



CALORX OLIVE INTERNATIONAL SCHOOL

Ahmedabad

ACADEMIC INTEGRITY POLICY

2023- 2024

CALORX OLIVE INTERNATIONAL SCHOOL

MISSION

Be a center of Excellence which promotes internationalism and upholds cultural values, acquiring and sharing knowledge whilst setting new standards of educational practices to create responsible members of society.

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.

Calorx Olive International School Policy on 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 behavior in the production of legitimate, authentic and honest scholarly work.

Academic integrity goes beyond a definition and a well-structured school policy; it should also be part of an “ethical culture” of any educational institution, be that a primary school or a university. It is an obligation which must be embraced and fostered by the entire school community, so students continue their future life, whether in higher education or in the workplace, in strict adherence to this principle.

Fostering an academic integrity culture, and a personal positive attitude towards it, requires the design of a school strategy that combines policies and good academic practice, while understanding the fundamental dimension it has in the authentic construction of meaning and learning in all IB programmes.

The guiding principle of academic integrity can be seen as built up from a number of simpler concepts in education, that can start early during the PYP, be reinforced during the MYP and cemented later through the DP.

Definitions

Plagiarism: “representation of the ideas or work of another person as the candidate’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 diploma requirements”.

Key terms

These are some key terms which are used in this policy:-

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 behavior in the production of legitimate, authentic and honest scholarly work.

School maladministration

The IB defines school maladministration as 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.

Unprecedented or extraordinary incidents

Student academic misconduct or school maladministration incidents that are outside the IB's usual procedures and/or experience.

Balance of probabilities approach

"Balance of probability" means that the decision-maker(s) with appropriate subject-matter expertise is satisfied that an event or account is more likely than not to have occurred. It is used when deciding on a penalty for an alleged case of student academic misconduct or school maladministration where evidence beyond reasonable doubt is not available.

Conflict of interest

This occurs where an individual's ability to exercise judgment or act in one role is, or could be, impaired or otherwise influenced by their involvement in another role or relationship. The individual does not need to exploit their position or obtain an actual benefit, financial or otherwise, a potential for competing interests and/or a perception of impaired judgment or undue influence can also be a conflict of interest.

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 integrity is respected. Academic integrity is a good practice in embodying teaching and learning in a culture of academia for schools in their own academic integrity approaches and learning culture. The policy describes the procedures and penalties governing academic dishonesty are clearly laid down, well understood and followed by all stakeholders. It also states the terminology used by the IB regarding academic integrity, student academic misconduct and school maladministration. **Scope of this policy**

- This policy is for teams, administrators of Calorx Olive International School and the wider community responsible for creating and implementing the academic integrity policy.

This policy is for staff of Calorx Olive International School responsible for the teaching and preparation of work submitted to the IB for assessment.

- This policy is for members of staff of Calorx Olive International School responsible for the delivery of IB examinations.
- This policy is for all students of Calorx Olive International School going through assessment and submitting work to the IB.
- This policy is for parents and legal guardians of Calorx Olive International School students' going through assessment.

Need of this Policy

To maintain fairness. To uphold impartiality evaluations can only be fair if all students are given an equal chance, and they must accurately reflect a student's achievement in order to be valid. For those who have followed the rules, there will be a disadvantage if any act undermines this fairness, such as academic misconduct on the part of students or administrative misconduct on the part of schools.

To maintain trust and credibility. It is essential to have faith in academic credentials. The trust agreement with the IB as an awarding body responsible for the legitimacy of the assessment process is broken when a student or a school violates the rule of academic integrity.

To develop respect for others. Students who comprehend the process by which knowledge is created will comprehend that it is permissible to use the thoughts, phrases, or works of others. However, it is expected that information will be properly recognised in accordance with acceptable academic practice.

Head of the school Responsibility

As Academic integrity is part of the teaching and learning process and an aspiration of the entire school community our head of the school Maintaining such a fostering environment where academic integrity is understood and adhered to is a key accountability of the school .

Calorx Olive International School have a common understanding of what academic integrity means is one of the most significant tasks a school leadership must ensure; any new member of staff and all students should start with a shared understanding and have an informed dialogue about the benefits of honest learning for the entire community.

Head of the School should always be responsible for Creating and maintaining an academic integrity culture that requires a school-wide strategy to take into account the following key elements:

- The academic integrity policy.
- The teachers deliver IB programmes.
- The designated team or person responsible for academic integrity.
- The wider community such as students and their parents or legal guardians.

Head of the school have a responsible for :

- Embedding the policy into the school structure An effective academic integrity policy should be a school-wide endeavour, offering a commitment to maintain an ethical culture; not just a list of rules and penalties or simply an administrative requirement to meet the expectations to become an IB World School.
- The school community must embed academic integrity at the heart of its strategy and appreciate the value it will bring to students for their learning and future endeavours. Approaching academic integrity as a standalone issue will mean less chance of it being adopted by the school community.

- To achieve a lasting effect, the academic integrity policy should be holistic in nature, with long-term objectives and a consideration of how a successful strategy will impact the different members of the school community. Schools should attempt to understand the context of rule breaches rather than simply adopting a stance of punishment and penalties.
- Issuing guidance for teachers
- Guidelines for a designated team or person responsible for academic integrity
- Communicating the principles of academic integrity to parents and legal guardians

Programme coordinators responsibility:

Programme coordinators at Calorx Olive International School hold an essential role and must understand that the principle of academic integrity is fundamental to the educational philosophy of the IB. They should act as role models and must always exhibit honest, ethical and responsible behavior.

The programme coordinators at Calorx Olive International School should always be responsible for maintaining an overall supervision of all activities related to the teaching and learning process at the school.

- ensuring that all school and IB policies are applied fairly and consistently
 - ensuring compliance with secure storage of confidential IB material policy and the conduct of IB examinations Expectations and responsibilities of the school community
- ensuring that teachers, students and parents and legal guardians have a copy of, read and understand the school's academic integrity policy and the programme-relevant IB regulations
- reporting suspected instances of student academic misconduct and school maladministration to the school administration and/or the IB
- supervising all activities related to the investigation of student academic misconduct and school maladministration cases according to the school and/or IB policy.

Learner's Responsibility

Students at Calorx Olive International School should be responsible for the integrity of submission of tasks. They should be aware of what constitutes academic Integrity:

Students at Calorx Olive International School are required to strictly adhere to the following guidelines:

- have a full understanding of their school's and the IB's policies
- respond to acts of student academic misconduct and report them to their teachers and/or programme coordinators
- respond to acts of school maladministration and report them to their teachers and/or programme coordinators

- complete all assignments, tasks, examinations and quizzes in an honest manner and to the best of their abilities
- give credit to used sources in all work submitted to the IB for assessment in written and oral materials and/or artistic products
- 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
- abstain from giving undue assistance to peers in the completion of their work.
- need to be aware that the IB does not regard any work produced—even only in part— by AI tools to be their own. Therefore, as with any quote or material from another source, it must be clear that any AI-generated text, image or graph included in a piece of work has been copied from such software. The software must be credited in the body of the text and appropriately referenced in the bibliography. If this is not done, the student would be misrepresenting content—as it was not originally written by them— which is a form of academic misconduct.
- recognize that they are accountable for actions and behaviours online, and show a responsible use of the internet and social media platforms, including but not limited to:
 - not discussing IB examinations and questions for a 24-hour period after the examination concludes, to respect students who may not yet have finished their examination
 - not using inappropriate language or sentiments that may be aired at a future job or university interview
 - not expressing views, behaviour or language that brings the IB into disrepute

Parents/ Guardian Responsibility :

- Support their children’s understanding of IB policies, procedures and subject guidelines by discussing and being role models for academic integrity
- Understand school internal policies and procedures that safeguard the authenticity of their children’s work
- Support their children in planning a manageable workload so they can allocate time effectively
- Understand what constitutes student academic misconduct and its consequences
- Understand what constitutes school maladministration and its consequences
- Report any potential cases of student misconduct or school maladministration to the school’s directorate and/or the IB
- Submit only genuine and/or authentic evidence to support a request for inclusive access arrangements or adverse circumstances considerations for their children
- Abstain from giving or obtaining undue and/or unauthorized assistance in the completion of their children’s work.

Teacher's Responsibility - Teachers at Calorx Olive International School are expected to understand & follow the academic integrity policy & encourage students to follow the same. The following are some of the measures that teachers are expected to adopt:

- Ensuring that students have a full understanding of the expectations and guidelines of all subjects
- Explain the students about what constitutes plagiarism in a specific context to their subject.
- Guide the students that they need to acknowledge words, ideas, works from sources appropriately (Calorx Olive International School will follow MLA formatting for referencing).
- Be aware of the style of written work of each student and inquire from them in detail in case of any doubt.
- Frequently question students on written work, to ensure authenticity of work. Make use of available sources (Turnitin or any other available search engines) whenever possible to determine the possibility of plagiarism in students' work.
- 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"
- State difference between collusion and collaboration, so that the learner doesn't confuse the two.
- Read and clearly understand the IBO publication of "Academic Integrity guide for schools".
- Fully cooperate in the proceedings of investigation of suspected cases of academic misconduct.
- Planning a manageable workload so students can allocate time effectively to produce work according to IB expectations
- Giving feedback and ensuring students are not provided with multiple rounds of editing, which would be contrary to instructions described in the relevant subject guides ensuring that all student work is appropriately labeled and saved to avoid any error when submitting assessment to the IB.
- Not leave candidates unsupervised while examination is in session.
- The content of the examination should not be disclosed within 24 hours of conduction of the exam.
- Exam schedule to be adhered to strictly. No exam should be started before time.
- No student is 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.
- Ensuring that students develop the work over a period of time—IB coursework is not designed to be completed in a single evening.
- Ensuring that the student can explain their work sufficiently—to give confidence that it has been created by them.
- Ensuring that the student is clear when they are quoting other people's ideas and when they are claiming an idea or conclusion as their own work—this is the expected way of referencing.
- Confirming the quality of the final piece of work is in line with what they would expect the student to be able to produce.

- responding to student academic misconduct and supporting the school's and IB's investigations.
- The Standardization of the Summative Assessment should be followed.

Role of school librarian for Academic Integrity:

The Librarian at Calorx Olive International School will have a complete catalog of books and electronic material available for reference in the library.

- The reference material in the form of examples 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 be an active part in educating the learners as well as educators.
- The school librarian will provide academically honest guidelines for research which stresses on writing skills; academically integrity and the ability to produce once own piece of work. This written work should not be dependent to a large extent on the materials available on the web.

Actions for Academic Integrity policy:

1. Information literacy is introduced from a very early stage. PYP students of Calorx Olive International School are exposed to the internet and they are taught how to search for information and acknowledge it. The Librarian along with a team of teachers takes the initiative.
 2. Students of Calorx Olive International School attend sessions on Academic Integrity which includes the importance of citations on regular intervals by the Teacher Librarian.
 3. To reinforce the principles of academic integrity during the teaching and learning
- students must understand the importance of academic integrity and the consequences of academic misconduct, such as plagiarism or cheating. This can be reinforced through education and training on the topic, as well as through clear policies and guidelines that outline expectations for ethical behavior.
 - In addition to understanding the importance of academic integrity, students must also have the skills and resources necessary to conduct themselves in an ethical and responsible manner. This can involve providing access to academic resources, such as databases and reference materials, as well as training on how to properly cite sources and avoid plagiarism.

- Beyond simply avoiding misconduct, students can also actively promote academic integrity within the organization by encouraging open communication and collaboration, and by holding themselves and their colleagues accountable for upholding ethical standards.
 - Ultimately, upholding academic integrity is not only essential for individual students, but also for the success and reputation of the organization as a whole. By promoting a culture of trust and ethical behavior, students can contribute to a positive and productive work environment, while also preparing themselves for success in their future grades.
4. The academic integrity policy is to be shared with all the stakeholders.
 5. 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 MYP candidate submitting his/her work for external assessment must sign a cover sheet to 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 form signed to the effect that it is the final piece of the work, neither the work nor the cover sheet 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 form certifying that his or 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 form to the effect that to the best of his or her knowledge it is the authentic work of the candidate. Any suspicion of malpractice that arises after the candidate has signed the form will be reported to the coordinator help desk at Cardiff for investigation. Further investigation & sanctions will be undertaken by IBO.

Sanctions for Academic misconduct:

Cases where the Teacher / Coordinator doubts the submitted piece of work is not authentic, the following procedure has to be followed.

First Offense:

- Counseling session with Coordinators
- Parents/guardian will be informed in writing
- Submitted work is graded minus plagiarized content
- The entire assignment rewritten (without new grade)
- Written explanation to be submitted ,explaining why it is important to respect the Academic integrity.

- Permanent record of the incident to be placed in the school file.

Second Offense:

- First offenses procedures are followed plus meeting of Coordinator with parents and students
- consequences could include detention or internal suspension at the discretion of respective Coordinator and Head of School.

DP Penalty matrices

This section contains the IB penalty matrices detailing infringements by a student and the level of penalty that may be applied by the IB. In the event of an unprecedented and/or extraordinary incident refer to "Good practice for investigations"

Review of this policy

Focusing on processes for managing academic integrity incidents that are student and/or school staff related to Calorx Olive International School:

- Having scheduled plans for reviews and updates.
- Ensuring that teachers, support staff, students and parents and legal guardians of Calorx Olive International School have a common understanding of the IB's expectations with regards to academic integrity.
- Ensuring that teachers, support staff, students and parents and legal guardians of Calorx Olive International School have a common understanding of what constitutes student academic misconduct and school maladministration.
- Ensuring that teachers, support staff, students and parents and legal guardians of Calorx Olive International School have a common understanding of possible consequences for those that engage in student academic misconduct and school maladministration.
- Ensuring that students of Calorx Olive International School are held accountable, according to the school's own policies, when involved in an academic misconduct incident.
- Ensuring that teachers and school administrators of Calorx Olive International School are held accountable, according to the school's own policies, when involved in a maladministration incident.

Review Committee Members;

- School Core Team
- Two teachers from each program
- School Librarian

Acknowledgements

- Effective Citing and referencing guide (Published April 2022)

- Academic integrity policy (Updated March 2023)

Programme standards and practices

Academic integrity is embedded as follows in the IB Programme standards and practices.

Standard: Leadership and governance (0201)

Reviewing and following IB rules, regulations and guidelines to support programme implementation and development; and ensuring structures and processes are in place to ensure compliance

Standard: Student support (0202)

Providing all relevant resources to implement IB programmes to ensure compliance with IB assessment requirements with regard to the security and administration of examination materials, and the provision and delivery of access arrangements (all programmes).

Standard: Culture through policy implementation (0301)

Implementing, communicating and regularly reviewing the academic integrity policy that creates cultures of ethical academic practice.

Standard: Students as lifelong learners (0402)

Ensuring that students and teachers comply with IB academic integrity guidelines and acknowledge the intellectual property of others in their work.

Ensuring that the school and the teachers provide adequate support, so students learn the skill of citing and referencing and understand the significance and importance of producing authentic and original work.

Standard: Approaches to assessment (0404)

Ensuring that students receive support so they can grow in their ability to make informed, reasoned, ethical judgements and that the administration of all assessments is completed in accordance with IB rules, regulations, and/or relevant programme documentation.

REVIEW COMMITTEE MEMBERS:

-School Core Team

-Two Teachers each from each program

-School Librarian

Last reviewed on

- April 2023

Next Review on April 2024