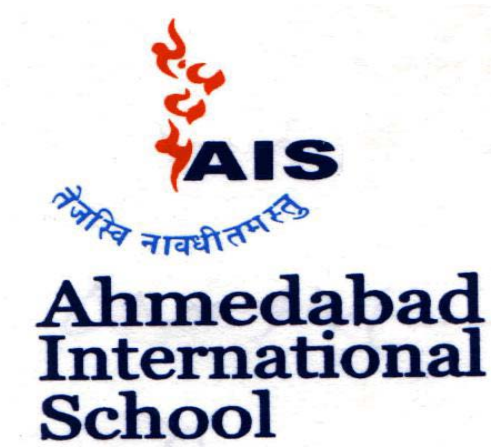


ACADEMIC HONESTY POLICY



AIS Academic Honesty Policy

AIS is committed to academic honesty and will ensure that all students in the IB Diploma program are aware of what this entails. While we trust that all students enrolled in the school will submit work of their own that is appropriately referenced, we feel that it is necessary to give guidelines as to what this means and what the consequences will be if any work does not meet this standard.

Academic Dishonesty and Malpractice:

Although the following list is not exhaustive, academic dishonesty can, in general, take several forms:

- 1- **Plagiarism:** taking work, words, ideas, pictures, information or anything that has been produced by someone else and submitting it for assessment as one's own.
- 2- **Copying:** taking work of another student, with or without his or her knowledge and submitting it as one's own.
- 3- **Exam cheating:** communicating with another candidate in an exam, bringing unauthorized material into an exam room, or consulting such material during an exam in order to gain an unfair advantage.
- 4- **Duplication:** submitting work that is substantially the same for assessment in different courses without the consent of all teachers involved.
- 5- **Falsifying data:** creating or altering data which have not been collected in an appropriate way.
- 6- **Collusion:** helping another student to be academically dishonest.

Procedure for Investigating Suspected Cases of Academic Dishonesty at AIS:

AIS , in line with IBO recommendations and practice, runs random or selected pieces of work in the plagiarism software e.g. Trunitin.com for verification and evaluation of sources. If a teacher, or another member of staff, suspects that a student may have breached the school's standards of academic honesty, he or she will inform the IB coordinator. Together they will investigate the matter, and will inform the student of the concerns of the teacher, giving the student the chance to reply to the accusations. If it cannot be shown that there is work which is clearly inappropriate the student will be found not guilty of dishonesty and no record will be kept of the matter. If, on the other hand, it can be shown that inappropriate work has been submitted, the Coordinator will make a recommendation to the Principal as to whether or not the case is one of academic dishonesty, or of an academic infringement.

The School on its part has also subscribed to the screening software 'turnitin' to check plagiarism and to put in practice corrective measures. Every IBDP Teacher has access to the turnitin and generates timely reports to ascertain the percentage of plagiarism if any and also the content which is acknowledged through footnotes, citations and bibliography

Internal Consequences of Malpractice

IB assessment work must include a signed cover sheet from the candidate authenticating the work. If the authenticity is questioned, this may result in no grade being awarded by the IBO

Internal Consequences of Malpractice

Category 1

1. The teacher in the classroom will deal with incidents. Students who are caught cheating or plagiarizing will not receive a grade or score for the work.
2. The student will be expected to make up the work for an accurate score within the time frame specified by the teacher if the submission timeline permits.
3. This work may be part of the internal assessment elements which will be submitted to the IBO. Teachers who confirm that a student has committed any of the above will report the incident to the IB Coordinator and, according to her judgment on the details of the incident, she will recommend the behavioral consequence(s).
4. Any second infraction will result in a category two consequence and an on-going pattern may lead to a recommendation for exclusion.
5. Malpractice regarding academic work will be recorded in the end of term report.

Category 1 incidents include (but are not limited to):

- Copying homework or allowing homework to be copied.
- Taking information from another source that is not properly attributed.
- Working with others on an assignment that was designed as independent work.
- Looking at another's test/quiz/examination.
- Letting another student look at your work during a test or quiz
- Using other secretive methods of receiving or giving information during a test/quiz/examination.

Category 2

1. Incidents are severe and will be dealt with by the teacher, the IB Coordinator, and/or the Headmaster, if necessary.
2. Students who are caught in a Category 2 violation will not receive a grade or score for the work.
3. They will be expected to make up the work for an accurate score within the time frame specified by the teacher if the submission time line permits.
4. This work may be part of the internal assessment elements which will be submitted to the IBO.
5. These incidents can be considered theft; therefore any student who is guilty of a Category 2 violation will be punished according to the Handbook for theft, and may receive other consequences, as deemed appropriate.
6. Malpractice regarding academic work will be recorded in the end of term report.

Category 2 incidents include, (but are not limited to):

- Taking papers from the Internet, other publications or other students without proper citation.
- Taking any part of a test to use or give to others.
- Submitting any kind of work that has been written/produced by another.

Category 3

1. These incidents are extreme and will be dealt with by the administration of the school.
2. This will result in a hearing and possible exclusion from school and the IB programme.

Category 3 Incidents would include (but are not limited to):

- A repeated pattern of Category 1 or 2 incidents.
- Lying or deceit regarding academic work (ie, after cheating in the first place).
- Altering records.
- Stealing examinations/unauthorized materials.
- Consequences could include (but are not limited to) the student's removal from AIS

External Consequence of Malpractice

The IB coordinator must inform the IBO if she suspects any malpractice in relation to a candidate's work after the work or an internal assessment mark has been submitted to the IBO. In such cases, or when an examiner suspects malpractice, the school will be required to conduct an investigation and provide the IBO with relevant documentation concerning the case.

Candidates suspected of malpractice will be invited, through the Coordinator, to present a written explanation or defense.

Cases of suspected malpractice will be presented to the final award committee. After reviewing all evidence collected during the investigation, the committee will decide whether to dismiss the allegation, uphold it, or ask for further investigation to be made.

1. If the final award committee deems evidence of malpractice insufficient, the allegation will be dismissed and a grade will be awarded in the normal way.
2. If the final award committee decides that a case of malpractice has been established, no grade will be awarded in the subject(s) concerned. No IB Diploma qualification will be awarded to the candidate, but certificates will be awarded for other subject(s) in which no malpractice has occurred. The candidate will be permitted to register for future examinations at least one year after the session in which malpractice was established.
3. 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 is entitled to decide that the candidate will not be permitted to register for examinations in any future sessions.
4. An IB qualification may be withdrawn from a candidate at any time if malpractice is subsequently established.

Any student who has been found to be academically dishonest in any of the above ways, or otherwise, will have a record of this put into his or her student file, the student will take a grade "zero" for that work and a grade "zero" in conduct for the quarter.

If the work has been submitted as an official piece of IB coursework, it will not be accepted, but, if there is time for him or her to do so before the school's internal deadline for this work, the student will be allowed one chance to resubmit another piece of work in its place.

If there is no time for the student to produce new work, he or she will normally receive a grade of zero for that subject work.

If a student submits work to the IB which is later recognized as having been produced dishonestly, then the IBO will take action as mentioned in the IBO academic honesty booklet given at the time of admission

An IB diploma, or a certificate, may be withdrawn from a candidate at any time if malpractice is subsequently established.

Review of the Academic Honesty Policy

The review of the policy is done by the Diploma Coordinator along with the Head of School . This review normally takes place once every five years unless required. This policy was last reviewed after the last evaluation in 2013.

The Responsibilities of Staff, Students and Parents:

All AIS staff, students and parents should make sure that they are aware of the contents of this document and what academic honesty and dishonesty both mean. They should also make themselves aware of the consequences of academic dishonesty.

Parents should speak to their children about the need to be honest and why it is important to be so in terms of academic progress.

Teachers should explain what this policy means to students in the specific terms of the work that they are asking students to produce. They should also speak to students regularly during the drafting of work, when the student/teacher interaction is more collaborative than evaluative. They should also model good practice.

The IB coordinator should ensure that academic honesty and dishonesty is explained to students. He should investigate any suspected breaches of the standard in an open and fair way. His recommendations to the principal should be clear and reasoned.

The Head of School in consultation with the IB coordinator, will decide each case on its merits, and should communicate his or her decision clearly to all of those concerned with reasons for any findings.

Students should recognize that they are ultimately responsible for their own work and that the consequences of any breaches of the standard of academic honesty will be theirs alone. They should speak to teachers regularly about their work and show drafts of it at various stages in the production process. They should ask teachers for advice if they are at any time unsure of what they have done in relation to referencing sources.

Declaration:

I confirm that I have read, understand and agree to abide by the AIS School Academic Honesty Policy.

Name of Student:

Signature:Date:

Name of Guardian:

Signature: Date:

Name of IB Coordinator:

Signature: Date:

**Ahmedabad International School
Academic Honesty Declaration**

TOK/WL/EE/IA

(to be read along with **Declaration of Compliance with IB Regulations on
Malpractice**)

Declaration by the candidate

Name of the Candidate:

Candidate No.:

Session : May 20____

Assignment Name: _____

I declare that the attached assignment is wholly my own work, and that no part of it has been

1. copied from any work produced by other person(s)
2. provided by other student(s)
3. taken from other person(s) program
4. copied from any other source including web sites

I declare that all referenced work from other people have been properly cited and documented on the reference list.

I further declare that I am aware of what plagiarism is and the consequences thereof as per the academic honesty policy of International Baccalaureate Organisation (IBO) and Ahmedabad International School (AIS).

Student Signature : _____

Declaration by the Parent:

I declare and confirm that the assignment submitted by _____, my son/daughter, is not plagiarized. I am fully aware of the consequences which may result in the student not receiving a diploma, if the assignment is found to be plagiarized by either Ahmedabad International School or The International Baccalaureate Organisation (IBO).

Parent's Signature: _____ Date: _____