



Academic Honesty

Sanskar School aims to:

- equip *its pupils with a **critical and global outlook** which will make them committed citizens of the world.*
- recognize *and channelize the potential of the pupil and develop thinking, communication, social, scientific and interpersonal skills.*
- foster ***cognitive, affective and psychomotor development** and enable the pupil to make connections with the acquired knowledge in his/her everyday life.*

Sanskar School believes in academic honesty and expects all the teachers, students and parents to hold the same moral and ethical beliefs. We believe that it is essential to make knowledge, understanding and thinking of students transparent.

We believe that a safe and encouraging learning environment in which students can explore ideas and make visible the development of their own thinking, will support academically honest behaviour and help to instil values and principles.

Academic honesty in Sanskar is an essential aspect of teaching and learning where action is based on inquiry and reflection. It is important to understand that academic honesty is essential in education. It helps to progress in the path of knowledge, as honesty is the main key to success.

Intellectual property, ideas, words and works of others are at all-time respected in the form of correct acknowledgement and citation.

An Academic Honesty Policy is guided by attributes of the Learner profile to create a culture of pride. The school emphasizes the importance of these attributes in the following manner.

Inquirers: To inculcate different perspectives students develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning.

Knowledgeable: Students are encouraged to acquire knowledge that has both depth and breadth and balanced range of disciplines.

Thinkers: The students are encouraged to brainstorm in class and apply their critical thinking in their work to recognize and approach complex problems, and make reasoned, ethical decisions.

Communicator: The students are encouraged to express ideas and information confidently and creatively in more than one language. They are guided to work effectively and willingly in collaboration with others.

Principled: Throughout the academic session, the spirit of academic honesty is ingrained in the students, so that they act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They are guided to take responsibility of internal discipline in Formative and Summative assessments, as well as IA's, EE and TOK.

Open minded: The students, teachers and parents are encouraged to have a more open-minded attitude towards academic achievement. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

Caring: The students are encouraged to show empathy, compassion and respect towards the needs and feelings of others. They are encouraged to act to make a positive difference to the lives of others and to the environment.

Risk takers: The students are encouraged to handle unfamiliar situations and uncertainty with courage and forethought and they are guided to have the independence of spirit to explore new roles, ideas and strategies.

Balanced: Students are guided to develop a balanced and look where in effort is given as much importance as achievement. They are also encouraged to create a balance in their writing by incorporating local, social and multicultural perspectives.

Reflective: The students are urged to reflect upon the importance of individual and honest labour as compared to unethically attained grades.

Academic Misconduct (Malpractice) in PYP

The school encourages academic honesty in PYP programs by: -

- Discussing suitable support / guidance for student's regularity with parents.
- Ensuring parents, teachers and learners understand what the learner profile value of academic honesty means
- Making clear what will happen if submitted work will not be the learner's own.

If academic misconduct happens in a PYP classroom relating to in classwork or home learning, it will be up to the teacher of the learner involved to reflect and discuss consequences with that learner. Repeat occurrences should involve discussions with parents and/or a member of the primary leadership team.

Malpractice includes:

- **Plagiarism:** The representation of the ideas on work of another person as the student's own.
- **Collusion:** Supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by other.
- **Duplication of work:** The presentation of the same work for different assessment components.
- **Incorrect Paraphrasing:** Restatement of a text/others ideas in another form or other words without citation.

Responsibility of Teachers

- Teachers should be proficient in advising and guiding student academic misconduct.
- Teachers must check the work of students from time to time to ensure the authenticity of originality.
- Teacher must act as role model for the students.
- Teacher must give specific guidelines to encourage students to develop their own ideas.
- Teachers must sign Academic Honesty form generated by the school.

Responsibility of students

- Students must ensure that all work/assignment done is their own original work.
- Students are responsible to fully acknowledge the work and ideas of others.
- Students must be honest in all areas of their academic journey.
- Students must follow guidelines given before activities.
- Students must show respect and integrity towards the essential agreements of the class.
- In group task-students must acknowledge the work done by each member of the group

Responsibility of Parents

- Parents must read the School's Academic Honesty Policy properly at the beginning of session.
- Parents would be encouraged to overlook their ward's assignments and monitor the use of the internet to support Academic Honesty of the School.
- Parents must sign Academic Honesty form at the beginning of the session after reading it properly.
- Parents must encourage their child to follow the academic honesty policy while performing any task.

Responsibility of Librarian

- Librarian must provide guidance on ethics and what constitutes malpractice.
- Librarian must provide detailed information and support research work for inquiry.
- Librarian must ensure time to time about the new set of books added in the stock.

For Assessments

- Creating inquiry-based assessment task that are worked in such a way to promote actual inquiry rather than copying.
- Teaching reflection as a part of learning process.
- Designing program of inquiry in such a way that students get enough opportunities to express in their original form.
- Students should be aware of criteria of judgement before the commencement of assessment.

Academic Misconduct (Malpractice) in IBDP

Academic misconduct is behaviour that results in, or may result in, a student or any other student gaining an unfair advantage in one or more assessment components.

Malpractice includes:

- **Plagiarism:** The representation of the ideas or work of another person as the student's own.
- **Collusion:** Supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another.
- **Duplication of work:** The presentation of the same work for different assessment components and/or IB diploma requirements, e.g. the same piece of work for English, EE and English IA.
- **Incorrect Paraphrasing:** Restatement of a text/others ideas in another form or other words without citation.

Malpractice also includes:

- Taking unauthorized material into examination rooms (such as cell/ mobile phone, written notes)
- Leaving and/or accessing unauthorized material in a bathroom/restroom that may be visited during an examination.
- Misconduct during an examination, including any attempt to disrupt the examination or distract another student.
- Exchange information or in any way support the passing on of information to another student about the content of an examination.
- Failing to comply with the instructions of the invigilator or other members of the school staff responsible for the conduct of the examination.
- Impersonating another candidate.
- Stealing examination papers.
- Using an unauthorized calculator during an examination, or using a calculator when one is not permitted for the examination paper. ix. Disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours after the examination.

Academic Misconduct (Malpractice) in CBSE:

- Having in possession any item or article which has been prohibited in examination centre or may be used for unfair practices including any stationery item, communication device, accessories, eatable items, ornaments or any other material or information relevant or not relevant to the examination in the paper concerned.
- Paying/Placing someone else to write examination (impersonation) on candidate's behalf or preparing material for copying.
- Breaching examination rules or any direction issued by CBSE from time to time, in connection with the conduct of EXAMINATIONS.
- Assisting other candidate to engage in malpractice, giving or receiving assistance directly or indirectly of any kind or attempting to do so.
- Writing questions or answers on any material other than the answer book given by the Centre Superintendent for writing answers.
- Tearing of any page of the answer book or supplementary answer book etc.
- Contacting or communicating or trying to do so with any person, other than the Examination Staff, during the examination time in the examination centre.
- Communication with another candidate or the Assistant Superintendent directly or indirectly.
- Taking away the answer book out of the examination hall/room/centre
 - Smuggling out Question Paper or its part or smuggling out answer books/ supplementary answer sheet or part thereof;
- Threatening any of the officials connected with the conduct of the examinations or threatening any of the candidates.
- Using or attempting to use any other undesirable method or means in connection with the examination.
- Forceful entry/exit in/from Examination Centre/Hall;
- Use or attempted use of any electronic device after entering the examination centre.
- Uploading/sharing any examination related material, correct or wrong, on social media.
- Affixing/uploading of fabricated photograph on the admit card;
- Erasing or obliterating any information printed on the ANSWER BOOK(S);
- Providing wrong information on the answer sheet.

- Having in possession Question papers of previous years.
- If a candidate approaches any Authority (ies)/person(s) related to the conduct of exams soliciting unauthorised privilege(s) in these Examinations.
- Taking legal course or any other means to influence CBSE for gaining advantage in their favour, by providing false information

Academic Misconduct (Malpractice) in IGCSE:

Malpractice is any action that breaks our regulations and potentially threatens the integrity of our exams and certificates. Malpractice can happen before, during or after timetabled exams or other assessments.

Malpractice can be:

- intentional and aim to give an unfair advantage in an exam or assessment.
- caused by people being careless, forgetful or unaware of our regulations.
- beyond anyone's control and be a result of circumstance.

Candidate malpractice

The following are examples of malpractice by candidates. This is not a complete list:

- bringing unauthorised materials into the exam room or accessing unauthorised materials during the exam.
- disruptive behaviour in the exam room (including talking or attempting to talk to other candidates and/or using offensive language)
- copying from another candidate
- collusion
- plagiarism: not giving sources and/or submitting another person's work as if it is their own
- looking for, getting, receiving, exchanging or passing on confidential or fake exam material in any way
- not following an invigilator's instructions
- not following supervision rules designed to keep the exams secure
- stealing another person's work
- deliberately destroying another person's work.
- including threatening, offensive or obscene material in scripts or coursework
- impersonation: pretending to be someone else, or arranging for another person to take their place in an exam
- altering, falsifying or misrepresenting any results information, including certificates

- behaving in a way that undermines the integrity of the exam.

Responsibility of the Head of the school

- Establish an academic honesty policy.
- Provide teachers with effective training opportunities.
- Ensure teachers and students adhere to the school's academic honesty policy.
- Share with legal guardians the aim of the academic honesty policy.
- Ensure everybody understands academic honesty and consequences for IB students if they engage in academic misconduct.

Responsibility of the DP Coordinator

- Ensure that students understand clearly the IBO expectations regarding academic honesty
- Ensure that the school's academic honesty policy is aligned with IB expectations and undergoes a periodic review.
- Ensure that teachers, candidates and legal guardians are aware of IB requirements concerning academic honesty.
- Agree with IB teachers on an internal calendar of all due dates for the receipt/ submission of candidates' assessment material
- Ensure candidates and invigilators are provided with relevant information about examination regulations.
- Establish a calendar for assignments.
- Plan regular meetings with faculty members to verify that all parties have a clear understanding of IB expectations.
- Ensure that policies and procedures are easily available to all interested parties (teachers, students and their legal guardians)
- Organize regular briefings with student's legal guardians

Responsibility of the Teachers

- Teachers should be proficient in advising and guiding student academic misconduct.

- Teachers must ensure that correct citation and acknowledgement is done by students.
- Teachers must be vigilant of student's work which is beyond the academic level of the student and different from his/her style of writing which is too mature or too error free.
- Teachers must check the work of students from time to time to ensure the authenticity of originality.
- Teachers must give specific guidelines to encourage students to develop their own ideas.
- Teachers should encourage the students to use an Online Citation Generator, as MLA style, in achieving full and consistent documentation of sources used.
- Teachers should inform the Examination In charge in case he/she confirms a case of academic misconduct.
- Teachers must understand and have a copy of the IBO Publication "Academic Honesty Guidance for School."
- Teachers and invigilators must follow IB guidelines in conducting the examination in full honesty.
- Teachers must sign Academic Honesty form generated by the school.

Responsibility of the Students

- Students must ensure that all work/assignment done is their own original work.
- Students are responsible to fully acknowledge the work and ideas of others.
- Student must review their work before submission so that they do not make errors in citations.
- Students must be responsible for their assignment after they sign off the IBDP cover sheet.
- Student must know that the teacher has the right of refusal to sign the coversheet if she/he suspects malpractice.
- Students must take the examination in all honesty and not take undue advantage.

Responsibility of the Parents

- Parents must read the School's Academic Honesty Policy properly at the beginning of the session.
- Parents would be encouraged to overlook their ward's assignments and monitor the use of the internet to support Academic Honesty of the School.
- Parents must sign Academic Honesty form at the beginning of the session after reading it properly.

Responsibility of the Librarian

- Librarian must provide guidance on ethics and what constitutes malpractice.
- Librarian must provide detailed information and support research for Extended Essay.
- Librarian must conduct citation workshop for the students from time to time.
- Librarian must ensure the omission of plagiarism from any of the referred books available in the library.

Procedure for Investigating Suspected Cases of Academic Dishonesty at Sanskar School:

Sanskar School, in line with IBO recommendations and practice, runs random or selected pieces of work in the plagiarism software e.g. Turnitin.com for verification and evaluation of sources. If a teacher, or another member of staff, suspects that a student may have breached the school's standards of academic honesty, he or she will inform the IB Coordinator. Together they will investigate the matter, and will inform the student of the concerns of the teacher, giving the student the chance to reply to the accusations. If it cannot be shown that there is work which is clearly inappropriate the student will be found not guilty of dishonesty and no record will be kept of the matter. If, on the other hand, it can be shown that inappropriate work has been submitted, the Coordinator will make a recommendation to the Principal as to whether or not the case is one of academic dishonesty, or of an academic infringement.

The School on its part has also subscribed to the screening software 'Turnitin' to check plagiarism and to put in practice corrective measures. Every IBDP teacher has access to the Turnitin and generates timely reports to ascertain the percentage of plagiarism if any and also the content which is acknowledged through footnotes, citations and bibliography.

Internal Consequences of Malpractice:

IB assessment work must include a signed cover sheet from the candidate authenticating the work. If the authenticity is questioned, this may result in no grade awarded by the IBO.

Internal Consequences of Malpractice Category 1:

- The teacher in the classroom will deal with incidents. Students who are caught cheating or plagiarizing will not receive a grade or score for the work.
- The student will be expected to make up the work for an accurate score within the time frame specified by the teacher if the submission timeline permits.
- This work may be part of the internal assessment elements which will be submitted to the IBO. Teachers who confirm that a student has committed any of the above will report the incident to the IB Coordinator and, according to her judgment on the details of the incident, she will recommend the behavioural consequence(s).
- Any second infraction will result in a category two consequence and an on-going pattern may lead to a recommendation for exclusion.
- Malpractice regarding academic work will be recorded in the end of term report.

Category 1 incidents include (but are not limited to):

- Copying homework or allowing homework to be copied.
- Taking information from another source that is not properly attributed.
- Working with others on an assignment that was designed as independent work.
- Looking at another's test/quiz/examination.
- Letting another student look at your work during a test or quiz.
- Using other secretive methods of receiving or giving information during a test/quiz/examination.

Internal Consequences of Malpractice Category 2:

- Incidents are severe and will be dealt with by the teacher, the IB Coordinator, and/or the Headmaster, if necessary.
- Students who are caught in a Category 2 violation will not receive a grade or score for the work.

- They will be expected to make up the work for an accurate score within the time frame specified by the teacher if the submission time line permits.
- This work may be part of the internal assessment elements which will be submitted to the IBO.
- These incidents can be considered theft; therefore, any student who is guilty of a Category 2 violation will be punished according to the Handbook for theft, and may receive other consequences, as deemed appropriate.
- Malpractice regarding academic work will be recorded in the end of term report.

Category 2 incidents include, (but are not limited to):

- Taking papers from the Internet, other publications or other students without proper citation.
- Taking any part of a test to use or give to others.
- Submitting any kind of work that has been written/produced by another.

Internal Consequences of Malpractice Category 3:

- These incidents are extreme and will be dealt with by the administration of the school.
- This will result in a hearing and possible exclusion from school and the IB programme.

Category 3 Incidents would include (but are not limited to):

- A repeated pattern of Category 1 or 2 incidents.
- Lying or deceit regarding academic work (ie, after cheating in the first place).
- Altering records.
- Stealing examinations/unauthorized materials.
- Consequences could include (but are not limited to) the student's removal from Sanskar School.

External Consequences of Malpractice

The IB Coordinator must inform the IBO if she suspects any malpractice in relation to a candidate's work after the work or an internal assessment mark has been submitted to the IBO. In such cases, or when an examiner suspects malpractice, the school will be required to conduct an investigation and provide the IBO with relevant documentation concerning the case.

Candidates suspected of malpractice will be invited, through the Coordinator, to present a written explanation or defence. Cases of suspected malpractice will be presented to the final award committee. After reviewing all evidence collected during the investigation, the committee will decide whether to dismiss the allegation, uphold it, or ask for further investigation to be made. If the final award committee deems evidence of malpractice insufficient, the allegation will be dismissed and a grade will be awarded in the normal way. If the final award committee decides that a case of malpractice has been established, no grade will be awarded in the subject(s) concerned. No IB Diploma qualification will be awarded to the candidate, but certificates will be awarded for other subject(s) in which no malpractice has occurred. The candidate will be permitted to register for future examinations at least one year after the session in which malpractice was established.

If a case of malpractice is very serious, either because of its nature or because the candidate has already been found guilty of malpractice in a previous session, the final award committee is entitled to decide that the candidate will not be permitted to register for examinations in any future sessions.

An IB qualification may be withdrawn from a candidate at any time if malpractice is subsequently established.

Any student who has been found to be academically dishonest in any of the above ways, or otherwise, will have a record of this put into his or her student file, the student will take a grade “zero” for that work and a grade “zero” in conduct for the quarter. If the work has been submitted as an official piece of IB coursework, it will not be accepted, but, if there is time for him or her to do so before the school’s internal deadline for this work, the student will be allowed one chance to resubmit another piece of work in its place. If there is no time for the student to produce new work, he or she will normally receive a grade of zero for that subject work.

If a student submits work to the IB which is later recognized as having been produced dishonestly, then the IBO will take action as mentioned in the IBO academic honesty booklet given at the time of admission. An IB diploma, or a certificate, may be withdrawn from a candidate at any time if malpractice is subsequently established.

Steering Committee

Sanskar School Academic Honesty Policy steering committee comprises the Principal, DP Coordinator, PYP Coordinator, IGCSE Coordinator, Section Coordinators, along with Teachers and Parents. It is the responsibility of the committee to oversee the procedures needed to develop the Academic Honesty policy of the School, communicate the same to all the stakeholders and ensure that the process of compilation and review is collaborative and involving all, using a range of strategies.

- Head of School
- Vice Principal of School
- IBDP Coordinator
- IBPYP Coordinator
- IGCSE Coordinator
- CBSE Coordinators
- Section Coordinators
- 2 Facilitators per Programme
- 2 Parent Representatives

As with other policies and processes, this policy has been drafted with inputs from various sections of the School community and shall be reviewed and shared with all the stakeholders of the school.

Academic Honesty Policy Review

Support and development of Academic Honesty as part of the IBDP curriculum will be reviewed by the Steering Committee at the beginning of every academic year. The level of support can be increased or decreased according to the proficiency level of the students.

The effectiveness of the Academic Honesty Policy as a working document will be reviewed with the help of collaborative discussions and meetings.

Communicating the policy to various stake holders through:

1. Provision of hardcopies of the policy.
2. The official school website.
3. Electronic mails.

References:

Academic Honesty by International Baccalaureate Organization 2009, Updated in July 2011.

Understanding academic honesty and malpractice by International Baccalaureate Organization 2009.

Handbook of procedures for the diploma programme 2015 by International Baccalaureate Organization 2009.

The DP faculty at Sanskar School agrees to use a range of strategies to follow Academic Honesty.

Approved by consensus of the faculty in May, 2015.

Revised by the school in May, 2017.

Revised by consensus of the faculty in April, 2018.

Revised by consensus of the faculty in April, 2019.

Revised by consensus of the faculty in January, 2020.

Revised by consensus of the faculty in September, 2021.

Revised by consensus of the faculty in August, 2022.

Revised by consensus of the faculty in June, 2023.

APPENDIX

I....., student of Sanskar School studying in Grade.....hereby undertake to abide by the terms mentioned in the Academic Honesty Policy.

Signature of the student

Signature of the parent

Date:

Sanskar School Academic Honesty Declaration

Declaration by the candidate

Name of the Candidate:

Candidate No.:

Session: May 20

Assignment Name:

I, declare that the attached assignment is wholly my own work, and that no part of it has been

1. Copied from any work produced by other person(s)
2. Provided by other student(s)
3. Taken from another person(s) programme
4. Copied from any other source including web sites. I declare that all referenced work from other people have been properly cited and documented on the reference list.

I further declare that I am aware of what plagiarism is and the consequences there of as per the academic honesty policy of International Baccalaureate Organisation (IBO) and Sanskar School.

Student's Signature:

Declaration by the Parent

I declare and confirm that the assignment submitted by, my son/daughter, is not plagiarized. I am fully aware of the consequences which may result in the student not receiving a diploma, if the assignment is found to be plagiarized by either Sanskar School or The International Baccalaureate Organisation (IBO).

Parent's Signature

Date:

Declaration by the Teacher

Name of the Teacher:

Subject:

Session: May 20

Assignment Name:

I, declare that the attached assignment is wholly student's own work, and that no part of it has been

1. copied from any work produced by other person(s)
2. provided by other student(s)
3. taken from another person(s) programme
4. copied from any other source including web sites. I declare that all referenced work from other people have been properly cited and documented on the reference list.

I further declare that I am aware of what plagiarism is and the consequences there of as per the academic honesty policy of International Baccalaureate Organisation (IBO) and Sanskar School.

Teacher's Signature:

Declaration by the EE Supervisor

Name of the Teacher:

Subject:

Session: May 20

I agree to supervise this student and:

- discuss the choice of topic with the Student and, in particular, help to formulate a well-focused research question.
- be accessible for consultation (this is expected to be a total of about 3-5 hours).
- provide subject specific guidance.
- comment upon one draft version of the essay.
- conduct three reflection sessions with the Students.
- read the final version to confirm its authenticity.
- conduct a final reflection - **Viva Voce**.
- write a report and present it to the school's Diploma Programme Coordinator if malpractice, such as plagiarism, is suspected in the final version.

Supervisor's Signature: