

ACADEMIC HONESTY POLICY

What is meant by Academic Honesty?

Academic Honesty means performing all academic work without plagiarism, cheating, lying, tampering, stealing, giving or receiving unauthorized assistance from any other person or using any source of information that is not common knowledge without due acknowledgement.

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

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

Attempting to lie and/or cheat during extracurricular activities (which are considered to be as important in holistic education, as academic pursuits

Prevention of Academic Dishonesty

The academic honesty policy of the Podar International School (Cambridge International), Kalyan is shared with all the students and the parents in the start of the term and reminders on the issues associated with plagiarism, copyright and other ethical issues are given to the students throughout the term by the teachers, coordinators and the librarian. Each candidate's attention is drawn to the provisions relating to malpractice and its consequences.

Podar International School (Cambridge International), Kalyan in its academic honesty policy, wants to promote good practice in an overall school environment.

Student Responsibilities

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

1. Be knowledgeable about The School's Academic Honesty Policy, its requirements and consequences.
2. Be reflective about their actions and acknowledge all sources that they use for assignments, presentations, etc. Students are encouraged to be risk takers and try to present authentic ideas and answers.
3. Be caring individuals who do not collude with others for short term benefits (an example would be allowing a class mate to copy a piece of work to get out of immediate trouble). Students are encouraged to reflect on the long-term consequences of such actions.
4. Be principled and not submit the same work for multiple subjects and/or assignments.
5. Be balanced thinkers and communicators who work independently and in collaboration,

as and when required; under the facilitation of a teacher or otherwise.

6. Follow all guidelines and instructions given by teachers/invigilators during tests and exams.
7. Be balanced, manage time and meet all deadlines assigned.
8. Be responsible (individually and collectively) for their words and actions.

Teacher/Co-ordinator Responsibilities

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

1. Model Academic Honesty at all times, communicate what it means in their subjects (sources of data, works of art, computer programmes, photographs, diagrams, maps, etc) and be open-minded and approachable for clarifications.
2. Help ensure no plagiarism, collusion and/or duplication of work is done. Teachers are encouraged to use IT to check for plagiarism.
3. Be alert in thinking during facilitation of work in class and while checking assignments to ensure no plagiarism and/or duplication is done
4. Be caring about the long term well-being of a student and help in the investigation in case of Academic Dishonesty
5. Give clear instructions and not leave candidate/s unsupervised during tests and examination.

PODAR INTERNATIONAL SCHOOL (Cambridge International), KALYAN

6. Not permit any communication and/or sharing of stationery during tests and examinations.
7. Start and end examinations on time and not give additional time to students unless such predetermination has been made.
8. Be principled and consequently, fair to all students and implement consequences consistently.
9. Maintain student and school confidentiality.

Parent Responsibilities

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

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

Consequence of Academic Dishonesty

For Tests and Examinations:

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

For Submissions (Internal and External Assessment):

- **Plagiarism**—If any assignment submitted has more than 15% plagiarism it is not accepted and the student has to submit it again.
- **Collusion**—Detection of collusion will amount to cancellation of the assignment and 'Nil' submission
- **Duplication of work**— Detection of duplication of work will amount to cancellation of the assignment and 'Nil' submission
- Fabrication, modification or tampering of research and/or experimentation data will amount to cancellation of the assignment and 'Nil' submission
- Dishonesty during work done in class, during tests and school examinations will result in cancellation of the paper and no marks will be awarded
- Attempting to lie and/or cheat during extracurricular activities will result in individual and/or team disqualification

Despite all measures taken by school, if Cambridge International still gets to detect any form of malpractice in any of the submitted coursework, the candidate will be breaching the board regulations and will not be awarded with any marks for the submission concerned.

Bibliography:

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

1. Calcutta International School Academic Honesty policy (2016-17)
2. Academic Honesty in the IB educational context (IBO)
3. Diploma Programme From principles into Practices (IBO)
4. Rules for IB world schools (IBO)
5. Diploma programme academic honesty guideline (IBO)
6. CIE Administrative guide

PODAR INTERNATIONAL SCHOOL (Cambridge International), KALYAN

To

The Principal

Podar International School (Cambridge International), Kalyan

Student/Parent Agreement for Academic Honesty Policy

We understand and will abide by the above policy and guidelines. We further understand that if the law/policy is violated, school can take any disciplinary action as well as keeping the student away from academic activities for a week/fortnight.

Student Name & grade

Guardian's Name & Signature, Date

Mother's Name & Signature, Date

Father's Name & Signature, Date

Student Signature, Date