



## TRIVANDRUM INTERNATIONAL SCHOOL

### ACADEMIC INTEGRITY POLICY 2022



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**To be reviewed again in October 2024**



## **Vision**

Empower young learners to become the next generation of global leaders with a lifelong passion for learning and caring.

## **Mission**

- We envision our students as open minded, lifelong learners who strive to make their worlds better
- We envision our teachers as catalysts of student success, as well as their own
- We envision our schools as dynamic and inspirational environments in which to learn, teach and grow
- We envision our schools making a positive and sustainable impact on their communities

## **IBO Mission Statement**

The International Baccalaureate Organization 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 IBO 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.



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## **1. INTRODUCTION**

Driven by the motto, “learning for life”, the Trivandrum International School is committed to moulding a new generation of leaders by creating self-confident, sensitive, responsible and informed individuals with a life-long passion for learning and caring. We aim to create learners with universal values who accept all cultures, religions and individual differences, to bring about a positive and peaceful influence to society. They should learn how to learn and have a desire to appreciate the richness of their own cultural heritage and to serve humanity.

## **2. PHILOSOPHY**

Trivandrum International School places great emphasis on academic honesty, thereby promoting personal integrity and good practices in teaching, learning and assessment. There are many factors which have an impact on attitudes, including peer pressure, culture and parental expectations, role modelling and taught skills. Honesty and integrity are the fundamental principles to be imbibed in the pursuit of academic excellence. Every student at Trivandrum International School needs to understand the significance of concepts that relate to academic honesty, especially intellectual property and authenticity. The Academic Integrity Policy of Trivandrum International School is formulated in accordance with the policies of IB.

## **3. WHAT IS ACADEMIC HONESTY?**

- Academic Honesty is related to intellectual property. Students need to be aware of, and are expected to respect, the ideas of others in whatever form it takes.
- Students are expected to write in their own voice, even if not always writing in their own words. If and where the works of others have influenced the creativity of a student's work, this needs to be acknowledged as well.
- Students submit their own pieces of work, based on an individual's own original ideas, with the ideas of others properly acknowledged if used.
- Always acknowledging accurately and fully the ideas of others. This applies to the direct quotations, paraphrased works, graphs, diagrams etc.
- Maintaining a very good record of sources, information obtained and used in assignments.
- Assignments need to be prepared in such a way that they support the students to develop their own ideas through problem-solving and analysis.
- Modelling good practice, for instance paraphrasing in a legitimate way. Instead of adopting the words of others as their own, students should be encouraged to quote another person's work directly and to reference appropriately. This would prove that the student has understood the meaning of the other person's words.



#### **4. ETHICAL PRACTICES**

Academic Honesty in the Primary Years Programme:

- Students are encouraged not to copy or pass on someone else's work as their own.
- Students will be advised and encouraged to acknowledge the work of others in their work, appropriately.
- Regular sessions will be done to enable the students to be aware about Academic Honesty.
- The Academic Honesty sessions will be made simple, as per the level of their understanding.

Academic Honesty in the Middle, High and Senior Schools:

- Students will be refrained from acting in a way that gives him/her an unfair advantage over others.
- Students will be discouraged from sharing homework with others, to be copied and submitted as their own.
- Students will always be encouraged to respect the ideas of others. Students will be made to understand that the work of others or ideas need to be treated as intellectual property and are expected to respect the same.
- Students will be taught to work in an organized way, so that they can plan their time well, and will be able to complete their work on time.
- Students will be given enough time to submit their assignments. Trying to meet short deadlines can encourage students to look for a shortcut of copy and paste from other's work without proper acknowledgement.
- Students will be informed and will be encouraged not to submit the same work for two different assignments.
- Students will be encouraged not to carry any unethical materials.
- Students who indulge in malpractice during an examination will receive appropriate sanctions.

#### **Plagiarism, Academic Misconduct in the Diploma Programme**

Plagiarism is defined as the representation of the ideas or work of another person as the candidate's own. During the first year of the IB, meetings with students are held to ensure that students are familiar with the conventions for acknowledging sources and for paraphrasing, as well as ensuring that students are familiar with the consequences of plagiarism. Due to increased incidences of plagiarism around the world, teachers will usually insist that rough drafts be handed in to ensure authenticity. Students may also be asked to complete work in class under test conditions. If rough drafts are not handed in, work may not be graded or



authenticated. If a student is found to have copied all or part of another student's work or copied/paraphrased information from a source without appropriate citation, they will receive a zero for the work and a letter will be sent to inform parents of the situation. Students who allow their work to be copied will also receive a zero for the work (this would be defined as collusion).

It should be noted that for every assignment submitted to the IB, each student must sign a documentation that attests that the assignment is the "authentic work" of the student. The signing of such documentation should not, of course, be taken lightly. If it is discovered that any official work for the IB, including drafts, is not the authentic work of the student, the student may be withdrawn from the Diploma Programme and may also automatically fail the IB course or component in question, in addition to any disciplinary consequences. In addition, the IB places plagiarism within a broader definition of academic dishonesty known as academic misconduct (formerly known as "malpractice").

Academic misconduct includes the following:

- plagiarism (the representation of the ideas or work of another person as the student's own; that is, copying, summarizing, or paraphrasing information from a source without appropriate citation)
- collusion (such as allowing one's work to be copied by another student, whether at TRINS or elsewhere)
- duplication of work (such as the presentation of the same work for different assessment components and/or IB Diploma requirements)
- any other behaviour that gains an unfair advantage for a student or that affects the results of another student (eg. using outside help for the researching and writing of assessments or taking unauthorized material into an examination room)

A student found guilty of academic misconduct by the International Baccalaureate Organization is considered to have breached regulations and will not receive the diploma. If a student submits work that is not his own for IB assessment, the responsibility lies entirely with the student himself. Please note that both TRINS and the IB have no means of knowing if an act of academic misconduct was deliberate or not on the part of the student and, consequently, intent cannot be taken into account. It is most important, therefore, to ensure through proper citation that the reader of a student's work is able to clearly distinguish between the words/ideas of the student and the words/ideas of others.

## **5. WHAT COUNTS AS ACADEMIC DISHONESTY?**

Academic dishonesty can take on many forms such as:

- Plagiarism: When a student submits work which was done by someone else as his/her own work



- Self-Plagiarism or Duplication: When students submit his/her own work for different assignments
- Collusion: When a student allows his/her friend or a classmate to copy his/her own work or shares his/her examination paper.
- Fabrication: Any information is falsified and submitted as being true
- Cheating: When a student copies another student's work using unfair means, without the permission of that student.
- Examination based: Any form of malpractice in the examination hall, such taking unauthorised material, leaving unauthorised material in a restroom that may be visited by a student during an examination, exchanging information during an examination, failing to conform to invigilators instructions, impersonation and stealing examination paper.
- Any other student behaviour that unfairly gains advantage for a candidate or adversely affects the result of another student.
- Malpractice by staff members, as in failure to keep examination papers secure, providing undue assistance to candidates during assessment and leaving the hall unsupervised.

## **6. HOW TO PREVENT MALPRACTICE**

- The simplest method of avoiding plagiarism is to accurately acknowledge each and every piece of material used in the production of your work.
- All ideas and work of other persons, regardless of their source, must be acknowledged: social media, email messages, web sites on the Internet and any other electronic media must be treated in the same way as books and journals.
- The sources of all photographs, maps, illustrations, computer programmes, data, graphs, audio-visual and similar material must be acknowledged. Passages that are quoted verbatim must be enclosed within quotation marks and references provided.
- All works of art, film, dance, music, theatre arts or visual arts must have their source/origin acknowledged
- Trivandrum International School uses Turnitin to check plagiarism of students' work.
- Trivandrum International School nominates and encourages the use of MLA/APA system of referencing and citation.

### **6.1 Roles and responsibilities**

#### **6.1.1 Principal**

The Principal ensures that:

- All students understand the constituents of academic honesty and intellectual property.
- Students abide by established school policy that promotes an active school culture of rigorous academic honesty.



- Students understand parameters of malpractice in all aspects of student life.
- Teachers confirm that authentic work is submitted by students for both internal and external assessments.
- No plagiarism, collusion or duplication of work is practised.
- The teaching community acts as role model for the candidates in supporting and promoting school's policy of academic honesty
- The policy is completed and communicated clearly to the entire school community, especially to the students.

#### 6.1.2 Teacher

- It is the duty of every teacher to ensure academic honesty by guiding the students in academic writing, referencing and constantly insisting on following the academic honesty policy.
- Teachers must monitor the writing process stressing research skills, focusing particularly on resource evaluation and search strategies among sources, some of dubious reliability (Boden, Stubbings 2006; Channock 2008). They must read and check all assignments for authenticity
- Any issues of authenticity arising from plagiarism and/or collusion before the submission of work for assessment must be decided within the school, initially by the subject teacher, and then in discussion with the concerned head.

#### 6.1.3 Candidate

- Any work submitted by the student, including that submitted for assessment, must be authentic, based on the original ideas of the student and acknowledge ideas of others.
- The format of submitted work may include audio/visual material, text, graphs, images and/or data published in print or electronic sources, works of art, computer programs, photographs, diagrams, illustrations, maps, and so on. The source of each of these formats must be acknowledged using a standard style of referencing in a consistent manner. A reader must be able to clearly distinguish between the ideas of the candidate and the ideas and work of other authors.
- In written work submitted for assessment in the IB Diploma programme, the student must cite in the text where an external source has been used. The inclusion of a reference in a bibliography (works cited/list of references) at the end of the paper is not enough. A candidate's failure to acknowledge a source will be subject to investigation by the IB as a potential breach of regulations that may result in a penalty imposed by the IB final award committee.<sup>1</sup>
- Once a student has submitted the official assessment coversheet, signing that an internally assessed piece of work is authentically his/hers, there is no opportunity to re-submit different work, if the first submission is deemed to be plagiarised.





- Subject teachers have the right to refuse to sign a student's cover sheet if they do not believe the student completed the work, and if the student cannot prove ownership to their satisfaction.
- It is the student's responsibility, if academic dishonesty is suspected, to prove that all pieces of work are his/her own and have not been plagiarised.
- The student must maintain internal school deadlines in order to benefit review and improvement of his or her own work before final submission for assessment.

#### 6.1.4 Librarian

- The librarian can provide ethical guidance alongside information on the most appropriate citation system to use in each assignment.
- School librarian/s work with subject teachers to inculcate good practices by developing skills in information literacy among students.

## 7 INVESTIGATING MALPRACTICE

### 7.1 During an examination

- The candidate will be allowed to complete the exam with as little disruption as possible to other candidates.
- The Director, Principal & Vice Principal should be informed as soon as possible.
- Consequences will be in accordance with the School discipline policy.

### 7.2 Malpractice relating to internal assessments

- On suspected evidence of malpractice, the teacher works closely with the Section Head /Coordinator and Head of the School to gather evidence to establish the truth.
- On establishing the truth, the school interacts with the candidate and the guardian on further steps to prevent future malpractice.
- Consequences and action will be in accordance with the discipline policy of the School.

## 8 THE RIGHTS OF A CANDIDATE

- To see evidence statements relating to allegations of malpractice.
- The candidate must be given an opportunity to prepare a response to the suspicion of malpractice.



## **REVIEW OF ACADEMIC HONESTY POLICY**

This policy was reviewed and restructured in September 2019 and is to be reviewed every two years by a selected team/HOD's and the changes made are informed to the school community. If needed, the policy can be reviewed any time based on policies of affiliated bodies.

The full detailed policies can be found under the IB tab on the website <http://www.ibo.org> and the TRINS policies on the school website [www.trins.org](http://www.trins.org)

### **Last reviewed:**

This policy was rereviewed on 22 August 2022 by Sreeja Bhaskaran and Renu Vailakkara(Librarian)

Next Review: October 2024

### **References**

[https://ibpublishing.ibo.org/server2/rest/app/tsm.xql?doc=d\\_0\\_dpyyy\\_mon\\_1504\\_1\\_e&part=4&chapter=6](https://ibpublishing.ibo.org/server2/rest/app/tsm.xql?doc=d_0_dpyyy_mon_1504_1_e&part=4&chapter=6)

[http://www.cis.dk/uploaded/AcademicPDFs/DP\\_academic\\_pdfs/Academic\\_Honesty\\_and\\_The\\_Diploma\\_Programme.pdf](http://www.cis.dk/uploaded/AcademicPDFs/DP_academic_pdfs/Academic_Honesty_and_The_Diploma_Programme.pdf)

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