

**NES INTERNATIONAL SCHOOL MUMBAI -IB  
CONTINUUM WORLD SCHOOL**

---

**SCHOOL CODE: 003810**

---

# ACADEMIC HONESTY POLICY

## TABLE OF CONTENTS

### ACADEMIC HONESTY POLICY

Philosophy	1
NESISM Academic Honesty Policy	2

### THE LEARNER PROFILE

	2
--	---

<b>ACADEMIC DISHONESTY / MALPRACTICE: Definitions and Description given by IB</b>	<b>3</b>
<b>PROMOTING ACADEMIC HONESTY AND PREVENTING MALPRACTICES</b>	<b>5</b>

ACADEMIC DISHONESTY AND MALPRACTICE: CONSEQUENCES	7
---	---

### TEACHERS AND STUDENT RESPONSIBILITIES

10 Responsibility of Teachers	10
Responsibility of Students	11
Responsibility of Librarian	11

### APPENDIX - I

13 4 - The Prevention of Malpractice	13
11 - Offences and their Penalty	15

APPENDIX - II : Effective Citing and Referencing ..... 18

APPENDIX - III : Documentation Checklist ..... 19

ACADEMIC HONESTY AGREEMENT ..... 20

PLEDGE ..... 21

## ACADEMIC HONESTY POLICY

### *Philosophy*

The School is in consonance with the letter and spirit of IB Academic Honesty Policy and all

its stakeholders are to uphold and believe in these ethical beliefs and practices, the rationale of

which is cogently stated below:

“International Baccalaureate (IB) programmes encourage students to inquire and to think critically and creatively; students are then asked to give shape to their thinking through oral

discussion or presentations, through visual representations and displays, and in multiple forms

of writing. However, we live in an age in which we are all flooded by information and opinions. How can we help students navigate these waters so that they are able to confidently

talk or write about what they are learning, making visible and explicit how they have constructed their ideas and what views they have followed or rejected? This is essentially what

academic honesty is: making knowledge, understanding and thinking

transparent.

Such transparency needs to be taught and supported throughout a child's education. In order to

fully master the technical aspects of academic honesty, such as accurately citing and referencing, students need to understand how knowledge is constructed and, consequently,

their own role in furthering knowledge construction and building understanding. The technical

skills are essential but the understanding of the concepts and values behind them comes first.

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 behaviors and

help to instill the values and principles that lie behind such behaviors. The attributes of the

learner profile are important in nurturing such an environment" - ***Academic Honesty in IB***

***Context.***

Therefore, intellectual property, ideas, words and works of others should recognise and honoured through correct acknowledgement and citation.

***NESISM Academic Honesty Policy*** Academic honesty and integrity is an indispensable part of the International Baccalaureate Organization and core of NES International School ethos. Promoting and educating academic honesty skills is embedded within the school curriculum. The school believes in

promoting

the academic integrity than penalizing academic dishonesty. It is clearly stated in the Procedures Manual that the “Candidates are required to act in a **responsible and ethical**

**manner throughout their participation** in the PYP/MYP/IBDP and examinations.” The purpose of this policy is to clearly state the expectations that the faculty has from the students

and role and responsibilities of the teachers, to ensure that the learners present authentic work

by maintaining their integrity. **THE LEARNER PROFILE**

The NESISM Academic Honesty Policy reflected in IB Learner Profile:

NESISM learners strive to be:

We are equipped to develop research skills right from primary school. We also learn to differentiate between primary and secondary sources and process the data.

We have a common understanding of the academic honesty policy and we are made aware of different styles of citations and the reasoning behind the school preferring the MLA as a uniform style.

We are encouraged to be creative and critical thinkers and present our work in an ethical manner by citing resources.

We present our views and opinions confidently and creatively through different modes of communication and languages. We respect the perspectives of other individuals and groups and work collaboratively.

We imbibe the Academic Honesty Policy by citing all resources used and take the responsibility of our own actions and their consequences. We critically appreciate and value resources and evaluate a range of

view- points and experiences

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. We value and acknowledge the efforts of authors and creators.

2

We are ready to proceed from known to unknown and approach uncertainty with courage and confidence. We are also ready

to explore new ideas and innovative strategies.

We are required to make conscious and sincere efforts to assess our work and thus better performance. We are required to create and ourselves and our peers with regards to our work and thus better performance. We also respect multicultural viewpoints with our understanding.

### ***Discipline and Academic Honesty Policy***

The Academic Honesty Policy is a part of the Discipline Policy and has been written in detail.

### **ACADEMIC DISHONESTY / MALPRACTICE: Definitions and Description given by IB**

#### ***Malpractice:***

In the IB publication, Academic honesty: guidance for schools. “Malpractice is defined as behavior that results, in or may result in the candidate or any other candidate gaining an unfair advantage in one or more assessment component”. Malpractice includes:

***Plagiarism:*** The representation of the ideas or work of another person as the candidate’s own that is not limited to text; it also applies to works from the Arts (including music, film, dance theatre arts) Math, science, computer science etc.

#### ***Types of plagiarism: a) Plagiarism: not using quotation marks***

When you use someone else’s words, always put them in quotation marks and cite the source.

If you include a quote, use the exact words of the author.

#### ***b) Plagiarism: Not citing the source of information***

- All information / ideas that are not part of general knowledge that one obtains from someone else must be cited. Use footnotes or endnotes to acknowledge the source.

- If the source of the idea emerged in an idea expressed by the fellow student or while listening to a fellow student / teacher / person you need to specify in the footnotes.

3

***c) Plagiarism: Paraphrasing that is too similar to original source***

“Paraphrasing is the rendition or another person’s words presented in a new style and integrated grammatically into the writing..... Because paraphrasing uses the ideas of another person, it is still necessary to acknowledge the source.

- Try not to use the sequence and the arrangement of the words of the original
- Do not keep the original in front of you while writing or else you will unconsciously be doing what you want to avoid – Plagiarism
- Try to present authentic, work try to understand and synthesize the material and then write in your own inimitable style.

***Collusion:*** This is defined as supporting malpractice by another candidate, as in allowing one’s own work to be copied or submitted for assessment by another

- Both parties will be considered guilty and will have to bear similar consequences.
- If two works are exactly the same, with same introduction it will be construed as collusion and not as collaboration
- There is occasion when collaboration with other candidates is permitted or actively encouraged; however, unless instructed by the teacher, the work must be produced independently, despite the fact that it may be based on similar data.

***Duplication of work:*** The presentation of the same work for different assessment components and / or diploma requirements”

The definition of malpractice also includes “any other behavior that gains an unfair advantage for a candidate or that affects the results of another candidate”

***Institutional Malpractice:*** Breaches of regulations are not confined to candidates.

4

Inappropriate actions on the part of the school which compromise the integrity of the IB assessments and examinations are construed as institutional malpractice. Some examples of such actions are:

- providing a candidate with undue assistance in the production of any work  
(whether written or oral) that contributes to the assessment requirements of the  
Diploma Programme
- the unauthorized rescheduling of an examination
- failing to keep the examination papers secure prior to an examination
- opening examination paper packets prior to an examination
- leaking” of questions prior to the official start of an examination
- leaving candidates unsupervised during an examination
- allowing additional time in examinations without authorization from the IB
- tampering with the answer scripts of a candidate before sealing the papers in the  
assigned packet for posting to the IB.

- releasing an examination paper, or otherwise disclosing information about the content of a paper, within 24 hours after the examination.

## **PROMOTING ACADEMIC HONESTY AND PREVENTING MALPRACTICES**

### **Discipline Committee**

The discipline committee is annually appointed by the Head of the School. The committee will execute the school discipline policy and make recommendations to the HOS.

Academic Honesty Policy is a part of the all School discipline policy. As per the School discipline policy the discipline committee will relay its recommendations and decisions regarding disciplinary issues to the HOS who may as per the policy exercise discretion if

5

need be. The HOS is the final binding point of appeal for any disciplinary matters.

### **Responsibility of Discipline Committee**

- The Discipline committee will strive to establish a school culture that actively encourages academic honesty and a school policy that promotes ethical academic practice
- Confirm that all students, teachers and students' parents are acquainted with and support this policy
- Ensure that all IB assignments and examinations, whether assessed internally or externally, are conducted with absolute integrity, strictly according to the guidelines provided in the IB Regulations

- Support the IB fully in the prevention, detection and investigation of academic dishonesty and malpractice
- The discipline committee will ensure that all students understand what constitutes academic honesty, an authentic piece of work and intellectual property
- receive guidance on study skills, academic writing, how to conduct research and how to acknowledge sources
- understand what constitutes malpractice (particularly plagiarism, collusion and misconduct during an examination)
- are aware of the consequences of being found guilty of malpractice

### **Measures taken by the school to ensure the authenticity of work**

- In all internal assessment and written assignments personal files are maintained to record the plagiarism and collusion
- The school realizes that academic honesty is a determining factor for the functioning of the school and at the primary and middle school level efforts will be made to nip academic dishonesty.
- All the students will take the zero-plagiarism pledge in the beginning of the new academic session
- Students' work submitted for assessment will be screened using online web-based services such as <http://turnitin.com> which exposes plagiarized material and enables teachers to ensure that student submissions are truly authentic.

- School has adopted MLA format as official bibliographic format.

Teachers and students at all levels of the school will receive regular training in the use of this format.

## **ACADEMIC DISHONESTY AND MALPRACTICE: CONSEQUENCES**

Students who join NES International School Mumbai will have to strictly follow the school academic honesty policy and therefore expected to follow it religiously. Failure to do so will face the severe consequences.

### **1(a) First- time and minor offences in class work and homework assignments:**

- The concerned subject teacher will provide the erring student with the necessary feedback, pointing out why the work is unacceptable.
- The student will re-submit the work, incorporating the feedback provided by the teacher.
- The homeroom teacher will be informed and the transgression will be recorded.

### **1(b) Repetition of minor offences in class work and homework assignments:**

- The subject teacher will report the matter to the homeroom teacher and the coordinator, who will counsel the student appropriately.
- The student will re-submit the required work.
- The student will submit a signed declaration letter of his intent to adhere to the principles of academic honesty in future. This will be placed in the student's personal file.

The student and his (her) parents will be warned in writing that further offences may lead to

disciplinary action. This warning will also be placed in the student's personal file.

## **2. Malpractice in work submitted for internal (school) assessments:**

- Assignments, reports, projects, research papers with a high degree of plagiarized material and / or evidence of collusion will not be graded.
- Subject teachers will inform the homeroom teacher, who will record the Transgression after counselling the student. Coordinator will also be informed.
- The student will be given one opportunity to re-submit the work with the required modification, within a specified deadline with one verbal warning.
- If the students fail to do so will not grade the work.
- A letter will be sent to the parent of the student from the Coordinator by explaining why the assessment has not been graded. Same will be informed to the Head of the school and Principal.
- For the extended Essay and Theory of knowledge, the students will have to sign the academic honesty agreement.

## **3. Misconduct during an internal written examination of the school**

- The concerned invigilator will deal with the issue (confiscate illicit material; warn examinees who are talking or distracting others) quietly and with minimum distraction to other candidates.
- The invigilator will submit a written report of the incident to the coordinator immediately after the examination.
- The coordinator will convene a meeting with the invigilator, the subject teacher and the

homeroom teacher of the student to examine evidence and decide upon the seriousness of the transgression and submit the report to Head of the School/principal and other concerned authorities.

8

- The Principal/Head of School will be consulted to confirm the nature of the transgression and the severity of the sanction to be administered.
- The student and parents will be informed of the decision.
- The matter will be recorded in the student's personal file.

#### **4. Malpractice in work submitted for IB - IA/Extended Essay/TOK**

- Internal assessments, Extended and TOK essays with a high degree of plagiarism and / or collusion submitted by students will not be accepted.
- Supervisor or subject teacher will ask for clarification and report this to the DP coordinator.
- The DP coordinator will be asked clarification from the student and he/she will have to redo the assignment after issuing a verbal warning.
- If the student resubmits plagiarized work the subject teacher/supervisor will inform the coordinator and coordinator will report it to the principal. The principal will call the parent and take necessary disciplinary action against the student.
- All internal assessments and essays will be scanned through TURNITIN software. If any student work is detected with a high % of plagiarism for the third time, the student work will not be graded. Parents will be informed about the same by the

principal.

## **5. Misconduct during an external examination of the IB**

Any misconduct during an external IB examination, the school will strictly follow the rules prescribed by IB regarding malpractice and its consequences which is attached here at the appendix. Serious misconduct at this level may lose the students diploma.

9

## **TEACHERS AND STUDENT RESPONSIBILITIES**

### **Responsibility of Teachers**

The head of the school and his/ her nominee and the teachers should ensure that all candidates:

- Understand what constitutes academic honesty and a authentic piece of work
- Make students aware of what constitutes academic dishonesty in their respective classes and how it undermines the learning process.
- Make students aware of the consequences of academic dishonesty
- Make them understand what constitutes malpractices particularly plagiarism and collusion.
- Teach students how to use the words and ideas of others appropriately to support their own oral and written communication: “using the words and ideas of another

person to support one's arguments while following accepted practices is an integral part of any intellectual endeavour, and integrating these words and ideas with one's own in accepted ways is an important academic skill."

- Be vigilant about preventing and identifying malpractice at all grade levels and in all subjects.
- Structure assignments and tests so as to minimize the opportunity for student dishonesty and malpractice. This includes requiring students to submit work to the plagiarism prevention website Turnitin.com.
- Teachers are expected to provide candidates with convention for acknowledging all sources.

It is the responsibility of the teacher to confirm that, to the best of his/her knowledge, all

10

candidate work, submitted for assessment is authentic.

**Responsibility of Students** Students are expected:

- Not to indulge in any kind of academic collusion, plagiarism, duplication of work and all other forms of cheating.
- Inform the staff when any other student has committed any of the above-mentioned academic dishonesty.
- Present authentic work
- Present work that acknowledges the sources

- Candidates themselves must bear the consequences if they submit any work that are not their own, regardless of whether the plagiarism was unintentional or deliberate.
- The candidate is ultimately responsible for ensuring that all work submitted for assessment is authentic, with work or ideas of others fully and correctly acknowledged.

### Responsibility of Librarian

- Librarians must provide guidance on ethics and what constitutes malpractice.
- Librarians must educate the school community on skills and methods used for citation.
- Librarians must provide detailed information and support for research for EE/ PP/ MYP E-assessment, Extended Essay, TOK Essay and subject specific internal assessments.
- Librarians must conduct citation workshop for newly inducted teachers and students as per the schedule given in the School Calendar.

11

So, a basic framework of adopting the MLA system of citation in the information literacy programme will be as follows:

recognize

**PYP (Grade 1-5)**

source list if any peer's idea is being used by them. They will

be

Students will be encouraged to create source lists and

the presence/absence of an author

asked to acknowledge if the parents help has been completed in alphabetical bibliography. I  
for

completion of a task.

complete bibliography. Read and  
**and**  
**referencing”**

### **MYP (Grade 6-10)**

Grade 4 and 5 students will use MLA format to

Students of Year 1,2 and 3 will use APA (Grade 1-2) for all referenced source  
lists, be used for certain subjects such as Psychology. However, the  
same  
recognizing and listing the author, publisher, year for all  
sources

All students will accurately use the MLA style of referencing for  
the bibliography, footnotes and endnotes. The APA style of citation may

style should be maintained throughout the document. Read and refer to

**“Effective citing and referencing”**

### **Bibliography**

- Academic Honesty: Guidance for Schools, (2003, 2011), Published by the International Baccalaureate Organization, Switzerland.
- Academic Honesty Policies of I.B. Schools worldwide
- Academic Honesty in the IB Educational Context 2015
- RBKIA Academic Honesty Policy
- JPIS Academic Honesty Policy
- Effective Citing and Referencing-2015
- Academic Honesty in Diploma Programme Arts (2015), Published by the International Baccalaureate Organization, Switzerland.
- International Baccalaureate Organization- Handbook of Procedures 2016

- IB General Regulations: Diploma Programme
- IB Programme standards and practices

12

## APPENDIX - I

*(Extracts taken from the IB Academic Honesty document July 2009 for reference)*

### 4 - The Prevention of Malpractice

4.2 It is an IB requirement that every IB World School (or entity) that offers the Diploma Programme has a policy to promote academic honesty. This policy must be shared with candidates before they begin the Diploma Programme and be followed by reminders throughout the two years of the programme. The way in which this policy is shared with candidates is left to the discretion of the head of school. However, it is recommended that candidates receive formal tuition in research and study skills, receive a copy of the policy and are made aware that the coordinator and teachers are available to offer further advice and guidance.

All subject areas must contribute to the development of a policy on academic honesty so that candidates gain a clear idea of what constitutes plagiarism in a variety of disciplines. The need to acknowledge the source of data, works of art, computer programs, photographs, diagrams, illustrations, maps, etc must also be made clear to candidates by their subject teachers. ***It is advisable that a policy on academic honesty should be a whole-school policy that is not confined to Diploma Programme candidates and those subjects offered by the programme.***

4.3 The school policy may draw upon the attributes of the IB learner profile, which express

the values inherent to the IB continuum of international education. The profile is a clear and concise statement of the aims and values of the IB, and an embodiment of what the IB means by “international-mindedness”. Attention may be drawn, for example, to IB learners striving to be “principled”, which means that candidates 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.

13

**4.4** A school policy on academic honesty should at least include:

- the IB definitions of plagiarism, collusion and the duplication of work
- appropriate reference to the IB learner profile
- advice on and/or examples of what constitutes academic dishonesty,
- Intellectual property, plagiarism, the duplication of work and authentic authorship
- examples of conventions for citing and acknowledging original authorship
- guidance on the distinction between legitimate collaboration and unacceptable collusion
- information on what action will be taken by the IB if a candidate is suspected of
- malpractice and subsequently found guilty
- an extract from the provisions of the Regulations relating to malpractice.

Schools are advised to include in their policy a requirement for every candidate studying the Diploma Programme, regardless of their registration category, to sign a declaration stating

that all work they submit for assessment will be their own authentic work. This would effectively cover all class assignments, homework assignments and work undertaken for IB assessments. However, this does not negate the need to sign the candidate declaration on coversheets submitted with work for assessment or moderation.

**4.5** It is important that the policy is not confined to or does not emphasize the penalties that will be applied to candidates who neglect to acknowledge their sources. The policy must be a means of promoting good practice: a practical reference that is used and perceived in a positive way. The emphasis should be on prevention, not detection and penalties.

**4.6** The policy may refer to the existence of internet sites that can be used to detect plagiarized text. In fact, candidates must be warned that the IB randomly checks candidates’

14

work for plagiarism using a web-based plagiarism prevention service. An additional deterrent is the vigilance of examiners who are adept at identifying text and material that is not the authentic work of a candidate.

**4.10** In addition to subject teachers and the school librarian, the support of candidates’ legal Guardians can be enlisted to promote good academic practice and consistent standards. In fact, for schools where the candidature reflects a variety of cultural backgrounds it is important to inform legal guardians about the standards the school is trying to uphold. Legal guardians „understanding and cooperation is an important factor in encouraging academic honesty and should not be overlooked.

## **11 - Offences and their Penalty**

**11.1** Penalties are imposed on a candidate found guilty of malpractice in order to:

- ensure that the candidate does not gain an unfair advantage
- maintain the integrity of the examination session by excluding those candidates who have abused the system
- deter other candidates from taking the same action.

**11.2** The committee will not take into account the consequences of imposing a penalty; the penalty will be imposed according to the nature of the offence. However, the committee will take into consideration all the information presented by teachers and the coordinator in their statements on the case. This information may include mitigating circumstances.

**11.3** When judging a case of alleged malpractice the committee will disregard the registration category of the candidate. If a candidate is found guilty, the aim is to penalize the candidate only for the subject in which he or she has been found guilty of malpractice. For example, if a retake candidate is guilty of malpractice in one subject the grade for that subject obtained in a previous session will be carried over to the current session and any higher grades in other retake subjects will be counted in the current session.

15

**11.4** Work submitted by a candidate for assessment may contravene standard academic practice by failing to acknowledge the ideas or words of another person using quotation marks (or some other accepted practice). However, if there is some attempt by the candidate to acknowledge the source in the bibliography, the final award committee may designate a case of this type an academic infringement and not malpractice. The judgment as to whether “academic infringement” is the appropriate decision will be partly based on the quantity of

text (or other media) that has been copied by the candidate.

**11.5** If the final award committee decides that an academic infringement has been established, no mark will be awarded for the component or part(s) of the component. The candidate will still be eligible for a grade in the subject or diploma requirement concerned. No further penalty will be imposed and the case will not be recorded as malpractice. In such a case, the decision regarding academic infringement will be notified in accordance with 12.1 below.

**11.6** If the final award committee decides that a case of malpractice has been established, no grade will be awarded in the subject concerned. (No lesser penalty for malpractice is available to the final award committee.) In the case of a diploma candidate the consequence is that no diploma will be awarded to the candidate. However, a certificate of results will be awarded for other subjects in which no malpractice has occurred.

**11.7** If a candidate is found guilty of malpractice in his or her third attempt at achieving the diploma or improving the number of points for the diploma, the candidate will not be Permitted a fourth examination session in which to achieve the diploma or improve the number of diploma points.

**11.8** If a candidate is found guilty of malpractice the candidate will be permitted to register for future examinations at least one year after the session in which malpractice was

established (subject to the provisions of section 11.7). In other words, the candidate cannot register for the examination session that takes place six months after the session

in which they were found guilty of malpractice, regardless of which subject or diploma requirements the candidate wishes to retake.

**11.9** If a candidate is found guilty of malpractice in the production of one (or more) of several assignments required for a component, the candidate is not eligible for a mark based on his or her performance in the remaining assignments for the component: no grade will be awarded for the subject. For example, the internal assessment requirement for a subject may require a portfolio of four separate assignments. If a candidate is found to have plagiarized all or part of one assignment, a mark for his or her internal assessment will not be based on the remaining three assignments: no grade will be awarded for the subject.

**11.10** 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 may decide that the candidate will not be permitted to register for examinations in any future session.

**11.11** An IB diploma, or a certificate, may be withdrawn from a candidate at any time if malpractice is subsequently established. This includes the enquiry upon results service when, for example, a senior examiner may identify plagiarism in a piece of work that previously went unnoticed by the teacher or assistant examiner.

**11.12** Although a case may not warrant a penalty against one or more candidates, on occasion a letter may be sent to the head of school on behalf of the final award committee insisting that greater care be taken to avoid a similar incident occurring again.

**APPENDIX - II : Effective Citing and Referencing** (*Extract from IB Document*)

**APPENDIX - III : Documentation Checklist** (*Extract from "Effective citing and referencing"*)

# **NES International School Mumbai -IB Continuum World School**

## **ACADEMIC HONESTY AGREEMENT**

I .....will in no way indulge in plagiarism, collusion or any other malpractice. If I do, I will be ready to face the consequences, which may even lead to No award of the Diploma Programme.

**Signature of the candidate    Signature of the Parent**

## **NES INTERNATIONAL SCHOOL MUMBAI**

### **PLEDGE**

**As a student of NES International School Mumbai, I pledge my total commitment to the principles of Academic Integrity as described in the school's Academic Honesty Policy and will encourage others to abide by the policy as well. I pledge never to give or receive unauthorized aid in the completion of my academic work. I will never present someone else's work as my own and will always acknowledge the sources of my information, using acceptable citation procedures.**

**NESISM**

21