



CALORX OLIVE INTERNATIONAL SCHOOL, AHMEDABAD

ACADEMIC HONESTY POLICY

CALORX OLIVE INTERNATIONAL SCHOOL

MISSION

The Mission of COIS states that we strive to promote internationalism and uphold cultural values. To this end, we are focusing on overall development and generating new standards of educational practices through our centres of excellence.

VISION

To bring out the best in every child, thereby fully equipping him/her to make a significant difference for the betterment of our society. Our alumni should be known in the world for their values, spirit of leadership and achievements.

IB MISSION STATEMENT

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help 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.

IB LEARNERS STRIVE TO BE:

Inquirers: They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

Knowledgeable: They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

Thinkers: They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

Communicators: They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

Principled: 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 take responsibility for their own actions and the consequences that accompany them.

Open-minded: They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

Caring: They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

Risk-takers: They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

Balanced: They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

Reflective: They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

OBJECTIVE OF THIS POLICY

The main objective of the policy on academic honesty at Calorx Olive International School is to create an environment whereby academic honesty is respected and procedures and penalties governing academic dishonesty are clearly laid down, well understood and followed.

OFFENCES AGAINST ACADEMIC HONESTY

Any act/way which gives students a chance to use unfair means is termed as academic dishonesty.

The following is a list of acts that are indicative of academically dishonest behavior:

- a) Plagiarism: Submitting work/idea of other as one's own work.
- b) Fabrication of research data.
- c) Offering the same task/or piece of work for multiple courses or assessment components.
- d) Copying or helping other student copy during a test/exam.
- e) Carrying things/substances which are not permitted in the examination room.
- f) Trying to pass on information to another student in the examination room.
- g) Making changes in the grade sheets or altering the grades awarded.

- h) Using work of another student, stealing lab reports/ files of other students etc.
- i) Attempt to get access to examination paper(s) prior to the examinations.
- j) Use of calculator other than the one authorized.
- k) Taking an assessment in place of another student (Impersonating)

TEACHER'S RESPONSIBILITY

Teachers at Calorx Olive International School are expected that they understand and follow the academic honesty principles and encourage students to follow the same.

The following are some of the measures that teachers are expected to adopt:

1. Explain the students about what constitutes plagiarism in specific context to their subject.
2. Guide the students that they need to acknowledge words, ideas, works from sources appropriately (Calorx Olive International School will follow MLA formatting for referencing).
3. Be aware of the style of written work of each student and inquire from them in detail in case of any doubt.
4. Frequently question students on written work, to ensure the authenticity of their work. Make use of available sources (Turnitin or any other available search engines) whenever possible, to determine the possibility of plagiarism in students work.

5. Sign a self-declaration to authenticate student work as and when required .It is the requirement from IBO that “each teacher to confirm that, to the best of his or her knowledge , all candidates’ work accepted or submitted for assessment is the authentic work of each candidate”
6. State difference between collusion and collaboration, so that the learner doesn’t confuse the two.
7. Read and clearly understand the IBO publication of “Academic honesty guide for schools”
8. Fully cooperate in the proceedings of investigation of suspected cases of academic dishonesty.
9. Give statements that can help in preparing any report to be submitted to IBO (while the above mentioned proceedings are going on).
10. The IBO guidelines should be followed while making such statements.
11. Not leave candidates unsupervised while examination is in session.
12. The content of the examination should not be disclosed within 24 hours of conduction of exam.
13. Exam schedule to be adhered to strictly. No exam should be started before time.
14. No student to be given extra time to take the exam (or any other benefit) beyond the stipulated hours as mentioned in the subject guide published by IBO. Guidelines on this are often provided in the various subject guides.

LEARNER’S RESPONSIBILITY

The learner should be responsible for the integrity of submission of tasks. He/she should be aware of what constitutes academic dishonesty/ honesty. He/she is required to sign the Academic Honesty Honor Code at the time of joining the school, (refer last page of the policy).

Students are required to strictly adhere to the following guidelines:

- a) Whenever they refer any source, it should be acknowledged appropriately.
- b) Footnotes and endnotes to be used whenever using an idea that developed from discussion, to acknowledge.
- c) Paraphrased ideas of another person need to be acknowledged.
- d) When collaborating with other students, the final submission should be an independent piece of work.
- e) Submission of a similar piece of work for different assessment components (e.g. internal assessment and extended essay) is not allowed.
- f) Follow all instructions that are given before the commencement of an examination.

ACADEMIC HONESTY AND HONOUR CODE

Student Responsibilities

As students, your responsibilities in respect of academic honesty include the following:

- Signing the Academic Honour Code before you begin this assessment
- You are responsible for ensuring that all work submitted for assessment is authentically yours
- You are responsible for fully and correctly acknowledging the work and ideas of others
- You are expected to review your own work before submission for assessment to identify any passages, computer programmes, data, photographs and other material which require acknowledgement.

- You may be required to submit your work using Turnitin. Failing to do this could result in an accusation of plagiarism, and/or a refusal to accept your work within school and/or to submit your work to the IB.
- You are expected to comply with all internal school deadlines. This is for your own benefit and may allow time for revising work that is of doubtful authorship
- Once a student has 'submitted' the assessments/assignments, indicating that the piece of work is authentically his/hers, there is no opportunity to re-submit different work, if the first submission is deemed to be plagiarized.
- You should be aware that teachers have the right to refuse to assess you if they do not believe you completed the work, and if you cannot prove your ownership to their satisfaction, or the satisfaction of the coordinators of your respective IB Programmes. The IB will accept the teacher's decision in this case.
- It is the student's responsibility, if academic dishonesty is suspected, to prove that all pieces of work are his/her own, and has not been plagiarized.

The Honour Code

I pledge to adhere to the rules and regulations of my classroom and of our School. This means that:

1. I will not distort the truth, cheat or misrepresent someone else's work as my own. I ensure that all work submitted for assessment is authentically mine
2. I am expected to review my work before submission to identify any

passages, computer programmes, data, photographs and other material which require acknowledgement.

3. I will fully and correctly acknowledge the work and ideas of others
4. Additionally, I will not assist any fellow student(s) by providing test information or answers before, during or after the testing session.
5. I have thoroughly prepared for this assignment and am proud of the work that I am presenting.
6. I may be required to submit my work using Turnitin. Failing to do this could result in an accusation of plagiarism, and/or a refusal to accept my work within school and/or to submit my work to the IB.
7. I am expected to comply with all internal school deadlines. This is for my own benefit as it may allow time for revising work that is of doubtful authorship
8. I am aware that teachers have the right to refuse to assess you if they do not believe i have completed the work, and if i cannot prove my ownership to their satisfaction, or the satisfaction of my Programme coordinator. The IB will accept the teacher's decision in this case.
9. It is my responsibility, if academic dishonesty is suspected, to prove that all pieces of work are mine own, and have not been plagiarised.
10. I pledge to earn my own grades based upon my own efforts.
11. I pledge that I will be responsible for my own actions and will accept appropriate consequences for my actions, for any violation of this Honor Code.

Student Name: _____ Grade: _____ Signature:

ROLE OF SCHOOL LIBRARIAN

The school librarian will have a complete catalogue of books and electronic material available for reference in the library.

The reference material in the form of exemplars available in the library will be available to students for library reference alone and will not be issued by the librarian.

The librarian will maintain the record of such material referred to above while it is issued in the library.

The school librarian should be aware of the plagiarism and copyright issues and should take initiative and active part in educating the learners as well as the educators.

The school librarian will provide academically honest guidelines for research which stresses on writing skills; academically honest practice and the ability to produce one's own piece of work. This written work should not be dependent to a large extent on the materials available on web.

PREVENTION:

1. Information literacy is introduced from the very early stage. Students of PYP are exposed to the internet and they are taught how to search information and acknowledge it. Librarian along a with team of teachers takes the initiative.
2. Students attend workshop on Research and Reference skills which leads to 'Learning how to Learn' (or approaches to Learning). These

workshops will be designed separately for Primary Years, Middle School and High school students.

3. Supervisors and subject teachers maintain a log to keep a tab on work, especially in Extended Essays, Theory of Knowledge Essays and other Internal Assessment Assignments.
4. Get an agreement signed by the candidates on Extended Essays and Theory of Knowledge Essays explaining the consequences of Plagiarism?
5. The academic policy should be shared with all the stakeholders.
6. Structured Induction programme on 'Academic Honesty' for new candidates by senior students.
7. The school uses the Internet based services of www.turnitin.com as a plagiarism prevention and detection tool.

PROCEDURE TO BE FOLLOWED FOR IB SUBMISSIONS MYP/DP (AS APPLICABLE TO OTHER GRADES FOR SCHOOL SUBMISSION).

Each candidate submitting his/her work for external assessment must sign a coversheet confirm that the work submitted is his/her own and it is the final and authentic version of work.

The school will check the plagiarism report generated by running the submission on **Turnitin**. If the plagiarism is detected before signing of the coversheet, the matter will be resolved within the school.

Once a candidate has submitted his or her work to a teacher (or the coordinator) for external or internal assessment together with the coversheet signed to the effect that it is the final piece of the work, neither the work nor the coversheet can be changed by the candidate. If the candidate is subsequently suspected of plagiarism or collusion, he/she cannot claim that the incorrect piece of the work was submitted.

After a candidate has signed and dated the coversheet certifying that his/her work is authentic and constitutes the final version of that work, the candidate's teacher (or supervisor in the case of an extended essay) will also sign and date the coversheet to the effect that to the best of his/her knowledge it is the authentic work of the candidate. Any suspicion of malpractice that arises after the candidate has signed the coversheet will be reported to the coordinator help desk at IB Cardiff for investigation. Further investigation and sanctions will be undertaken by IBO.

SANCTIONS FOR ACADEMIC DISHONESTY:

Cases where the teacher / Coordinator doubt that the submitted piece of work is not authentic, that work will not be accepted and this will result in no grade being awarded for the subject.

FIRST OFFENCE:

- Counseling session with teacher and/or Head of School / Coordinators.
- Parents/Guardian will be informed in writing
- No grades will be given for the work
- The entire assignment will have to be rewritten
- One page written explanation to the Head of School explaining why it is important to respect the Academic Honesty code
- Permanent record of the incident to be placed in student's record

SECOND OFFENCE:

- Counseling session with teacher and/or Head of School / Coordinators
- Parents/guardian will be informed in writing
- Failing grades will be given for the work

- The entire assignment will be rewritten
- One page written explanation to the Head of School explaining why it is important to respect the Academic Honesty code
- Permanent record of the incident to be placed in student's record
- One day of school suspension

THIRD OFFENCE:

- Counseling session with teacher and/or Head of School / Coordinators
- Parents/Guardian will be informed in writing
- Failing grades will be given for the work
- The entire assignment will have to be rewritten
- One page written explanation to the Head of School explaining why it is important to respect the Academic Honesty code
- Permanent record of the incident to be placed in student's record
- Student subject to expulsion by school management

Policy reviewed on October 8, 2014: People involved Director, Coordinators, EE Coordinators and School Librarian.

Acknowledgements

http://occ.ibo.org/ibis/documents/general/.../g_0_malpr_sup_0707_1_e.pdf

www.qaci.eq.edu.au/.../policy_statement_academic_honesty__revised.pdf

www.ismoshi.org/achonesty.pdf

