



**SEEDLING**  
**INTERNATIONAL ACADEMY**  
ACROSS EDUCATIONAL HORIZONS

---

## **ACADEMIC HONESTY POLICY**

**Revised**

**February 2019**



**“Academic honesty must be seen as a set of values and skills that promote integrity and good practice in teaching, learning and assessment. The IB recognizes that academic honesty is influenced and shaped by a variety of factors including peer pressure, culture, parental expectations, role modeling and taught skills.”**

(DP: Academic Honesty,(July2011)p2)

Seedling International Academy, guided by the philosophy of the IB, places great value on the ethical qualities of personal integrity and academic honesty. Academic honesty is expected of all members of the school community, students, faculty, administration and parents. We are guided in our expectations and practices by two of the learner profile attributes which expect students to be Principled and Reflective. An academically honest student, strongly grounded in values, produces work representative of his/ her own efforts and potential, without exclusive reliance on an external browser. It is expected of all stakeholders to prove worthy role models by acting responsibly and fairly in all spheres. Once a student realizes that an act of academic dishonesty affects the entire school community, he / she acquires a sense of responsibility as a valuable member of the community and an asset to all he /she is associated with.

Put in the simplest way,

**Academic honesty refers to:**

- ▶▶ The full acknowledgement of the original authorship and ownership of creative material.
- ▶▶ The production of an ‘authentic’ piece of work
- ▶▶ The protection of all forms of intellectual property – which include forms of intellectual and creative expression, as well as patents, registered designs, trademark, moral rights and copyright.
- ▶▶ Proper conduct in relation to the conduct of examination.

**It is the policy of Seedling International Academy that:**

- ▶▶ All students understand the basic meaning and significance of academic honesty
- ▶▶ All work produced by students of the Academy is their own, authentic and original work.
- ▶▶ All such authentic work has the ideas and words of others fully acknowledged
- ▶▶ Students understand and obey the rules relating to proper conduct of examinations
- ▶▶ Students understand the difference between collaboration and collusion, and it is unacceptable to present work arrived at through a process of collusion.
- ▶▶ This policy refers to all assignments set and completed in school or at home, ranging from basic pieces of homework to formal assessments required by the IB as part of the assessment for the grant of the Diploma.

**Aims of Academy Honesty Policy:**

- ▶▶ Promote good academic practice and a school culture that actively encourages academic honesty
- ▶▶ Enable students to understand what constitutes academic honesty and academic misconduct.
- ▶▶ Encourage students to look to their teachers, supervisors, the librarian and the DP Coordinator for support when completing assessed work in order to prevent any possible form of misconduct.
- ▶▶ Ensure that students understand the importance of acknowledging completely all the ideas and work that is offered.
- ▶▶ Explain to students that they have an important role in ensuring that their work is ‘academically honest’
- ▶▶ Impart to students that plagiarism (and forms of academic misconduct) is a serious academic offence for which those committed to IB will not appreciate.
- ▶▶ Explain to students precisely what penalties will be imposed they be found guilty of misconduct.

**What Constitutes Academic Misconduct:**

Academic misconduct is defined as behavior, deliberate or otherwise that results in or may result in the candidate or any other candidate gaining an unfair advantage in one or more components in any of the areas of the Diploma Programme.

**Misconduct may include the following:**

**Plagiarism:** Plagiarism is passing off someone else’s work, writing, thoughts, visuals, graphics, music and ideas as your own, or otherwise intentionally. Plagiarised work is work which fails to acknowledge the sources which it uses or upon which it is based. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism. Plagiarism is a clear breach of academic honesty.

**Collusion:** Supporting academic misconduct by another candidate – allowing one’s work to be copied or submitted for assessment by another. Collaboration involves working together with other students. There are occasions where collaboration with other candidates is permitted or actively encouraged. Nevertheless, the final work must be produced independently, despite the fact that it may be based on similar data. This means that the introduction, content, conclusion or summary of a piece of work must be written in each candidate’s own words and cannot therefore be the same as another candidate’s. Working together is collaboration. Copying someone else’s work is collusion. Even if you have ‘collaborated’ with another student, the work you present must be your own. Collusion is academic misconduct and is likely to attract a penalty.

**Duplication of work :** The presentation of the same work for different parts of the Diploma.

**Fabrication** :- Fabrication is investing information, falsifying research / projects and / or using other products with the intent of detect.

Creating a false reason to receive special consideration for an assessment or assignment.

Citing information not taken from the source indicated or

Submitting a paper, lab report, or other academic exercise containing falsified data or evidence, are all examples of falsification.

**Tampering** :- Tampering with teacher material and / or student records for purposes of cheating or fabrication will not be tolerated. Students who tamper with teacher materials and / or student records liable to be penalized for violating academic honesty codes.

Any other behavior that gains an unfair advantage for a candidate or that affects the results of another candidate may also amount to an academic malpractice. For example:

**Academic Misconduct also includes:**

- ▶▶ Making up data for an assignment
- ▶▶ Falsifying a CAS record
- ▶▶ Taking unauthorized material into the examination room, including a mobile phone, an electronic device, wearable technology, smart watches or other form of smart technology, own rough paper, notes.
- ▶▶ Misbehaving during the exam, including any attempt to disrupt the examination or distract another candidate
- ▶▶ Referring to or attempting to refer to, unauthorized material that is related to the examination
- ▶▶ Failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of an examination.
- ▶▶ Impersonating another candidate
- ▶▶ Including offensive material in a script
- ▶▶ Disclosing or discussing the content of an examination paper with a person outside the immediate community within 24 hours after examination.
- ▶▶ Using an unauthorized calculator during an examination
- ▶▶ Concealing and / or using unauthorized software on a graphic calculator, particularly, but not only, during examinations.

**Avoiding academic misconduct:**

- ▶▶ Seedling International Academy believes that academic misconduct is easily avoidable and should not be a reason for a child's disqualification at any stage.
- ▶▶ All ideas and work of other persons, regardless of their source, must be acknowledged.

- ▶▶ Information obtained online must be treated in the same way as information found from Printed books.
- ▶▶ The sources of all photographs, maps, illustrations, computer programmes, data graphs, audio-visual and similar material must be acknowledged.
- ▶▶ Passages that are quoted verbatim must be enclosed within quotation marks and references provided.
- ▶▶ All works of art, film, dance, music, theatre arts or visual arts must have their source/ origin acknowledged.
- ▶▶ Always use Turnitin in accordance with the school's regulations
- ▶▶ Material must not be paraphrased without acknowledging the source.

### **Referencing Style:**

The school recommends the use of MLA (Modern Language Association) for acknowledging sources which uses a simple two- part parenthetical documentation system for citing sources.

### **Example:**

#### **Academic Honesty**

(AH)

AH. <IBO.Academic Honesty in the IB Educational Context.Geneva:InternationalBaccalaureateOrganization, Nov.2016.PDF>.

### **Training :**

Even though the IB does not require the use of any particular citation system – there is, however a clear expectation that all information will be fully and correctly referenced in a consistent manner, using a conventional system.

### **The Role of the Librarian**

The Librarian is a pivotal resource for all the International Academy students and teachers, particularly the Diploma Programme students. An expert in the area of academic honesty, the librarian will provide ethical guidance alongside information on the most appropriate citation system to use in each DP assignment, particularly the Extended Essay. In collaboration with the co-ordinator and the IT Department, the librarian must provide for and supervise Turnitin accounts. The librarian may even help students identify authentic sources of information during research work.

### **The Use of Turnitin**

To promote and maintain academic honesty and to induce a spirit of responsibility and accountability, the school has purchased a License for turnitin.com. Students are required to submit the final version of

most internally and externally assessed work through Turnitin before it is submitted to the IB. It is possible that the school may refuse to submit student the work Turnitin. Subject teachers may, in addition, request that drafts of assignments be submitted through Turnitin.

Students should note that the IB also randomly submits work through Turnitin, thus creating an even larger data base through which student work can be compared.

### **Roles and Responsibilities**

**Student of Seedling International Academy, particularly the DP students must understand that they are –**

- ▶▶ Responsible for ensuring that all work submitted for assessment is authentically theirs.
- ▶▶ Responsible for full and correctly acknowledging the work and ideas of others.
- ▶▶ Expected to review their own work before submission for assessment to identify any passages, computer programmes, data, photographs and other material which require acknowledgment.
- ▶▶ Required to comply with all set standards of academic work and all internal school deadlines.
- ▶▶ Aware that teachers have the right to refuse to ‘sign off’ their work if they do not believe it to be completed or if they cannot prove their ownership to the teachers’ satisfaction, or the satisfaction of the IB DP Coordinator.

### **Teachers of Seedling International Academy must assume responsibility to:**

- ▶▶ Keep themselves apprised about reference styles and methods of promoting academic honesty.
- ▶▶ Support the school’s Academic Honesty Policy.
- ▶▶ Support and act on School’s policies on good academic practices and guide students accordingly wherever necessary.
- ▶▶ Be vigilant for obvious changes in a candidate’s style of writing, for work that is too mature, too error-free or more characteristic of an experienced academic than a secondary school student.
- ▶▶ Identify work which may not be the authentic work of the student.
- ▶▶ Read and check candidate’s work for authenticity before submission. This refers to all internal and external DP assessments.
- ▶▶ Use Turnitin to check major assignments. Turnitin must be used for final versions of the Extended Essay, the TOK essay, and where possible, all final IAs.
- ▶▶ Discuss any issues of authenticity arising from concerns about plagiarism and/or collusion before the submission of work for assessment within the school, initially by the subject teacher, and then in discussion with IB DP Coordinator.
- ▶▶ Not accept work or submit for assessment if the DP coordinator or teacher has reason to suspect that part or the whole of a candidate’s work, which counts towards the final IB Diploma grade in that subject,

may not be authentic. In such cases, the IB suggests that one of two possible courses of action may be adopted – the preference is to first deal with the issue internally.

The candidate can be allowed one opportunity to revise and resubmit the work, which must be completed on time for the DP Coordinator to send the work to the examiner by the appropriate IB deadline.

If there is insufficient time, an 'F' must be entered against the candidate's name on the appropriate sector of the screen. This will result in no grade being awarded for the subject concerned. This will mean that no Diploma is awarded.

The school may make further decisions in line with its own disciplinary policy which may include suspension or expulsion, in addition to, or even prior to, the suggested course of action noted above.

If Plagiarism is detected by a teacher or Coordinator after a candidate's work has been accepted or submitted for assessment, the international Baccalaureate's Curriculum and Assessment office (IBCA) will be informed.

### **Role of Parents:**

Parents and Guardians have an important role to ensure Academic Honesty is in place. They must encourage their ward to plan each assignment so that they can meet deadlines with ease.

- ▶▶ Read the School's Academic Honesty Policy and discuss it with their wards.
- ▶▶ Provide support with the scheduling of their work. Most students state that the reason they did not act honestly is related to a lack of time.
- ▶▶ Let their wards do their own work, but show them how to research and plan their work.
- ▶▶ Establish a good level of communication with the school so that they understand the requirements of the Diploma Programme and what is expected of students.
- ▶▶ Encourage their ward to ask the teacher for advice in times of academic challenge.

### **Responsibility of the school**

- ▶▶ Through its 'Academic Honesty Policy', the school makes it clear what constitutes academic honesty and an authentic piece of work.
- ▶▶ All DP students will be introduced to the Academic Honesty Policy by the DP coordinator.
- ▶▶ Students will be clearly informed how misconduct will be investigated, and what the consequences are of having been found guilty of academic misconduct.
- ▶▶ Teachers must also actively use correct citing conventions when providing candidates with reference material.
- ▶▶ The Librarian is always to provide support and assistance in terms of research, and the correct use of citations.

▶▶Candidates will be advised at all times to act with integrity, and to as honestly and as accurately as possible to acknowledge the ideas and work of others.

▶▶Candidates will be provided with the ‘Conduct of Examinations’ prior to the Diploma exams, and this will be discussed fully in advisory classes before the Mock and final DP exams.

### **Academic Honesty and ATL (Approaches to Learning)**

In their academic work, DP students develop research skills and study habits that are needed to demonstrate academic honesty in more formal ways than would be appropriate to expect of younger learners. DP students investigate and evaluate the usefulness of a greater variety of resources and incorporate and reference them within oral and written presentations of increasingly complex formats.

This level of rigour can present a challenge to students who certainly know right from wrong, but who may not possess the organizational and self-management skills to demonstrate clearly that their work meets a formal standard of academic honesty. All IB students understand the importance of acknowledging others because it is a central feature of the constructivist, enquiry-based approach promoted in all IB programmes; yet in the DP, this requires the explicit teaching and learning of specific conventions accepted in a community of learners of being transparent about the use of ideas and work of others.

Teachers retain responsibility both for guiding students in the formation of academically honest practices, and for monitoring the work they hand in to ensure it complies with IBDP regulations. To assist students and teachers in understanding the importance of developing an academically honest approach to all aspects of the Diploma Programme, internal and external sanctions are in place in order to respond consistently should issues related to academic misconduct arise.

### **Internal Sanctions are designed to encourage a cultural of honesty.**

Internal sanctions may be imposed by the school for uses of academic misconduct relating to homework, class work, and internal exams which do not involve internally and externally assessed final pieces of official IB examination work, and will include penalties at different levels, ranging from resubmission of work, grant of zero marks and in extreme cases, withdrawal from the Programme.

### **External Sanctions**

External Sanctions are those assigned by the IB, or by the school, in compliance with IB regulations, and relate specifically to the perception that academic misconduct has taken place in work which counts towards the award of the final Diploma. Should such academic dishonesty be suspected in the first draft of an IA, the EE or the TOK essay, it is likely that the Internal sanctions above will apply. To discourage dishonesty, subjects which offer externally assessed course work options must ensure that some of the

course work to be submitted is produced in the classroom under exam conductions. However, if the suspected misconduct occurs at a large stage, either once work has been submitted to the IB, or when final versions of IAs are handed in with little or no time before the final submission date, misconduct, investigation and sanctions will take place as requisitioned by the IB Examination procedures. These sanctions could also be enlarged to include suspension, expulsion, refusal to allow the student to attend the Graduation Ceremony, or to receive the Diploma.

### **Investigating academic misconduct:**

Investigations take place when:

- A coordinator informs IBCA (IB Curriculum and Assessment) that academic misconduct may have taken place during an examination.
- An examiner suspects misconduct and provides evidence to justify his or her suspicion.
- A member of staff identifies examination material that may or may not be the authentic work of a candidate and provides evidence to justify his or her suspicion.
- An investigation of misconduct detected by an examiner outside the school may take the following form:
  - ⇒ The head of examinations administration will inform the DP Coordinator that a candidate is being investigated for suspected academic misconduct.
  - ⇒ The DP Coordinator immediately informs the Director and Principal that a candidate is being investigated.
  - ⇒ The DP Coordinator will provide IB with:
    - A statement from the candidate
    - A statement from the subject teacher or Extended Essay Supervisor.
    - A statement from the DP coordinator
    - A summary of the interview with the candidate about the allegation of misconduct.
  - ⇒ The investigation should take place immediately, although it can be delayed until after the last written examination taken by the candidate.
  - ⇒ The candidate's parents will be informed.
  - ⇒ The planning and conduct of the investigation are left to the discretion of the DP Coordinator, but the candidate's personal rights must be protected.
  - ⇒ Those who will investigate the external allegations include the Principal and / or the Director, the IB DP Coordinator and the subject teacher.
  - ⇒ It is normal practice to interview the candidate with a relative or friend in attendance.
  - ⇒ The candidate must be shown the evidence and be invited to present an explanation or defence.

- ⇒ With the candidate's permission, a transcript of the interview may be taken and submitted to IB. The candidate must also be given the opportunity to provide a written explanation.
- ⇒ The candidate and his/her parents have a right to see evidence, statements report and correspondence about the case. Evidence may be withheld to protect the identity of an informant.
- ⇒ The candidate must be given sufficient time to prepare a response to the allegation.

**An investigation of misconduct which happens during an IB Diploma Exam may take the following form:**

- ⇒ The candidate will be allowed to complete the exam. As little disruption as possible should take place.
- ⇒ The DP coordinator should be immediately informed by the invigilator of his/ her suspicions.
- ⇒ The DP coordinator should begin an investigation immediately after the exam has ended. This will include interviewing the candidate, and taking written statements from everyone involved, including the candidate, and the invigilator.
- ⇒ The Director and Principal should be informed as soon as possible.
- ⇒ The candidate's parents/ guardians are contacted.
- ⇒ Full written statements should be submitted to the relevant section of the IB and these should be shared with the candidate and his/ her parents.
- ⇒ The candidate must be allowed to complete all other exams in the Diploma session
- ⇒ The IB will make the final decision as to whether or not there should be consequences.

**An investigation of suspected or proven misconduct relating to internal assessment may take the following form:**

- ⇒ The candidate is told by the teacher and the coordinator that there are doubts about the authorship of his/her work.
- ⇒ If the candidate agrees that the work is not his/her own, if time allows, and if the 'cover sheet' has not been signed off by the candidate, then the work can be re-done under close supervision.
- ⇒ If the candidate continues to insist that the work is his/her own, the subject teacher should be asked to provide a statement explaining why he/ she believes that this cannot be the case.
- ⇒ The candidate, his/her parents, the subject teacher, the Principal and the IB DP Coordinator should hold a meeting to discuss the situation fully. A record of the meeting should be kept.
- ⇒ The candidate will be asked to provide evidence that the work is his/ her own – corrected drafts, work of a similar style or standard completed earlier in the subject, or a brief test on the candidate's knowledge of the work – and the subject.

⇒The subject teacher's decision will be final, and the candidate must be that the school can submit a coded grade indicate of its belief that the work is not the candidate's own when entering grades on the IB system, that this will not be questioned or investigated by the IB, and that this will result in failure of the component, subject and Diploma.

⇒The school may choose to withdraw the student from his/her exam registration in the particular component, subject or the Diploma as a whole.

### **Consequences of academic misconduct (sanctions) as outlined by the IB**

⇒If the academic misconduct is deemed to be minimal, zero marks will be awarded for the assessment component, but a grade will still be awarded for the subject. This is referred to as 'Academic Infringement'.

⇒If a candidate is found to have plagiarized all or part of any assignment then no grade will be awarded for the subject. This automatically means that no Diploma can be awarded.

⇒Misconduct during an examination will result in no grade being awarded for the specific subject involved which means no Diploma can be awarded.

⇒If a candidate falsifies a CAS record, no Diploma will be issued until 12 month after the examination sessions have passed. The CAS record will need to be correctly completed.

⇒If the case of academic misconduct is very serious, the candidate may not be allowed to re-register for examination in any future session.

⇒An IB Diploma may be withdrawn from a candidate at any time if misconduct is subsequently established.

**An appeal may be made to the final award committee in the light of new factual evidence, within three months of the original decision.**

### **CONCLUSION**

Academic Honesty is valued highly at Seedling International Academy, by the IB, by Universities and employees. Academic malpractice is a grave digression from the values that SIA seeks to impart and uphold. Students must respect and have complete understanding of the IB expectations in terms of Academic Honesty and it is highly recommended that this policy be read in conjunction with the full IB guide to Academic Honesty which is available on the IB's website. The policy has been developed by the committee comprising the Principal, DPC, School Exam officer and members of the faculty. The Policy will be reviewed every three years by the steering committee and is available on the school website.

**BIBLIOGRAPHY**

IBO. *Academic Honesty in the IB Educational Context*. Geneva: International Baccalaureate Organization, Nov. 2016. PDF.

IBO. *Diploma Programme General Regulations: Diploma Programme*. Geneva: International Baccalaureate Organization, Sept. 2016. PDF.

IBO. *Diploma Programme: From Principles into Practice For Use from August 2015*. Geneva: International Baccalaureate Organization, Apr. 2015. PDF.

IBO. *Effective Citing and Referencing*. Geneva: International Baccalaureate Organization, Aug. 2014. PDF.

"Welcome to the Purdue OWL." *The Purdue OWL: MLA Style*. Purdue University, n.d. Web. 03 June 2014. <<https://owl.english.purdue.edu/owl/section/2/11/>>.

**ANNEXURE****Letter of Undertaking:****Dear parent and student**

The well being of the Seedling International Academy community depends on every student accepting responsibility for his or her personal conduct in both social and academic activities. In this regard, students are expected to attend the school ready to learn and in their learning they should demonstrate the ability to distinguish right from wrong and the ethical from the unethical. At Seedling, we expect the students to remain committed and honest and in all pursuits of information.

Academic honesty depends on each student accepting full responsibility for producing work that is reflective of the student's "best and original effort". Academic dishonesty is manifested by cheating or plagiarizing and involves an attempt by a student to show possession of knowledge and skills that he/she does not possess.

The following actions of academic dishonesty and are subject to disciplinary action by the school:

- Using dishonest, deceptive or fraudulent means to obtain or attempt to obtain credit for academic work.
- Using notes, aids, or another student's assistance to complete the test, a project or another assignment in a way other than that expressly permitted by the teacher. Unless otherwise instructed by the teacher, students must complete all assignments individually and independently.
- Looking at another student's test, answer sheet, or other materials.
- Talking during the test. The content of private conversations or any interaction between students cannot be interpreted or understood by supervising teachers; therefore, all talking during tests is considered cheating.
- Copying from or allowing another student to copy from a test, homework, or another course work—which is not intended to be collaborative in nature.
- Interfering with or tampering with a teacher's records of grades or scores.
- Accessing, deleting, modifying, transferring, or receiving of computerized files without authorization of the teacher. Although a student may authorize another student to copy or transfer electronic files, this action is considered cheating if done without teacher permission;
- Plagiarizing information; that is taking the specific or general substance of another person's work and offering it as one's own work without giving credit to the original author. Plagiarizing encompasses omitting quotation marks for directly quoted material, omitting bibliographic references either in the text or on the source page appended at the end of the assignment, and/or paraphrasing an author without giving credit to that author for use of his or her ideas. Paraphrasing is the student's use of the author's ideas or words and/or rearranging that author's original text.

**Student, Parent/Guardian and Teacher Responsibilities:** Students are required to abide by the principles of this policy in completing all school-related tests quizzes reports, homework, assignments, and other academic work both in and out of class.

**Parents/guardians** are required to support the spirit and intent of this policy by reviewing the policy with their child and encouraging their child to practice academic honesty in all their work. Parental influence in this respect is profound.

**Teachers are required** to promote the Academic Honesty Policy through ongoing reference to and application of the Student Profiles and high integrity, to make clear to students the fact that the principles of the policy will be strictly enforced and to act on and enforce appropriate consequences when a student is found to have violated the academic honesty policy. A teacher will incorporate the same in the daily schedule of the school.

**Acts of academic dishonesty** by students could result in loss of grades on assignments, essays and projects, suspension, expulsion, and other appropriate consequences. It is, therefore, very essential for this policy to be embedded in a student's psychology efficiently.

We look forward to a vibrant and reliable academic environment in which the student will deliver his or her best.

Please sign and date this letter and return it to the school

Signature of student

Date

Signature of parent

Date