

## **TSRS POLICY ON Academic Honesty**

### **Aim:**

- 1) To promote the TSRS value of honesty and integrity throughout the school
- 2) To recognise the contributions made by others to your work
- 3) To acknowledge the effort and hard work done by others

### **Rationale:**

Plagiarism/collusion or malpractice is wrong not only because it violates the rights of the author whose work is used without acknowledgement but also because it gives the student who plagiarizes an unfair advantage over other students

### **Definition of malpractice :**

The IBO defines malpractice as the attempt by a candidate to gain an unfair advantage in any assessment component. Collusion is when a candidate knowingly allows his or her work to be submitted for assessment by another candidate. Plagiarism is submitting another's work as your own .

Malpractice most commonly involves collusion or plagiarism.

Plagiarism can be further elaborated to include :

- using the exact words and ideas of another person as if they were your own without using quotation marks
- Submission of unacknowledged work, ideas , use of pictures form books, magazines, journals or websites
- presenting the work of other people e.g teachers , parents, siblings, or friends as one's own
- submitting purchased papers as one's own
- submitting papers from the Internet written by someone else as one's own
- submitting any art work or music of anyother person as own

“However, there are other ways in which a candidate may be in breach of regulations. For example, a candidate may:

- duplicate work to meet the requirements of more than one assessment component
- fabricate data for an assignment
- take unauthorized material into an examination room
- disrupt an examination by an act of misconduct, such as distracting another candidate
- exchange, support, or attempt to support, the passing on of information that is or could be related to the examination
- fail to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of the examination
- impersonate another candidate
- steal examination papers
- disclose or discuss the content of an examination paper with a person outside the immediate school community within 24 hours after the examination
- use an unauthorized calculator during an examination
  - Use of inappropriate sites like historyguide.com etc. .”

( handbook of rules IBO 2011)

If student submits work that shows any plagiarism the Diploma is denied it is considered as malpractice. The consequences are denial of the diploma and depending on the severity can include a student being barred from attempting the diploma for a period of few years .

### **Approach to prevent plagiarism and promote Academic honesty in TSRS :**

**This will be applicable to the following Teachers, Management& students.**

All students will be explained the concept/definition before inculcating the skills required to promote academic honesty .This will be reinforced in each year there after.(at the beginning of the year /whenever required. ) this will also be shared with all parents from class V onwards.

- 1) Children are introduced to the concept of plagiarism from the class II level. ( wherein they will learn to acknowledge the name of the book and its author in the book that they read in English or story class)
- 2) Class V the student learns to acknowledge the author, the name of the book , year of publication and pages for the sources that they use while doing a project report and in the English class.labels with this could be given so that they get used to the system.
- 3) In Class VI they learn to write a proper bibliograophy .especially while referencing a book/ a magazine / a website . This can be done in an orientation before they start doing their projects in history /English or geography.**The date of accession to be emphasised for website . difference between website and search engines to be made clear.** Ready made sheets or labels giving this could be given before starting the project work or review.
- 4) Class VII referencing of sources for books, websites and magazines to be reinforced for project work and book reviews in the bibliography. Direct quotation or indirect quotation is allowed as long as the source is acknowledged.
- 5) Students in class VIII learn to paraphrase and start using quotation marks . They Should be familiar with the proper referencing system acknowledging the different sources in by now . This will be reinforced through the year and acknowledged in the report card.
- 6) In class IX they learn the art of using quotations and writing a proper bibliography
- 7) This policy will be shared with the parents at the IB /ISC orientation in year XI and XII

- 8) After which they are expected to understand the steps or methodology that can be used to avoid plagiarism (self learning). Towards this each student individually goes to the website <http://education.indiana.edu/%7Efrick/plagiarism/item7.html> , performs the practice exercises. After this they take the online anti-plagiarism test and get a certificate
- 9) Students undergo a workshop on .referencing. This will be a refresher course after the one year gap in class X and will also initiate any non tsrs students joining the school . They will be exposed to the Harvard reference system. This will be done by the English teacher/ Librarian
- 10) The certificate and referencing workshop has to happen before the Extended Essay workshop i.e in the period Nov or Jan of the first year of IB . FOR the ISc the timing will be determined by the ISC principal.
- 11) The concept will be constantly reinforced when teachers give assignments e.g. English assignments, world literatures or internal assessment components in the various subjects
- 12) Teachers too will be expected to acknowledge sources in their work (assignments / worksheets / powerpoints / films) that they show or give to students.
- 13) All TSRS members as a school will acknowledge contributions of other people in any work / matter displayed
- 14) TSRS members / community ( management , staff, students) will not download or buy software / films / books/ CDs/ DVDs that are pirated and are not available free online
- 15) The policy covers all students of IB and students from classes II –XII ISC and IB
- 16) The HOS / HOD / IB Coordinator / teachers to monitor the dissemination and implementation of the policy.
- 17) This policy will be shared with the parents at two levels
  - a. When the terms and conditions are shared with the parent at the time of admission ( for classes II –XII )
  - b. With parents at the orientation in the beginning of the year. The students and parent will sign an anti-plagiarism contract on this day for that year. The plagiarism handout will also be given

- 18) **All internal assignments in the IB** will undergo a plagiarism check. This check will be done by registering the assignment under “turnitin.com” or “plagiarism.com”. For this the school will subscribe to this site every year
- 19) The password for the turnitin.com to reside with the IB coordinator and HOS only. Not shared with teachers or students. Assignments to be given to IB coordinator/IB secretary for checking .
- 20) It is the subject teacher’s responsibility to ensure that the plagiarism check has been done for all their IB assignments through the coordinator’s office.
- 21) The teachers to give at least one week time for the IB office to generate the report . hence different subjects to stagger their timing .

**IB teachers special responsibility:** It is the responsibility of Each IB teacher in her subject needs to reinforce the academic honesty policy and be vigilant about any malpractice that can occur .

The teacher is the best equipped to judge the authenticity of the work. For the final IB submissions, as per the Ibo ( vade maecum 2011) it is the teacher’s responsibility to check that the work is done. TSRS wants all assessments to be sent into turnitin and a report stating there is no plagiarism generated., Also it is the teacher’s responsibility to see that the authentic work form or coversheet has been signed by both student and herself before submitting any internal assessment to the IBO.

In case the teacher thinks the work is plagiarised or suspects malpractice it will be brought to the notice of the IB coordinator and work will not be sent to the IBO.

Disciplinary action in order to promote academic honesty

Offence	Repercussion
The first offense	<ol style="list-style-type: none"> <li>1. the student is warned</li> <li>2. the student will earn a zero for the work in question.</li> <li>3. parents informed by letter by the class Tutor.</li> <li>4. the subject teacher to counsel the student</li> </ol>
A subsequent offense (second offence)	<ol style="list-style-type: none"> <li>1. the student is suspended</li> <li>2. warned that he may be expelled if behaviour persists</li> <li>3. the student will earn a zero for the work in question.</li> <li>4. parents informed by letter</li> </ol>
Third offence	Expulsion
If internal assessments are found plagiarised after submission to IB Coordinator but before being sent to the IBO	the internal assessment will not be sent to the IBO and the student will be suspended
If the internal assessments are found plagiarised after submission to the IBO	the school will take no responsibility. The consequence will be decided by the IBO and school will stand by the decision of the IBO
If collusion between two students is identified	both students will be penalised equally.
If collusion between a student and teacher is identified	then the student will be penalised and teacher will be penalised as well. The penalty to be decided by a panel which will include the Director, principal, vice principal and ib coordinator.
In case of a dispute with this decision, the decision of the Director and Chairperson will be final and binding	

Documents attached:

- 1) Anti-plagiarism contract
- 2) Plagiarism handout