is produced in class under examination conditions (as compared to work produced elsewhere). The subject faculty will keep the drafts to be submitted to DPC if required.

### **Academic Integrity With Reference To Subject Tasks**

All academic work including homework assignments, written and oral reports, use of library materials, creative projects, performances, in-class and take-home exams, extra-credit projects, research theses and dissertations must satisfy the following standards of academic integrity:

- Students may only provide, seek or accept information about any academic work to or from another student with the authorization of the instructor. Students may not collaborate without authorization by the supervisors. Students may only collaborate on academic work within the limits prescribed by their instructors. Violations of this standard constitute collusion.
- Students must adhere to the guidelines provided by their instructors for completing academic work. Students may not claim as their own work any portion of academic work that was completed by another student. Students may only use materials approved by their instructor when completing an assignment or exam. Students may not present the same (or substantially the same) work for more than one course without obtaining approval from the instructor of each course. Students must adhere to all course regulations. Violations of this standard constitute cheating.
- All ideas, arguments, and phrases, submitted without attribution to other sources must be the creative product of the student. Thus, all text passages taken from the works of other authors (published or unpublished) must be properly cited. The same applies to paraphrased text, opinions, data, examples, illustrations, and all other creative work. Violations of this standard constitute plagiarism

- All experimental data, observations, interviews, statistical surveys, and other information collected and reported as part of academic work must be authentic. Any alteration or falsification of data constitutes fabrication.
- Use of experimental methods or materials that are objectionable and that may lead to unfair advantage to the student is not allowed (for example use of an objectionable chemical to provide an abnormal yield to support a hypothesis).
- Misrepresentation of experience, ability, or effort - providing false information concerning academic achievement or background in an area of study is objectionable. It includes:
  - falsely reporting the content of a Mathematical Exploration/scientific investigation
  - falsely representing effort on a group project
- For long projects (Personal Project/Extended Essay/CAS), students must show progress of their work at least twice a month to their supervisor to ensure that each process and progress is genuine and up to date.
- The school will ensure that the staff members are aware about the referencing system and it is practiced from the beginning.
- To avoid the malpractice in the math exam, the math faculty will ensure the resetting and check the memory of the GDCs provided by the school before every exam.
- Any violation of the same would be punishable under academic integrity and notified to the Coordinator for further appropriate action.

The Indian Public School reserves the right to decide on the appropriate consequences for students found to have committed an act of malpractice or misbehavior.

### **Role of teachers in promoting academic integrity:**

- Clarifying the meaning of academic integrity
- Teaching within their subject what academic integrity is, its importance and the supporting skills required by students to avoid academic misconduct.
- Promoting and encouraging Grade level research, reference and citation agreements.
- Facilitating the development of trans-disciplinary skills within their own classroom, through classroom engagements.
- Modelling good practice within their own work.
- Providing examples of academic misconduct and how to avoid them

- Working collaboratively with the librarian and other teachers to ensure the academic integrity standard is being followed by students
- Carefully assessing each piece of student work and being alert for any potential changes.
- Providing formative feedback on skills development throughout the learning process.
- Bringing any issues of suspected academic misconduct to the attention of the Programme Coordinator

#### **Role of parents in promoting academic Integrity:**

- Be aware of the academic integrity policy.
- Motivate and support students at home to be principled by providing adult help only when required
- Discourage procrastination and encourage effective time management.

#### **Role of admin in promoting academic integrity:**

- Establish a school culture that actively encourages academic integrity
- Academic integrity Policy to be placed in the school diary with general consequences

### **The Academic Integrity Policy as a Working Document**

The TIPS Academic Integrity Policy is to be considered a working document that is reviewed and revised at least every five years in conjunction with the school's IB self-study review cycle, or more frequently if changes in the school's student population, state or federal laws, or IB course offerings and/or sequencing dictate review and revision.

### **Communicating the Academic Integrity Policy to All Stakeholders**

The TIPS IB Academic Integrity Policy is available to all current and prospective students and families as part of the comprehensive TIPS essential documents; this document serves as the "Handbook" for potential and current students. These policies are also communicated to students and parents through admission team, Class teachers, counselors, and the Coordinator at the start of each academic year as part of formal orientation.

#### **References:**

- The Indian Public School, Chennai: Academic Honesty Policy
- IBO Publication: Academic Integrity
- GPS Brookes Kochi Academic integrity Policy

