



ACADEMIC HONESTY POLICY

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Purpose of Academic Honesty Policy

The purpose of an Academic Honesty Policy is to ensure that our school procedures for this practice are transparent, fair and consistent. It describes the rights and responsibilities of all members of the school community so that everyone understands what constitutes good practice, and misconduct, and what actions are to be taken if there are transgressions.

What is Academic Honesty?

IB learners' work needs to exemplify the values of honesty and integrity, while remaining committed to the inquiry-action-reflection cycle. Academic honesty can be considered an anchor that leads learners to assume responsibility and ownership of the work produced by them as also acknowledge any external source that they might have used. In an age of rapid technology advancement, IB World Schools need to take care that learners do not plagiarise and/or collude with fellow learners and promote originality in every work that they produce. They also need to prevent learners from doing so to gain an unfair advantage.

At Neev, we value originality of thought and creation and aim to raise our students to be truly principled thinkers and reflective communicators. Our academic honesty policy is directed towards promoting and encouraging these traits in our community and upholding them in all our practices.

What is considered academic dishonesty?

While we do understand that the given conditions of academic dishonesty may not always be deliberate, we also want our community to be aware and conscious of what constitutes 'dishonesty' in their academic life and the kind of consequences it entails.

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

1. **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.
2. **Copying:** taking the work of another student, with or without his or her knowledge and submitting it as one's own.
3. **Exam cheating:** communicating with another candidate in an examination, bringing unauthorized material into an examination room, or consulting such material during an examination in order to gain an unfair advantage.
4. **Duplication:** submitting work that is substantially the same for assessment in different courses without the consent of all teachers involved.
5. **Falsifying data:** creating or altering data to one's advantage which has not been collected in an appropriate way.
6. **Collusion:** External/ internal help that can lead a student to be academically dishonest. This could be an external aid, a friend, a parent or a teacher.

Link between Academic Honesty Policy and Assessment Policy:

Academic honesty policy is linked with assessment policy as it mentions different forms of academic misconduct related to internal and external assessment. Additionally, academic honesty policy mentions the consequences of academic misconduct in various forms of assessment. Another relation is in the fact that students will sign an undertaking and a contract

that the work uploaded is the final version and is their own original work whether written/oral/video recorded and maintain honesty during all forms of assessments. Also, as mentioned in the assessment policy teachers will only give feedback on the first draft of internal assessments, which is aligned with IB academic honesty guidelines.

Link between Academic Honesty Policy and Admission Policy:

At the time of admission to Neev Academy, it is mandatory for students and parents to sign an academic honesty contract as mentioned in Appendix.

Also, while granting admissions at Neev Academy, students' previous academic record will be reviewed so as to ensure that he/she had not been involved in any form of academic dishonesty. Neev Academy may at its sole discretion decide not to grant admission to students who had indulged in such practices in their previous school/s.

At the beginning of DP Admission process, a copy of "General regulations: Diploma Programme" as published by IBO will be given to students and parents. In addition to explanation and discussion of other articles as mentioned in the IB document - General regulations: Diploma Programme, clause 3.3 and 3.4 (which refers to academic honesty and consequences of academic dishonesty) of Article 3 will be discussed and explained to parents.

Students taking admission are expected not to indulge in any academic dishonest practices like copying, cheating or using others work without acknowledging the same.

Encouraging Academic Honesty across the 3 programmes (PYP-MYP-DP):

PYP:

The school encourages academic honesty in PYP programmes by:

- discussing the meaning of appropriate help regularly with parents
- ensuring parents and learners understand what the learner profile values mean
- making clear what will happen if submitted work is not the learner's own.

Teachers encourage honest, creative PYP work by:

- creating inquiry-based assessment tasks, which rely on a child's creativity and application of skills rather than mere fact collection
- designing assessment criteria that value and reward the work required, rather than only the result
- teaching ways to acknowledge others in their writing like the use of quotation marks
- teaching students to reflect on what they have written so that they have the chance to realise if they have been dishonest

MYP:

Besides all activities and approaches suggested in the PYP, the MYP will also:

- make the academic honesty policy accessible to the school community, especially the new joiners in MYP
- create awareness on the need of formal citation

Teachers encourage honest, creative MYP work by:

- designing creative yet challenging tasks to ensure student engagement
- incorporating approaches to learning skills of information literacy, problem-solving and self-management in the teaching-learning process
- offering task-specific clarification of assessment requirements and breaking down instructions into smaller steps
- encourage individual interest area and strength to ensure originality and in-depth inquiry in a Personal Project

DP:

At the DP level, many aspects are more formal and codified versions of the actions carried out in the PYP and MYP:

- nominate a referencing system for formal citation, which is the MLA8 style.
- provide each student with detailed guidance on academic writing and referencing systems
- provide staff development and guidance on plagiarism and citation and the use of software to prevent academic dishonesty
- create procedures for managing cases of deliberate cheating, especially where it involves plagiarism and collusion, including what penalties will apply and how a penalty will be selected.

Teachers encourage honest, creative DP work by:

- Agreeing upon topics and titles for students' extended essays that are harder to find, copy or fake (see <http://www.plagiarismadvice.org/designing-out-plagiarism> for more guidance) and are original by all means. For example, recent, local, specific and individual topics encourage synthesis and evaluative authorship and specifying use of a particular theory, of a set of primary data, or of a particular resource can limit the use of ready-made texts.
- Monitoring the writing process by authenticating the writing process through the use of drafts, peer review and interactive supervision.
- Teaching academic writing skills: As IB writers create their own understanding of a topic, they use others' work as supporting evidence; The focus is on scholarship, not plagiarism—citations can show the authority of the information; they can show its credibility or its accuracy through being able to trace it back to the source. Citations show correct use of terminology; they can show how widely the learner has researched the topic and/or indicate what the writer chose to include or exclude (given that the reader has expertise in the topic).
- Stressing on developing efficient research skills and strategies to deter plagiarism.
- Using their discretion to determine the originality of a submission

For DP students, academic honesty is strengthened when they:

- make the effort to learn academic writing, research and citation skills
- seek clarification when unsure, including in situations where they may be using the work of other IB students inappropriately, leading to collusion

- use guidance on referencing techniques - consistency and traceability are important in assessing how students use the agreed citation system.
- use time-management and self-management strategies to avoid procrastination which is often referred to by learners as explanation for their plagiarism.

Procedures for investigating suspected academic dishonesty at Neev:

- If a teacher suspects that a student may have breached the school's standards of academic honesty, he or she will inform coordinator or department head. The student will be provided a chance to explain himself/herself. The teacher/s will investigate the matter and look for evidence of academic dishonesty. If it cannot be shown that there is work which is clearly inappropriate, the student will be found not guilty of dishonesty and no record will be kept of the matter. On the other hand if there is adequate proof of dishonesty, the Programme Coordinator will make a recommendation to the Section Head and the Head of School and an appropriate consequence will be applied based on the case.
- Parents of the student will be kept informed in such circumstances and may be called in for a conference with the concerned teacher/s.
- The school on its part has also subscribed to the screening software 'Turnitin' to check for plagiarism and to put in practice corrective measures.

Consequences of academic dishonesty across the three programmes will be based on three categories the incident falls under:

Internal consequences of malpractice:

The action taken on a student who has been accused of academic dishonesty will depend on which category the action falls under. The examples of incidents are given below. The teacher, along with the concerned head, will then decide the level of action to be taken.

Category 1 incidents include (but are not limited to):

1. Copying homework or allowing homework to be copied
2. Taking information from another source that is not properly attributed
3. Working with others on an assignment that was designed as independent work
4. Looking at another's task/ assessment
5. Letting another student look at your work during a task or assessment
6. Using other secretive methods of receiving or giving information during a task/ assessment.

Category 1 consequences:

1. The teacher in the classroom will deal with incidents. Students who are caught cheating or plagiarizing will not receive a grade or score for the work.
2. The student will be expected to re-do the work for an accurate score within the time frame specified by the teacher if the submission timeline permits.

3. This work may be part of the internal assessment elements which will be submitted to the IBO. Teachers who confirm that a student has committed any of the above will report the incident to the IB Programme Coordinator and, according to his/ her judgment on the details of the incident, he/ she will recommend the behavioral consequence(s).
4. Any second infraction will result in a category two consequence and an on-going pattern may lead to a recommendation for exclusion.
5. Malpractice regarding academic work will be recorded in the end of term report.

Category 2 incidents include, (but are not limited to):

1. Taking papers from the internet, other publications or other students without proper citation
2. Taking any part of a test to use or give to others
3. Submitting any kind of work that has been written/produced by another

Category 2 consequences:

1. Incidents are severe and will be dealt with by the teacher, the IB Coordinator, and/or the Head of School, if necessary.
2. Students who are caught in a Category 2 violation will not receive a grade or score for the work.
3. They will be expected to re-do the work for an accurate score within the time frame specified by the teacher if the submission timeline permits.
4. This work may be part of the internal assessment elements which will be submitted to the IBO.
5. Malpractice regarding academic work will be recorded in the end of term report.

Category 3 incidents would include (but are not limited to):

1. A repeated pattern of Category 1 or 2 incidents.
2. Lying or deceit regarding academic work (i.e. after cheating in the first place).
3. Altering records
4. Stealing examinations/unauthorized materials

Category 3 - Consequences:

1. These incidents are extreme and will be dealt with by the administration of the school.
2. This will result in a hearing and possible exclusion from school and the IB programme.
3. Consequences could include (but are not limited to) the student's removal from Neev.

External consequence of malpractice

IB assessment work must include a signed cover sheet from the candidate authenticating and assuming complete ownership of the work. If the authenticity is questioned, this may result in no grade being awarded by the IBO.

- The IB programme coordinator must inform the IBO if he/ she suspects any malpractice in relation to a candidate's work or an internal assessment mark that has been submitted to the IBO. In such cases, or when an examiner suspects malpractice,

the school will be required to conduct an investigation and provide the IBO with relevant documentation concerning the case. Candidates suspected of malpractice will be invited, through the Coordinator, to present a written explanation or defense. Cases of suspected malpractice will be presented to the final award committee. After reviewing all the evidence collected during the investigation, the committee will decide whether to dismiss the allegation, uphold it, or ask for further investigation to be made.

- If the final award committee deems evidence of malpractice insufficient, the allegation will be dismissed and a grade will be awarded in the usual way.
- If the final award committee decides that a case of malpractice has been established, no grade will be awarded in the subject(s) concerned. No IB Diploma qualification will be awarded to the candidate, but certificates will be awarded for other subject(s) in which no malpractice has occurred. The candidate will be permitted to register for future examinations at least one year after the session in which malpractice was established.
- If a case of malpractice is very serious, either because of its nature or because the candidate has already been found guilty of malpractice in a previous session, the final award committee is entitled to decide that the candidate will not be permitted to register for examinations in any future sessions.
- An IB qualification may be withdrawn from a candidate at any time if malpractice is subsequently established. Any student who has been found to be academically dishonest in any of the above ways, or otherwise, will have a record of this put into his or her student file, the student will take a grade "zero" for that work and a grade "zero" in conduct for the quarter. If the work has been submitted as an official piece of IB coursework, it will not be accepted, but, if there is time for him or her to do so before the school's internal deadline for this work, the student will be allowed one chance to resubmit another piece of work in its place. If there is no time for the student to produce new work, no work will be submitted to IBO. If a student submits work to the IB which is later recognized as having been produced dishonestly, then the IBO will take action as mentioned in the IBO academic honesty booklet given at the time of admission. An IB diploma, or a certificate, may be withdrawn from a candidate at any time if malpractice is subsequently established.

Role of parents in promoting academic honesty:

- Be aware of the academic honesty policy.
- Motivate and support students at home to be original in their work by restricting adult involvement to as much as is appropriate.
- Discourage procrastination and encourage effective time management.

Role of admin in promoting academic honesty:

- Have an established progression of consequences when dishonesty occurs
- Establish a school culture that actively encourages academic honesty
- Academic Honesty Policy to be placed in the school diary with general consequences
- Not to assume that everybody is aware of academic honesty
- Ensuring academic honesty in students' work by purchasing anti-plagiarism software called Turnitin.

Basic guidelines to avoid academic dishonesty:

- Make clear which words, ideas, images and works are not your own (including maps, charts, musical compositions, movies, computer source codes and any other material).
- Give credit for copied, adapted and paraphrased material.
- When using text, make clear where the borrowed material starts and finishes.
- All sources cited in the text must also be listed in the bibliography (or reference list/ list of works cited) and all sources listed in the bibliography (or reference list/list of works cited) must be cited in the text.
- Acknowledging the work of others: *Proper citation is a key element to academic scholarship and intellectual exchange. More guidance can be found in the IB publication. Effective citing and referencing available in the Digital toolkit section on the IB website* (<http://www.ibo.org/myib/digitaltoolkit/brochuresflyersposters/>)

Appendix:

- **Academic Honesty Contract Form**

Sources cited:

- <https://www.aischool.org/academics/international-baccalaureate/academic-integrity>
- <https://www.cis.dk/academics/high-school/academic-honesty>
- <http://www.kis.in/wp-content/uploads/2015/07/KIS-Academic-Philosophy-Policies.pdf>
- https://www.aischool.net/pdfs/IBDP/Policies/Academic_Honesty_Policy.pdf
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- <https://www.ibo.org/globalassets/publications/become-an-ib-school/general-regulations-pyp-en.pdf>

Last review undertaken in July 2019

Neev Academy Academic honesty contract for IBDP

The Diploma program at Neev Academy endeavors to develop in each member of its community the characteristics and traditions as reflected in the IBO and School's Mission statement. Amongst other characteristics of a Neev Academy education are the values of academic honesty and independence in learning. The temptation for indulging in academic dishonest practices has been greatly increased due to the easy availability of data/information on the web and also due to peer and societal pressure in terms of producing high quality work. Neev Academy strives to help students in their pursuit of integrity. Ethical academic practice helps students benefit from learning the skills and knowledge required for future success and helps them avoid the serious consequences of academic dishonesty.

Please read through (a) the information below and (b) the IB General Rules and Regulations (hard copy of the same has been already handed over to you)



Academic Honesty Contract

By signing this contract you will be recognizing that students who breach the Academic Honesty Contract are subject to disciplinary action by the school and may be disqualified, by the International Baccalaureate Organization, from pursuing IB courses.

- 1. I will always work independently on schoolwork that is required to be completed alone. I am aware it is not permitted to receive unauthorized assistance on any IB work being submitted for internal or external assessment.**
- 2. I will always use my own words and ideas on IB work and will give proper recognition to original authors when used. I understand that plagiarism is strongly forbidden. This is using the words or ideas of others, in whole or in part, and submitting it as one's own without giving proper credit to the original authors.**
- 3. I will respect the ethical requirements of tests and examinations. I am aware it is not permitted to consult any unauthorized information during tests or exams and that it is not permitted to communicate exam information or answers during or following an exam.**
- 4. I will always use accurate information. I am aware it is not permitted to falsify or fabricate data or observations on any work (being part of my Internal assessment, Extended Essay or any other form of IBO or in school assessment)**
- 5. I will submit original work for every class and for every assessment (whether submitted to IBO and/or school). I am aware it is not permitted to turn in an original paper or project more than once for different classes or assignments.**

I have read and understand this Academic Honesty Contract. I will follow the rules stated above. I have read and understood the IB General Rules and Regulations.

Student Name: _____

Date: _____

Signature _____

I have read and understood this Academic Honesty Contract and have discussed it with my son/daughter. I agree to encourage compliance with the rules stated above. I have read and understood the IB General Rules and Regulations.

Parent Name: _____

Date: _____

Signature _____