

## TRIO WORLD ACADEMY

### ACADEMIC HONESTY POLICY

#### **Vision and Mission of Trio World Academy**

##### Vision Statement

"To create and nurture individuals who have the knowledge, empathy, leadership & fortitude to stand up to the challenges that the world poses in the future."

We want to create impeccable individuals who are not just knowledgeable and proactive leaders but also intuitive, and emphatic to the needs of others. We believe that the world poses new problems to be solved every day, and calls for professionals who can offer superior services to the society. Our students must be capable enough to add value to the community and the world. Physical fitness, mental resilience, emotional balance and intellectual refinement are our goals for the global citizens who graduate from our school.

##### Mission Statement

"To provide an extraordinary environment for learning, bonding and all-round development that helps create and mould world-class future leaders."

Our core values of Leadership, Discipline, Academic Excellence and Service are embedded at the heart of our activities. Our aim is to create global citizens and instill these values in them. As a multicultural school, we encourage mutual respect, and awaken sensitivity towards the cultural needs and sensibilities of other human beings. Our partnership with parents and the community is the mainstay of our mission. We maintain academic rigor to improve the intellectual engagement of students and motivate them to deeply understand and appreciate subject areas. Students are taught to make discipline as a lifelong practice that would propel them to greater heights.

#### **Steering committee for the Academic Honesty policy**

Staff involved in creating the policy;

1. Ms. Priyanka Jain, High School Business studies teacher

2. Ms. Sujatha Ashok, High School Physics teacher
3. Mr. Sudhir Prasad, High School Math teacher and a parent
4. Ms. Nitu Arora, Primary homeroom teacher and a parent
5. Mr. Vinod Singh, Head of School and a parent
6. Ms Nisha Mohan, School Librarian.
7. Ms Manjula Vaidynath, ICT teacher

## **Review**

The policy will be reviewed annually by the steering committee.

## **What is Academic Honesty?**

“**Academic Honesty**” means performing all **academic** work without plagiarism, cheating, lying, tampering, stealing, giving or receiving unauthorized assistance from any other person, or using any source of information that is not common knowledge without properly acknowledging the source. *(Source : <https://ovpi.uga.edu/academic-honesty/academic-honesty-policy/definitions-for-purposes-of-this-policy>)*

## **Terms**

Malpractice - any behavior that results in, a student or group of students gaining unfair advantages in academic work. Malpractice includes but it is not limited to plagiarism, collusion, duplication of work, cheating and falsifying data/work.

Plagiarism - the representation of the idea or work of another person's as one's own.

Collusion - supporting the malpractice by another student or assisting another student's academic dishonesty

Cheating - the use or attempted use of unauthorized assistance during an examination, on a writing assignment, homework assignment or other project

Fabrication - the creation of false data or citations

Sabotage: deliberately destroying or ruining a piece of work done by another student as is destroying property of the School.

Duplication of work - using the same work for more than one course Students are expected to produce original work for each course of study.

### **Roles and responsibilities of preventing Academic Dishonesty**

#### Student Responsibilities:

1. Read and sign the Academic Honesty Policy
2. Ensure that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged
3. Comply with all internal school deadlines
4. Understand the definitions of what is considered academic dishonesty
5. Take ownership of learning by asking for clarification if instructions when necessary and seeking help when needed
6. Talk to the IB Coordinator or IB Guidance Counselor when feeling overwhelmed to discuss assignments and time management strategies to reduce the stress.
7. Understand the proper way of citing or acknowledging original authorship of works or ideas.  
*Please refer to the 'Effective citing and referencing guide' by IBO published in August 2014 which is available with the librarian and the programme coordinator.*
8. Report malpractice and help cultivate a culture of academic honesty at their school
9. Understand the consequences of academic dishonesty and malpractice
10. Students should ensure that the project they are submitting is their original work. However, the parental help cannot be discouraged but should be acknowledged.

#### Parent Responsibilities:

1. Read and sign the Academic Honesty Policy

Encourage their children to value and practice academic honesty

2. Encourage their children to help cultivate a culture of academic honesty at their school.

3. Parents are advised to counsel their children and not aid and abet any malpractice in school work.
4. Parents will be informed about the importance of academic honesty through parent orientations given to all parents during the academic year.

#### Teacher Responsibilities:

1. Teachers will model academic honesty in all respects of school life and they will always acknowledge the work of others, including material taken from other sources.
2. Teachers will teach students how to cite sources
3. They will not claim an idea or product is new and original, when it has been taken from an already existing source.
4. Teachers will reveal or acknowledge the source of information.

#### Head of School's responsibilities:

As the example of excellence of academic honesty, the Head of School is responsible for:

1. creating a steering committee to create and review of the Academic Honesty policy
2. Ensure the clear communication of Academic Honesty policy to the entire school committee.
3. Ensuring all the school policies are in sync especially Academic policy with Assessment policy.
4. Promoting and overseeing a good culture of academic honesty within the school.

Academic Honesty at Primary school will model and foster:

1. Appreciation for own work and the work of others.
2. Respect for different ideas.
3. Integrity though honesty and commitment to learning by showing self –management skills.

Students will learn to research effectively using key words and exploring different sources to explore a range of perspectives. Students will be taught to think about the validity of sources and how to give credit by citing sources. If a student is found not following guidelines, the teacher will speak to him/her and if required parents will be involved.

## **CONSEQUENCES:**

School will make every effort to create awareness among the school community about academic honesty by holding awareness workshops, talks in school assemblies and parent orientation programmes and writing in weekly newsletters for the parents however there will be strict consequences if a student is found academically dishonest. Teachers will report all the instances of academic dishonesty to the programme coordinator and the programme coordinator will maintain a record of students with instances. Repeated offences will call for strict consequences which may result in suspension or expulsion of a student.

Following are the steps to be taken if academic dishonesty is detected:

1. If a student has turned in a piece of work that is not original, they will be asked to either redo that assignment or will be asked to do another assignment in its place.
2. Work which is handed in for any form of assessment, that is not original, will stand to lose their grade for the assessment.
3. If the final copy of the EE/IA/work/project contains heavily plagiarized material, the IB office will be informed about it and it may result in the student losing their Diploma or the grade for the assessment.
4. In the case a student is caught copying from another student's paper or is found with unauthorized material in the examination room, while the exam is in progress the invigilator will take the following steps:
  - a. Remove the evidence of unauthorized material along with the answer script and give the student a fresh answer script to begin the exam again. In this case, no extra time will be awarded to the student.
  - b. In the case of collusion, both students involved will be asked to start over, without the benefit of extra time.
  - c. The unauthorized material along with the original examination paper will be handed over to the Examination department. The invigilator must also submit a written report of the incident.
  - d. The Programme Coordinator, Examination Coordinator, the subject teacher and the Principal will decide on the consequences of this action. This action may range from:

1. Assessing only the second answer script.
2. Informing the parents and assessing the 2nd answer script.
3. Awarding no grade for that paper as well as calling in the parents

### **How to prevent Academic Dishonesty?**

1. Students, Staff and Parents should be made aware of the academic honesty policy of the school.
2. Students should be given support from school to overcome their weaknesses so as to prevent any kind of malpractice.
3. Regular awareness of academic honesty through school assemblies, plays, role plays etc. should be imparted.
4. Begin a policy of honesty from Nursery onwards for every small project.
5. Students should be advised and encouraged to use the internet with discretion and wisdom.

### **The rights of the Candidates (if suspected of a breach of academic honesty)**

If a candidate is under investigation for possible malpractice, the programme coordinator must inform the candidate. Whether the candidate's legal guardians are informed of the allegation and involved in the investigation is left to the discretion of the school, bearing in mind any relevant circumstances such as whether the candidate has reached the age of legal majority.

The candidate and his or her legal guardians have a right to see evidence, statements, reports and correspondence about the case. Any decision to withhold such information rests entirely with the head of school or coordinator. Evidence may be withheld to protect the identity of an informant.

### **IBO's Policy – Rights of a student**

It is the policy of the IB that any candidate being investigated for malpractice is given the opportunity to be heard and to submit a written defence to the final award committee. The school has no right to prevent this process, to edit or unduly influence the candidate's statement. The candidate is expected to make the content of the statement available to the coordinator, but may request that the statement remain confidential to the IB.

The candidate must be given sufficient time to prepare a response to the suspicion of malpractice.

The IB information desk must be contacted for advice if the candidate may not be able to meet the deadline imposed by the IB.

## **Appendix**

**Scenario**—There is clear evidence in the form of source material to support a decision that the candidate has plagiarized text without any attempt to acknowledge the source(s). This includes the use of unacknowledged text in oral examinations and the use of other media, such as graphs, illustrations and data.

**Principle**—If there is clear evidence of plagiarism with no acknowledgment of the source(s), the candidate will be found guilty of malpractice without regard for any alleged lack of intent to plagiarize.

A statement from the candidate, teacher or coordinator stating that the copying was the result of an oversight or mistake by the candidate will not be considered as a mitigating factor.

**Penalty**—No grade will be awarded in the subject concerned.

**Scenario**—A candidate takes text from the Internet and translates it into another language for use in his/her work without acknowledging the source.

**Principle**—Regardless of whether text has been translated by the candidate, the ideas or work of another person must be acknowledged. This is still plagiarism.

**Penalty**—No grade will be awarded in the subject concerned.

**Scenario**—An alleged case of plagiarism where the examiner, coordinator and/or teacher believe the candidate has plagiarized all or part of the work, but there is no evidence in the form of a source (or sources) that has been copied.

**Principle**—No candidate will be found guilty of plagiarism unless there is clear evidence in the form of source material that has been copied. A case of alleged plagiarism will only be brought to the attention of the final award committee when there is evidence of plagiarism: suspicion of plagiarism is not sufficient.

**Penalty**—No penalty.

**Scenario**—A candidate allows another candidate to copy all or part of his/her work. The candidate who copies the work then submits that work as his/her own.

**Principle**—A candidate who allows his/her work to be copied constitutes behaviour that results in, or may result in, another candidate gaining an unfair advantage, which constitutes malpractice.

**Penalty**—Both candidates will be found guilty of malpractice and no grade awarded for the subject concerned.

*Note: Please refer pages 18-22 of Document on Academic Honesty (IBO) published in August 2009, updated July 2011 for detailed explanation. This document is available with the Librarian and the programme coordinator.*

## **References and resources**

*IBO Academic Honesty, IBO, 2009*

*Academic Honest Policy of Vanguard High School, Marion County School District, Ocala, Florida, USA*

*Academic Honesty policy of Gandhi Memorial International School, Bali, Indonesia*

*Faculty Handbook of Trio World Academy, Bangalore*

Effective citing and referencing guide' by IBO published in August 2014

*Curriculum guidelines of Primary Years program; International school of Paris*

*Academic Honesty policy of Magellan International School*

## **Undertaking**

I have read and understood the Trio World Academy's 'Academic Honesty Policy' and promise to abide by the rules and regulations mentioned in the document.

### **Student**

Name:

Signature:

Date:

### **Parent**

Name:

Signature:

Date:



