

## **Academic Honesty Policy**

The rationale of this policy is to encourage our Scholars to work with integrity and produce original ideas in their work. The presentation of authentic work is essential to good scholarship and practice.

Genesis Global School shall abide by all regulations of the IB. At the very outset the teachers interact with the Scholars and counsel them on the policies that are fundamental in implementing the Academic Honesty Policy of the school, both for the Scholars and the teachers of the IB Diploma Programme. The school advises the Scholars to be original and authentic in all their academic pursuits at any given time. This means that Scholars have to ensure that they don't get involved in Plagiarism, Duplication of Work or Collusion.

### **PLAGIARISM**

That the Scholars do not copy and use any readymade text easily available on the net or other sources as it amounts to plagiarism and is opposed to the Academic Honesty Policy of the school. The net can be used to enhance research work and collection of data but in no case should the language or ideas or expressions be lifted from the net as this may also lead to violation of intellectual property rights and patent rights.

That they clearly state the source of their information or quotes in foot notes or bibliography while attempting research based assignments / projects. For instance, if a Scholar has made use of a quote, paraphrase, power point presentation, documentary, map, illustration, graph or certain images from the internet, he/she must acknowledge that he/she has used this information from a defined site/source. The Scholars should also give due credit or acknowledgement to an artist, author, columnist or essayist who has positively influenced his/her imagination. In fact, we encourage our Scholars to make it a habit to use quotation marks, indentation or some other accepted means to indicate that the words are not their own.

That they do not represent the ideas or works of others as their own

Candidates must record the addresses of all websites from which they obtain information during their research, including the date when each website was visited. This record is maintained in a separate log book. Simply stating the search engine is not acceptable. CD ROMs, DVDs, email messages and any other electronic media are treated in the same way as journals, books and internet.

### **DUPLICATION OF WORK**

That they do not copy ideas or language from their fellow Scholars while attempting class activities, assignments or projects.

That they do not use the same matter for two different assignments or projects as it amounts to malpractice. For example, school ensures that if a candidate submits the same or a very similar piece of work for Economics internal assessment and for an extended essay in Economics, it is viewed as malpractice. However, he/she can research on another dimension of the same problem and submit that work.

That they do not copy information from notes or reference material provided by teachers.

That they do not translate the work from one language to another language and submit it as fresh work.

### **COLLUSION**

That the Scholars understand the fine difference between collaboration and collusion. While discussing issues in open forums, group discussions, brain storming sessions, group activities, debates, etc. can enhance collaborative learning; Scholars need to ensure that their works are different from each other in introduction, analysis, and conclusion.

That outside the class the Scholars must work independently in collecting and recording data and their projects must be based on different data collected or measurements generated.

### **OTHER MALPRACTICES**

That the Scholars do not fabricate or alter data to suit their needs.

That they are not allowed to carry unauthorized material into the exam room.

That they are not allowed to leave/access unauthorized materials in the bathroom/restroom.

That they do not misbehave during exams like disrupting and distracting other candidates.

That they do not exchange information to collude.

That they comply and cooperate with the invigilators.

That they do not impersonate as another candidate.

That they do not access examination papers or any other relevant information using unfair means.

That they do not use unauthorized calculator/electronic devices.

That no faculty member / invigilator extend any academic assistance to the examinees.

That at no point of time during the examination the Scholars are left unsupervised.

That they do not use any sign language/gestures to exchange information during the examinations.

That they do not write any relevant information on their body parts/furniture/wall/ handkerchiefs, etc. during the examinations.

That no relevant information is displayed on walls or notice boards of the examination hall.

That teacher does not hide or overlook the any malpractice.

### **Sanctions in case of Malpractices**

Scholars and Teachers are required to study this document on Academic Honesty thoroughly so as to understand the various forms of plagiarism and its avoidance. Scholars and Teachers are to work closely following the continuous assessment and evaluation practices that will help them to reflect on their work. Regular feedback from teachers greatly reduces the cases of malpractices in Scholars' work. It is the responsibility of the teachers to monitor their Scholars' work periodically and help them ensure that it is strictly in accordance with IBDP guidelines. To help achieve this, there are internal penalties in place for the cases of malpractices in the internal assessment work in school viz. class work, home assignments and internal examinations which are not included in the official IB assessment process.

Penalties are imposed on a candidate found guilty of malpractice in order to:

- Ensure that the candidate does not gain an unfair advantage
- Maintain the integrity of the examination session by excluding those candidates who have abused the system
- Deter other candidates from taking the same action.

#### **Internal Penalties:**

These are applicable in case of malpractices detected in the school's internal curriculum activities such as class and home assignments, class tests, school examinations and the draft stages of TOK and extended essays. The malpractice is investigated by the Discipline Committee of the school which includes the Head of School, IBDP coordinator and the subject teachers. The sanctions will be as follows:

1st Offence - The Scholar is given a warning by the committee and made to read and understand the academic policy document again. Also he/she is counselled by the teacher concerned in order to ensure that he/she does not repeat the malpractice. The Scholar is required to redo the work.

The parents are notified of the malpractice and the case is noted in school records.

2nd Offence- The Scholar is awarded a zero in the piece of work in question. The Scholar is issued a yellow card as a consequence. He/ She is put under constant monitoring of the teachers for a specific duration of time and has to report his/her everyday actions through the card. The card helps as a constant reminder of the mistake made and dissuades the Scholar to repeat it.

Parents are notified and the case is noted in school records.

3rd Offence- The Scholar is issued a red card along with suspension. At the discretion of the head of the school, the Scholar can be asked to withdraw from the diploma programme. The Scholar may be debarred from participating in the important school activities for a specific period of time.

Parents are notified and the case is recorded in school records.

#### **External Penalties:**

External sanctions are devised by the IBDP in case of malpractices in the final work submitted by the Scholar towards the assessment for the DP. In such cases, if the malpractice has been detected at the preparatory stage, the internal sanctions are applied in order to give a chance to the Scholar to rectify his/her mistake. However, if the malpractice is detected after the submission of the work or very late, the course of action will be in accordance with the IBDP guidelines.

#### **Breach of conduct by Examination Coordinator or Teacher:**

In case of a Teacher or Examination Coordinator indulging in a malpractice, the head of the institution is expected to take an appropriate action against the teacher/coordinator in question.

#### **Role of Teachers and Librarian In Promoting the Policy**

Teachers are to provide scholars with a convention for acknowledging all sources. It is important that for maintaining academic honesty teachers themselves are fully aware of such conventions. Teachers must provide Scholars with examples of how to acknowledge sources. The examples to include a variety of sources (including CD-ROM, DVD, photographs, illustrations, art work and data) in addition to journals, books and websites.

Scholars and Teachers are to be made aware that the requirement to acknowledge sources extends beyond text. The concepts of intellectual property and academic honesty include the use of footnotes or endnotes to acknowledge the source. Teachers are to help Scholars by structuring assignments to avoid generalized “reports” involving little more than information gathering. Instead, teachers must give specific guidelines that encourage Scholars to develop their own ideas.

At all times the advice to Scholars is to acknowledge other sources honestly and accurately.

Teachers must guard against what might be described as “academic negligence” and warn Scholars about the consequences.

### **Educating Scholars to refer sites:**

The School makes use of online databases and libraries of books and journals, especially those providing materials that have been through an editorial or peer-review process. A number of online services are available to detect matches between text in Scholars’ work and text available elsewhere. Online detection services have their limitations, and should be used with caution.

### **Investigating Malpractice**

The Scholars are expected to review their own work before submission for assessment and before the cover sheet are signed.

When reading candidates’ work teachers must be vigilant for obvious changes in a candidate’s style of writing.

The teacher must be vigilant for familiar passages and, if necessary, check that such passages have not been copied from a textbook.

The School uses ‘Turnitin’ software to detect plagiarism.

In case where the Scholar pleads not guilty, the Discipline Committee decides on the Scholar’s guilt or innocence after evaluating the evidence and is reasonably satisfied that the case against the Scholar has been established.

Prior to imposing any penalty or making a decision on remedial action, the committee is to take into account relevant considerations such as any previous offences, the offender was under duress and the nature and the extent of plagiarism.

### **Roles of different entities**

#### **The Role of the Head:**

He/she ensures that all Scholars and teachers:

Understand what academic honesty and an authentic piece of work are.

Understand what constitutes academic malpractices (plagiarism, collusion and misconduct during an exam).

Know the consequences of being found guilty of malpractices.

The head is responsible for taking a decision in this regard.

#### **The Role of the Teachers:**

To be vigilant enough for obvious changes in a candidate's style of writing, especially for work which seems too mature or too error free.

To read and check candidates' work for authenticity before submission in all Scholars' work and assessment.

To report the matter to the Head of the School if a fellow teacher is found helping in malpractice in any way.

To promote adherence to School's policy on good academic practice and provide Scholars with advice whenever necessary.

### **The Role of the Scholars:**

With reference to the academic honesty, Scholars are responsible for the following:

That the work submitted is original.

That they acknowledge fully and correctly at all places, whenever anyone's idea or work has been referenced.

That they submit their work through some software that checks for duplication/ plagiarism.

That they are responsible, if academic dishonesty is suspected, to prove that all pieces of work are their own, and have not been plagiarized.

### **Guide to Bibliography Citation and Referencing**

#### **Why Reference?**

From reading academic articles and books, the Scholars should be familiar with the scholarly practice of making references in the text to other people's work and providing listings of relevant source material at the end of the text.

Reasons for referencing:

To enable someone reading the document to find the material Scholars have referred to or consulted

To demonstrate Scholars width of reading and knowledge about a subject

To support and/or develop points made in the text

To avoid accusations of plagiarism: using somebody else's work without acknowledging the fact

Terminology:

Reference is differently made to "citations", to "reference lists" and to "bibliographies".

Citation: a reference made in the text to a source of information. This can be in the form of a direct quotation, summarizing or paraphrasing.

References list: an organized listing of the works cited in the text, placed at the end of the document.

Bibliography: a full listing of all material consulted in relation to the research, including any source material not directly cited in the text, placed at the end of the document.

## Organizing References:

In carrying out any piece of academic research, the process can be viewed in two main stages:

Searching for, finding and reading relevant source material.

Using and citing material in the final project/results, which may require the inclusion of a references list and/or a bibliography.

### Citation:

Numeric style- Collins (2001a), Collins (2001b), Collins (2001c) etc. Material cited in the Numeric style is identified by a number, beginning with 1 for the first citation and continuing in sequence. One of three forms of noting the number may be used:

Gray<sup>1</sup> considers how to run a ...

Gray [1] considers how to run a ...

Book :

Numeric style-Author(s) - family name, initials. Title of book. Edition. Place of publication: Publisher, Year, Page or chapter number(s).

Examples- Anthony, G. UK public law and European law. Oxford: Hart, 2002. [2] Cohen, H., Rogers, G.F.C. and Saravanamuttoo, H.I.H. Gas turbine theory. 4th ed. Harlow: Longman, 1996. [3] Anthony (ref. 1, p.25)

### Online journal articles:

Web-based journals only; for online versions of print journals, give a reference to the print format

Author(s) - family name, initials. (Year). Title of article. [Online]. (URL) Title of online journal, volume (issue). (Date accessed).

### Examples

Gadd, E., Oppenheim, C. and Proberts, S. (2003).

The RoMEO project: protecting metadata in an open access environment. [Online]. (URL <http://www.ariadne.ac.uk/issue36/romeo/>).

Ariadne, (36). (Accessed 12 February 2004).

### Web site:

Include in the reference as much of the following detail that is available from the Web page and the related home page.

Where a Web site has no identifiable author, and is not the work of an organization, leave out the author details, beginning the reference with the title of the Web page.

Author(s) - family name, initials. (Year, month, day). Title of document. [Online]. (URL). Place of publication: Publisher. (Date accessed).

Note that the Web site for this document contains no publication details, so these are not included in the reference.

Example - Benn, T. (2002, June 21). Recognition in a democracy. [Online].

(URL <http://www.tonybenn.com/reco.html>). (Accessed 12 February 2004).

CD ROMs:

Title of product. (Year), [CD-ROM]. Place of publication: Publisher.

Example - World development indicators. (2003), [CD-ROM]. Washington, D.C.: The World Bank.

## REVIEW AND IMPLEMENTATION OF ACADEMIC HONESTY POLICY

Principal, Coordinators and Heads of Departments to review the Academic Policy in consultation with subject teachers once in two years.

A presentation on school policies, IB Diploma Programme, IB Primary Years Programme, Cambridge IGCSE and the National CCE curriculum are special features during the Orientation Programme for parents, Scholars and teachers on the first day of the academic session organized by the Head of School, IBDP Coordinator, the IB PYP Coordinator and the Academic Dean.

All school policies are communicated to the teachers, Scholars and parents through regular communication and are uploaded on the school website.

The teachers are provided with their OCC ids and are encouraged to use it to regularly, evaluate their instructional practices and to share best practices with their colleagues throughout the world.

All new IB subject teachers meet with the DP Coordinator for an overview of the curriculum and practices prior to classroom instruction. Also, the IB teachers and DP Coordinator provide IB in – house professional development during the school year to acquaint new teachers and refresh current teachers with the IB Diploma Programme curriculum and practices.

The new teachers are registered for training for the first available IB workshops.

IB teachers engage in collaborative planning at least once in a fortnight and for 10 days during summer vacation.

## References:

IB docs: Academic Honesty Policy

Guide to Bibliographic Citation and Referencing -

[www2.warwick.ac.uk/services/library/.../guidespublications/bib\\_cit/](http://www2.warwick.ac.uk/services/library/.../guidespublications/bib_cit/)

### Declaration Form Genesis Global School

This form must be completed, signed, dated and attached to each internal assessment task submitted.

Scholar name:

\_\_\_\_\_

Candidate Number: \_\_\_\_\_

Title of assessment: \_\_\_\_\_

Date submitted: \_\_\_\_\_

Teacher's name: \_\_\_\_\_

#### Compulsory Scholar declaration

Plagiarism means using another person's intellectual output and presenting it (without appropriate acknowledgement of the author or source) as one's own. Plagiarism constitutes academic misconduct.

Please tick to indicate that you have satisfied these requirements-



I have read the policy on Academic Honesty and have had this explained to me by my teachers and I understand the consequences of committing academic misconduct as outlined in the policy.

This assignment is my own work, I have not participated in collusion, nor have I previously submitted this or a version of it.

I have taken proper and reasonable care to prevent this work from being copied by another Scholar.

Scholar's Signature

Date: