



LAHORE GRAMMAR SCHOOL
JOHAR TOWN INTERNATIONAL

Academic Honesty & Integrity Policy

IB mission statement

The International Baccalaureate 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 organization 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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IB Standards and Practices for Academic Integrity

Culture 3: The school implements, communicates and regularly reviews an academic integrity policy that creates cultures of ethical academic practice. (0301-03)

Culture 3.1: The school implements and reviews an academic integrity policy that makes the school's philosophy clear and is aligned with IB guidelines. (0301-03-0100)

Culture 3.2: The school clearly describes in its academic integrity policy the rights and responsibilities of all members of the school community, what constitutes good practice and misconduct, and the actions that are to be taken if there are transgressions. (0301-03-0200)

Culture 3.3: The school articulates responsibilities for teaching a variety of practices related to academic integrity, and reflects its five fundamentals: honesty, trust, fairness, respect and responsibility. (0301-03-0300)

Culture 3.4: The school ensures that relevant support materials, resources and structures related to the academic integrity policy are implemented. (0301-03-0400)

Culture 3.5: The school monitors and evaluates the impact of the academic integrity policy to ensure that it regularly informs learning and teaching across the curriculum and that school's procedures are transparent, fair and consistent. (0301-03-0500)

Culture 6: The school implements, communicates, and regularly reviews its IB mandated policies to ensure they are cohesive and reflect IB philosophy. (0301-06)

Culture 6.1: The school implements processes with consideration of the relationship between its IB mandated policies. (0301-06-0100)

Culture 6.2: The school documents its IB-mandated policies and communicates them to the school community. (0301-06-0200)

Culture 6.3: The school considers physical and virtual spaces in all of its IB-mandated policies. (0301-06-0300)

Culture 6.4: The school articulates a planned integration of human, natural, built, or virtual resources in all of its IB-mandated policies. (0301-06-0400)

Culture 6.5: The school considers the learner profile in all of its IB-mandated policies. (0301-06-0500)

Culture 6.6: The school considers international-mindedness in all of its IB-mandated policies. (0301-06-0600)

Culture 6.7: The pedagogical leadership team uses the school's IB-mandated policies in decision-making and curriculum development. (0301-06-0700)

Definitions

A. **Definitions** covered in this document have been taken from the following IB resource documents:

- *Academic Integrity*, October 2019 (pp. 3-6)
- *Academic Honesty in the Diploma Programme*, November 2016 (p.2)

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.
School maladministration	An action by an IB World School or an individual associated with an IB World School that infringes IB rules and regulations, and potentially threatens the integrity of IB examinations and assessments. It can happen before, during or after the completion of an assessment component or completion of an examination.
Student academic misconduct	Deliberate or inadvertent behaviour that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment. Behaviour that may disadvantage another student is also regarded as academic misconduct.
Plagiarism	The representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear, and explicit acknowledgment. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism.
Collusion	Supporting academic misconduct by another student, for example allowing one's work to be copied or submitted for assessment by another.
Misconduct during an IB examination	Taking unauthorized material into an examination room Disruptive behaviour and communicating with others during the examination Communication about the content of an examination 24 hours before or after the examination with others outside their school community
Duplication of work	Duplication of work is defined as the presentation of the same work for different assessment components and/or Diploma Programme requirements.

B. **Tools** used by the school for plagiarism detection and academic referencing are as follows.

APA 7	Students will use APA 7 style for references, in-text citation, footnotes, appendices, and bibliography in EE (Extended Essay), TOK (Theory of Knowledge), and any other research-based assignment.
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Turnitin (Similarity)	Turnitin will be used for detection and prevention of plagiarism, as well as training students in creating authentic academic content.
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Rationale

The school’s mission is to develop lifelong learners who are confident, compassionate, and committed to see education, and the process of acquiring both knowledge and understanding, as the ultimate means to a more peaceful, progressive, and sustainable world.

In line with our mission statement as well as **the IB Learner Profile**, we aim to grow our students to become members of an international community as **principled** individuals who uphold the values of **honesty, fairness, and justice**; show genuine respect for the **dignity and rights of people**; and take responsibility for their actions and the consequences. We can achieve this by creating, adopting, and fostering a school culture of academic honesty and integrity.

The objective of this document is to underpin the key factors in building a school culture of academic integrity and bring these elements into play as Standard Operative Procedures (SOPs) of the school for the said policy.

These factors are:

- shared values: the set of ten attributes in IB Learner Profile that reflect the policy of the IB as well as our core educational values
- practised norms: the standard rules and regulations that will be practised
- observable behaviours: the conduct of the school administration and the actions of the faculty that will be emulated by the student body in their routine
- enabling environment: tangible resources, accessible information, and ample opportunities to comprehend academic honesty and act with integrity

Role & Responsibilities of Students

It is imperative that students understand their role in the process of their own learning and accept their responsibility towards it. The following points cover the **practised norms** for students during the course of their studies at LGS Johar Town International.

1. Students are strongly encouraged to develop a complete understanding of the school's and IB's policies. All relevant policies will be available on the school website and in their IB DP Student Handbook.
2. Students should respond to the acts of student academic misconduct and maladministration by reporting them to their teachers and programme coordinators and will follow the protocol set for the purpose.
3. Students are required to complete all assignments, tasks, examinations, and quizzes in an honest manner and adhere to the subject guidelines, rules, and regulations. They must exhibit a responsible use of the internet when doing so.
 - Students are required to acknowledge the sources of information that were used. For citing references, **APA style** is the school's referencing method.
 - In collaborative projects they must exhibit a balanced behaviour in recognizing the collaboration of other team members and granting fair recognition to their own participation.
4. Students should abstain from receiving non-permitted assistance in the completion or editing of work, such as from friends, relatives, other students, private tutors, essay writing or copy-editing services, pre-written essay banks or file sharing websites.
 - They should learn to differentiate between permitted and not permitted assistance through class discussions and subject specific guidelines.
5. Students should abstain from giving undue assistance to peers in the completion of their work.
 - They should follow the group work rubric defined by the teachers and the school.
 - They should learn to identify collusion as student misconduct.
6. Students must take the time to become familiar with **Turnitin** and submit a **Turnitin** receipt along with their Extended Essay drafts, TOK essay drafts, CAS reflections and other IAs as per teacher instructions.

Role & Responsibilities of Teachers

Teachers are the custodians of academic integrity at Lahore Grammar Johar Town International. Their support facilitates students in comprehending the concept of academic honesty and their conduct as **observable behaviour** sets an important example for adherence to the school's policy and IB expectations.

The following points cover the role and responsibilities of teachers as advocates of academic integrity.

1. Teachers should ensure that students have a full understanding of the expectations and guidelines of the school's academic integrity policy by:

- Including the topic of academic integrity while designing their course outlines
 - Dedicating teaching time to teaching how to reference work using APA 7 and strategies to avoid plagiarism.
 - Dedicating time to help students understand how **Turnitin** works and all written work that must go through **Turnitin**.
2. Teachers should help students locate the school's academic honesty and integrity policy on the website as well as the DP handbook.
 - They should address student shortcomings by keeping in consideration the possible factors contributing to it like lack of understanding of policies, low interest level in assigned tasks, lack of consistency, inability to cope with the pressure to produce authentic and good scholarly material etc.
 3. Teachers should give effective and timely feedback to students on their assignments and ensure that students are not provided multiple rounds of editing if it is contrary to instructions given in the relevant subject guides.
 4. Teachers should ensure that all student work is properly labelled and saved to avoid any error when submitting assessment to the IB.
 - A checklist based on IB submission guidelines should be prepared by the coordinators and teachers.
 - All assignments ready for submission should be cross checked by teachers prior to submission.
 5. Teachers should prepare a plan to cross-reference work across multiple groups of students when they are preparing to submit final pieces of work for assessment in order to prevent collusion.
 6. Teachers should use **Turnitin** or any other school provided tool to detect possible plagiarism or collusion.
 - A thorough reading of the case scenarios shared in IB source document Appendix 1-3 should be done before the commencement of academic year.
 - The same will be covered in in-house training through discussions and source documents should be referred to whenever any doubt arises.
 - The IB response mechanism and flow chart should be observed in true spirit in the instance of any misconduct.

Role and Responsibilities of the School

The school management at Lahore Grammar Johar Town International fosters a culture of academic honesty and integrity. In line with the IB guidelines the following points encompass the role and responsibilities of the school to create an **enabling environment** for students and teachers to practice this culture:

1. The school will ensure that teachers, support staff, students, and parents/legal guardians have an awareness and understanding of the IB's expectations with regard to academic integrity.
 - The school's academic integrity policy as well as the IB supporting documents will be available on the school website.
 - The school will organize orientation sessions on the policy at the beginning of the academic year for all stakeholders.
 - The school will ensure that teachers, support staff, students, and parents/legal guardians have a common understanding of possible consequences for those that engage in student academic misconduct and school maladministration.
2. The school will ensure that students are held accountable according to the school's academic integrity policy, when involved in an academic misconduct incident.
 - The school will deal with instances of academic misconduct in line with IB guidelines about student sanctions and penalty matrix.
 - The school's committee of academic integrity and honesty will investigate each incident in light of the evidence gathered, any witnesses, and the guiding rule in the school policy.
3. The school will immediately notify the IB of any breach in the procedure for the secure storage of IB examination materials or the conduct of the examinations in accordance with the procedures described in programme-relevant documents. The protocol defined for the process will be followed:
 - The witness should access the school international section and submit a complaint in writing.
 - The DP coordinator will respond to the complaint and initiate an inquiry.
 - Upon collection of sufficient proof, the case will be reported to the IB by the DP coordinator or Head of School.
 - The remaining procedure will be carried out as described in the relevant IB programme document (*Academic Integrity: Appendix I*, October 2019, p.31).
4. The school will support the IB in any possible student academic misconduct, following guidance provided by the IB.
 - The Head of school and DP Coordinator will coordinate with the IB in any such scenario.

Role & Responsibilities of the Librarian

1. The Librarian will be responsible for teaching in-text citation and referencing skills to DP students
 - He or she will teach students how to cite various types of digital and in print sources
 - He or she will provide resources to respect copyright and intellectual property such as copyright free images
2. The Librarian will teach students how to create Works Cited pages and how to take notes to avoid plagiarism especially in the Extended Essay and the Theory of Knowledge essay.
3. The librarian will teach students how to use **Turnitin** and generate a **Turnitin receipt** to help avoid plagiarism

Role & Responsibilities of Parents/Guardians

In order to support their children and school, parents must accept the principle of academic integrity as a fundamental part of educational philosophy of the IB. It is expected of the parents and legal guardians to collaborate with the administrative and teaching team in the activities carried out by the school to promote academic integrity.

1. Parents/guardians should understand the IB policies, procedures, and subject guidelines in the completion of coursework or examination papers by their children.
2. They should attend the orientation session arranged by the school on the IB policies.
3. They should support their children's understanding of APA 7 and how to cite sources effectively.
 - If they facilitate their children in their learning, they should avoid providing extra help that falls under academic misconduct.
4. They should avail opportunities of parent-teacher interaction especially Parent Teacher Conference to become aware of the children's academic standing as well as specific guidelines provided by subject teachers.

5. They should support their children in planning a manageable workload so they can allocate time effectively.
6. They should report any potential cases of student misconduct or school maladministration to the IB coordinator.

Procedures – Reporting, Recording, & Monitoring

1. Cases of possible academic misconduct or school maladministration should be reported by any stakeholders (teachers, school administration, parents) to the school International Section office.
2. The person identifying the incidence should report in writing.
3. The case will be brought into notice of the DP Coordinator.
4. The DP Coordinator will conduct an initial inquiry.
5. In case of serious policy breach the case will be referred to an academic honesty committee for further investigation.
6. The DP Coordinator will report the case to IB.
7. The report will contain the following information.
 - Details of who was responsible for conducting the investigation
 - Details about how the investigation was conducted
 - Details of who was involved in the incident such as students, teachers etc.
 - A detailed account of the circumstances surrounding the incident
 - Evidence collected that supports or refutes the allegations, and how was it collected
 - Information about whether the evidence can be corroborated
 - Details of witnesses to the incident
 - Information about people who have provided expert evidence
8. The individual being investigated will be informed in writing of the allegation and possible outcomes
9. The individuals under investigation will be provided with the opportunity to respond in writing to the allegation using the template provided by the IB.
10. An interview will also be conducted.
11. If the need arises a witness representing either party will be present during the interview.

Rights of the Student

1. In case of an academic misconduct reported against a student, the student has the **right to be informed**. The school will inform the student and his parents/guardians of the allegation.
2. Students have the **right to be heard** and the school will call the student in question and give them a chance to put forward their stance. The student will submit a response in writing.
3. **Right to fair trial** guarantees that all the process of investigation and reporting is conducted impartially.

Consequences of Academic Misconduct

1. Common Examples of Student Misconduct

- Pass off other people's ideas as his/her own (for example in the Extended Essay)
- Ask other students to submit a report for the assigned task (for example in group work)
- Copy fellow students' data in group work or any research-based assignment
- Not acknowledging sources in an oral presentation
- Take inspiration from any creative work but not acknowledge the artist
- Fabricate data (for example in graphs)
- Copy and paste material (e.g., sentences, paragraphs) from websites and not use own words
- Write someone else's work or idea in own words and pass as own (paraphrasing) without citing the source.

2. Penalties for Academic Misconduct:

(Penalties for Academic Misconduct in Extended Essay, TOK, as well as internal assessments)

- An **early deadline** will be set for coursework submissions to allow teachers sufficient time to verify the authenticity of the content and check against the submission checklist.
- As a **first mistake** a **resubmission** will be allowed where a student has inadvertently crossed the line and he/she can revise the work to meet the standards of academic authenticity within the available time.
- The penalty criteria will follow after the **second mistake** and the DP coordinator will be notified.

- **Level 1 penalty:** zero mark for the assessment/assignment of the coursework
- **Level 2 penalty:** warning letter to student; has to be signed by parent/guardian
- **Level 3 penalty:** no grade for the subject/subjects concerned

For further clarity, the standard information given in the IB source document *Academic Integrity – Student Academic Misconduct – Appendix 2* can be consulted.

Policy Review

Faculty members, staff, students, and parents/guardians will attend an orientation session on the approved policy after feedback from the relevant stakeholders has been incorporated. The policy will be reviewed every two years or as per the timeline decided by the committee. The Diploma Programme Coordinator will keep a record of any feedback received from the stakeholders on the policy during this time.

Communicating the Academic Honesty Policy:

The Academic Honesty and Integrity Policy will be communicated to all stakeholders during orientation. Students and their parents will sign the ‘Academic Honesty Policy Student Affidavit’, and an original copy of this contract will be filed in individual student files maintained by the school administration (the DPC’s office). In addition, the policy will be posted on the school’s website and the DP handbook. Any changes to the policy will be formally communicated in writing to students and parents. A record of all communications around the Academic Honesty and Integrity Policy will be maintained by the Diploma Programme Coordinator.

References

List of reference documents (My IB: Programme Resource Centre) consulted for policy.

Academic integrity (October 2019). <https://resources.ibo.org/dp/topic/Academic-Honesty/>

Academic honesty in the IB educational context (November 2016). <https://resources.ibo.org/ib/resourcde/11162->

Academic honesty in DP. <https://resources.ibo.org/dp/topic/Academic-Honesty/>

General regulations diploma programme (2014). <https://ibo.org/programmes/diploma-programme/>

Programme standards and practices 2014. <https://resources.ibo.org/ib/psp/Standards-and-Practices?>

Assessment principles and practices – quality assessment in a digital age.
https://resources.ibo.org/dp/works/edu_11162-47165?

Diploma programme assessment procedure 2020. https://resources.ibo.org/dp/works/dp_11162-417590?

The conduct of IB diploma programme examinations (2021). https://resources.ibo.org/dp/works/dp_11162-413753?

Diploma programme assessment appeals procedure (September 2016).
<https://resources.ibo.org/dp/resource/11162-39537/?>

Digital toolkit citation guidelines. <https://ibo.org.digitaltoolkit/brochuresflyersposters/>

Affidavit

Student Name: _____ **Class & Section:** _____

Roll Number: _____ **Subject/ Assignment:** _____

I fully understand the academic honesty and integrity policy of the school and the IB regulations. I confirm that I have completed the assigned task honestly without committing any academic misconduct.

Student's Signature: _____

Parent's Signature: _____

Teacher's Signature: _____

Date: _____