



**Academic Honesty Policy (2016 – 2017)**

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The Academic Honesty Policy of Calcutta International School was drafted and adopted in the year 2012. It was reviewed on 2014-15 and 2016-17 academic years and the next review is due in the academic year of 2018-19.

CIS being an IB World School encourages all stakeholders to hold the IB Learner Profile as a compass to direct their academic (and extra curricular) activities.

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## IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

### INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

### KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

### THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

### COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

### PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

### OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

### CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

### RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

### BALANCED

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

### REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

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**CIS Vision** - By 2025 CIS will be recognised as a school that sets the benchmark in India for its learner-centric, individualised and holistic education. This will enable our students to be lifelong learners, with an inclusive and socially responsible world view, who can lead themselves and others in a fast changing world.

The **Mission of CIS** is to impart comprehensive, student-centred education compatible with international standards. The school shall provide a welcoming, respectful and multi-cultural environment, enabling superior academic accomplishment.

**Academic Honesty** is the backbone of the student centric teaching and learning processes in Calcutta International School. The main objective of the Academic Honesty Policy is to ensure a positive, intellectual environment built on all stakeholders being principled, open minded, balanced, and reflective, thinkers and risk takers. The school endeavours to inculcate values that promote mutual respect and care amongst its students, teachers, administrators and parents at all levels, at all times, consistently.

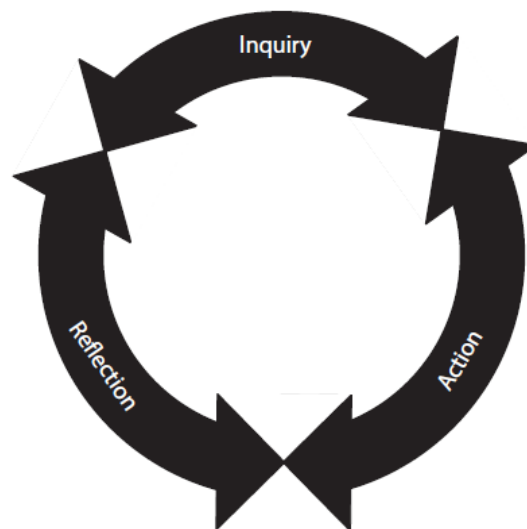
## What is meant by Academic Honesty?

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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 due acknowledgement.

## Academic Honesty in CIS

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In CIS all stakeholders are encouraged to pursue their academic and non-academic endeavours based on the model of **Inquiry – Action – Reflection** which places the ownership of Academic Honesty in every individual associated with the school.

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### **Integration of CIS Academic Honesty policy with other CIS policies**

Each of the different policies of the school is well-integrated with the Academic honesty policy. These documents have been made in collaboration with all concerned.

Academic honesty is encouraged at all levels of assessment. Evidence of malpractice is discussed with the student and the parents and results in no credit being awarded for the assignment. The school uses the online Turn-it-in service to verify authenticity of work submitted.

For students with special education needs, the concerned board is communicated along with proper evidences at the start of the term and necessary provisions and accommodations are made for them as required. Accommodations are provided as per the specifications of the Boards conducting external examinations (CIE, EDEXCEL, IB). The nature of the accommodations to be provided is based on the requirement specified in the diagnostic reports of individual students.

The accommodations provided are:

- Use of learning support rooms
  - Additional time
  - Rest periods
  - Readers
  - Prompters
  - Scribe
  - Modification of question papers (till class 8)
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## What is Academic Dishonesty?

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CIS defines academic dishonesty as behaviour (whether intentional or inadvertent) that results in, or may result in, the student or any other student gaining an unfair advantage in school activities and/or in any form of assessment. Behaviour that may disadvantage other students is also regarded as academic dishonesty. Academic dishonesty is a breach of these regulations and includes, but is not restricted to, the following:

1. **Plagiarism**—this is defined as the representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgment
2. **Collusion**—this is defined as supporting academic dishonesty by another candidate, for example, allowing one's work to be copied or submitted for assessment by another. Collusion can be seen uniquely in contrast to ethical collaboration where students cooperate in groups of at least two on a mutual objective. Collusion is a type of plagiarism that can happen because of improper collaboration in a joint effort. It includes working with somebody with a deliberate intention to mislead.
3. **Duplication of work**—this is defined as the presentation of the same work for different assessment components
4. Fabrication, modification or tampering of research and/or experimentation data.
5. Dishonesty during work done in class, during tests and school examinations (for example, taking unauthorized material into an examination, behaviour that disrupts the examination or distracts other candidates, or communicating with another candidate).
6. Attempting to lie and/or cheat during extracurricular activities (which are considered to be as important in holistic education, as academic pursuits)



### **Prevention of Academic Dishonesty**

The academic honesty policy of the CIS is shared with all the students and the parents in the start of the term orientation and reminders on the issues associated with plagiarism, copyright and other ethical issues are given to the students throughout the term by the teachers, coordinators and the librarian. CIS also provides the students, taking admission in IB Diploma programme, and his or her legal guardian(s) with a copy of the *General Regulations: Diploma Programme* to understand its content, as recommended by IB. Each candidate's attention is drawn to the provisions relating to malpractice and its consequences.

The students in CIS are oriented with the **APA format** of citing references for their work and all the subject teachers and coordinators provide the students with formal tuition in study and research skills and also on the idea of what constitute plagiarism and how to acknowledge source of data, works of art, computer programmes, photographs, diagrams, illustrations, maps, etc. CIS, in its academic honesty policy, wants to promote good practice in an overall school environment.

Both students and teachers take the advantage of the trained librarian's expertise and skills in locating, evaluating and using information to find and use authoritative and reliable information from a variety of sources, print, online, people, and more. Also their knowledge of resources available and their search skills is used to validate sources cited, and they are often able to trace the origins of suspect passages. Additionally, any kind of research and submission work is checked for plagiarism using a web-based plagiarism prevention service. Moreover, the cooperation from the parents and guardians of the students in encouraging good academic practices is highly appreciated by CIS.

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## Student Responsibilities

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Students are oriented with the Academic Honesty policy, their opinions are taken into account for review and they are encouraged to be **open-minded** to understand the requirements of such policies in the workings of the institution. The following are directives that all CIS students are required to adhere to:

1. Be **knowledgeable** about The School's Academic Honesty Policy, its requirements and consequences.
2. Be **reflective** about their actions and acknowledge all sources that they use for assignments, presentations, etc. Students are encouraged to be **risk takers** and try to present authentic ideas and answers.
3. Be **caring** individuals who do not collude with others for short term benefits (an example would be allowing a class mate to copy a piece of work to get out of immediate trouble). Students are encouraged to **reflect** on the long-term consequences of such actions.
4. Be **principled** and not submit the same work for multiple subjects and/or assignments.
5. Be **balanced thinkers** and **communicators** who work independently and in collaboration, as and when required; under the facilitation of a teacher or otherwise.
6. Follow all guidelines and instructions given by teachers/invigilators during tests and exams.
7. Be **balanced**, manage time and meet all deadlines assigned.
8. Be responsible (individually and collectively) for their words and actions.

## Teacher/Administrator Responsibilities

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Teachers and administrators are oriented with the Academic Honesty policy, their opinions are taken into account for review and they are encouraged to be **open-minded** to understand the requirements of such policies in the workings of the institution. The following are some measures taken into account for **encouraging Academic Honesty** and **pre-emptive management of Academic Dishonesty**:

1. **Model** Academic Honesty at all times, **communicate** what it means in their subjects (sources of data, works of art, computer programmes, photographs, diagrams, maps, etc) and be **open-minded** and approachable for clarifications.
2. Help ensure no plagiarism, collusion and/or duplication of work is done. Teachers are encouraged to use IT to check for plagiarism.
3. Be **alert in thinking** during facilitation of work in class and while checking assignments to ensure no plagiarism and/or duplication is done.
4. Be **caring** about the long term well-being of a student and help in the investigation in case of Academic Dishonesty.
5. Give clear instructions and not leave candidate/s unsupervised during tests and examinations.
6. Not permit any communication and/or sharing of stationery during tests and examinations.
7. Start and end examinations on time and not give additional time to students unless such predetermination has been made.
8. Be **principled** and consequently, fair to all students and implement consequences consistently.
9. Maintain student and school confidentiality.

## Parent Responsibilities

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Parents and guardians play an important role in shaping the core belief systems that a student functions by all of his/her life, therefore their co-operation is imperative in the implementation of the school's Academic Honesty policy. Parents are expected to be actively involved in its implementation and support the school to nurture students who are lifelong learners, with an inclusive and socially responsible world view, who can lead themselves and others in a fast changing world. Parents are expected to:

- Be present for the orientation programme at the beginning of each academic session to become **aware** of the school's Academic Honesty policy (and updates made therein).
- Be responsible **communicators** and discuss the significance of integrity with his/her ward and encourage him/her to abide by the policy directives
- Be **thinkers** who in retrospect to the long term development of his/her ward, cooperate with teachers/ administrators in case of Academic Dishonesty
- Discourage Academic malpractice at home and be alert that his/her ward is not tempted to be dishonest

## Consequence of Academic Dishonesty

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### For Tests and Examinations:

- If a candidate is caught cheating and/or trying to cheat or is found to be possessing any equipment that may give him/her unfair advantage in a school Examination his/her paper will be cancelled and he/she will not be awarded any marks for the particular paper.
- If a candidate is caught cheating and/or trying to cheat or is found to possess any equipment that may give him/her unfair advantage in a board examination (CIE or IBDP) then the matter will be dealt as per CIE/IB guidelines. The exam coordinator will inform the matter to the board concerned and they cancel the paper.

### For Submissions (Internal and External Assessment):

- **Plagiarism**—If any assignment submitted has more than 15% plagiarism it is not accepted and the student has to submit it again.
- **Collusion**—Detection of collusion will amount to cancellation of the assignment and ‘Nil’ submission
- **Duplication of work**— Detection of duplication of work will amount to cancellation of the assignment and ‘Nil’ submission
- Fabrication, modification or tampering of research and/or experimentation data will amount to cancellation of the assignment and ‘Nil’ submission
- Dishonesty during work done in class, during tests and school examinations will result in cancellation of the paper and no marks will be awarded
- Attempting to lie and/or cheat during extracurricular activities will result in individual and/or team disqualification
- **Despite all measures taken by school, if the Board (IB/CIE) still gets to detect any form of malpractice in any of the submitted coursework, the candidate will be breaching the board regulations and will not be awarded with any marks for the submission concerned.**

## **Academic Honesty Policy Implementation, Evaluation and Review**

This policy is a working document of Calcutta International School and the school acknowledges that it will be reviewed by taking update from all stakeholders (The faculty, DP Coordinator, Principals and Mid-Management members) before the next review date and if there is any change made in IB/CIE guidelines.

### **Members involved in drafting the policy:**

1. All teachers of Calcutta International School
2. IBDP Coordinator, Section Heads (Senior, Middle, Junior and Primary School)
3. Principals (Senior School and Junior School)
4. All parents (as a member of CISS)
5. Board of Governors (CISS)

### **Bibliography:**

The following documents and sources were used in the creation of the Academic Honesty Policy:

1. Calcutta International School Academic Honesty policy (2012 and 2014)
2. Academic Honesty in the IB educational context (IBO)
3. Diploma Programme From principles into Practices (IBO)
4. Rules for IB world schools (IBO)
5. Diploma programme academic honesty guideline (IBO)
6. CIE Administrative guide