



ACADEMIC HONESTY POLICY

School Vision

Inspiring children to be positive change makers

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Introduction

In keeping with the vision of the school, Modern's academic policy is meant to serve as an index to the school community on matters pertaining to the transaction of knowledge.

This policy will filter down from the Senior Leadership team, through the teachers and students and ultimately to the community at large.

The Academic Honesty Policy is meant to serve as a foundation of our academic achievements.

Academic Honesty is a philosophy that must envelop all academic pursuits across all sections of the school. This may be made evident through effective referencing and citations of material taught and produced.

The Policy will define the umbrella term – Academic Honesty, explain the responsibilities of the students, teachers and administrators and identify various examples of misconduct and their consequences.

It is imperative for all the stakeholders of the school, students, parents, teachers and administrative staff to be aware of the particulars in this policy and to strive towards establishing an all-pervasive culture of honesty across the school.

Academic Honesty

Modern Learners are expected to take responsibility and ownership for their own learning. In keeping with the vision and mission of the school, every learner is expected to develop into outstanding contributors to society in a technologically progressive environment.

With the education industry now gravitating towards a full-blown dependence on technology, it has become imperative to develop certain practices to ensure that knowledge is transacted authentically. By checking the validity of its sources, the quality of knowledge and information can then be trusted to be legitimate and intellectual property may be assigned its due respect.

“Students need to understand how knowledge is constructed and, consequently, their own role in furthering knowledge construction and building understanding. An essential aspect of this is an understanding of the technical aspects of academic honesty, of citing and referencing.”

- Academic Honesty in the Diploma Programme

When completing schoolwork, students must also adhere to the subject guidelines, rules and regulations, always acknowledging the sources of information that were used and the help they have received from third parties during the process. In collaborative projects, they must exhibit a balanced behavior, recognizing the collaboration of other team members and granting fair recognition to their own participation.

When students understand the role that they have in the process of their own learning, they can also understand that they are responsible for the production of work submitted for assessment and that, all completed examination papers must reflect their own authentic and genuine work. This is the only way students can receive a grade that is fair and reflects their effort.

Academic Honesty, therefore, is an umbrella term that includes the following:

- Conceptualizing and producing authentic work
- Crediting authors and resources in the case of work borrowed and/or inspired
- Following an internationally recognized style of formatting

Academic Misconduct

Academic Misconduct is a serious offence that may result in severe academic disciplinary consequences for all learners. It may be described as behavior that may lead to an unfair academic advantage over other students.

According to the **IB Academic Honesty in the Diploma Programme Guide**, “*Academic misconduct is a behaviour that results in, or may result in, the student or any other student gaining an unfair advantage (or a behaviour that disadvantages other students) in one or more assessment components.*”

The common types of Academic Misconduct are as follows:

- 1) **Malpractice** - Use of unfair means in an examination hall. This includes
 - a) the use of chits,
 - b) cog sheets,
 - c) mobile device,
 - d) Unauthorized calculators
 - e) smart watches or any other smart product during an examination.
- 2) **Plagiarism** - According to the **Oxford English Dictionary**, Plagiarism is: “*The practice of taking someone else's work or ideas and passing them off as one's own*”. In other words, representing, copying, paraphrasing, lifting text, images, quotes, formulae, equations, programs and graphs, either intentionally or unintentionally from another source may be defined as an act of plagiarism.
- 3) **Collusion** – According to the **IB Academic Honesty in the Diploma Programme Guide**, “*Collusion is defined as supporting academic misconduct by another student, for example allowing one's work to be copied or submitted for assessment by another.*” Collusion should NOT be confused with collaboration as all the participants in the creation of knowledge, information or ideas do NOT get credit.

- 4) **Duplication** – Duplication is the submission of similar work for multiple examination components without the consent of teacher.

- 5) **Fabrication** – This involves the use of misrepresentative information in sciences and accounts.

How Can You Avoid Plagiarism?

Keep a complete and thorough list of all the sources that you discover during your research and wish to use, linking each source to the information you glean from it, so that you can double-check that your work acknowledges it. Take care in your notes to distinguish between what is not yours and what is yours, identifying ideas and phrases copied from sources you consult, summaries of your sources, and your own original ideas. As you write, carefully identify all borrowed material, including quoted words and phrases, paraphrased ideas, summarized arguments, and facts and other information.

Most important is that you check with your instructor if you are unsure about the way that you are using a particular source.

Does Absence of Documentation Indicate Plagiarism?

Documentation is not required for every type of borrowed material. Information and ideas that are common knowledge among your readers need not be documented. Common knowledge includes information widely available in reference works, such as basic biographical facts about prominent persons and the dates and circumstances of major historical events. When the facts are in dispute, however, or when your readers may want more information about your topic, it is good practice to document the material you borrow.

[\[style.mla.org/\]](https://style.mla.org/)

Responsibilities

Academic Honesty can only be practiced through the concerted efforts of the entire school community.

Students

The student is responsible and therefore, must be held accountable, for the work produced and submitted.

The student must take care to ensure the following:

- 1) The work is representative of the students' own ideas.
- 2) The student DOES NOT resort to academic malpractice.
- 3) The student is aware of the particulars of this policy.
- 4) Effective referencing and citation techniques employed.
- 5) Credit is given wherever and whenever it is due. This includes words, phrases, sentences, paragraphs, books, journals, magazines, interviews, graphic novels, movies, serials, quotes, images, equations, programs, formulae etc.
- 6) All primary resources and secondary resources must be declared in the works cited page/document.
- 7) Common knowledge is knowledge known by everyone or nearly everyone basically to the community to which you are writing. Common knowledge does not need to be cited. When in doubt, it is always better to cite!
- 8) Resources should be cited wherever it first occurs.
- 9) To avoid unintentional plagiarism, students should maintain a comprehensive annotated bibliography.

Teachers

- 1) The Teacher must be aware of the particulars of this policy.
- 2) Teachers must support and act on the policies implemented by the school to uphold the best academic practices.
- 3) The teachers must be aware of the MLA9 Citations and Referencing Guide.
- 4) Teachers must also give credit wherever and whenever it is due. This includes words, phrases, sentences, paragraphs, books, journals, magazines, interviews, graphic novels, movies, serials, quotes, images, equations, programs, formulae etc.
- 5) All primary resources and secondary resources must be declared in the works cited page/document.
- 6) Resources should be cited wherever it first occurs.
- 7) Teachers should include a works cited page in lesson plans, examination papers, power points presentations.
- 8) Assignments should be structured in such a way as to encourage student's critical thinking and problem solving and analytical skills.

- 9) Teachers must be cautious about what might be considered as “academic negligence” and warn students about the consequences of being careless or dishonest while recording and citing information from various sources.



Digital Integrity

1. The use of a copyrighted work is permitted for teaching and education, as long as it is:
 - Non-commercial in nature.*
 - Only includes a non-substantial portion of the work.*
 - Does not significantly impede the holder’s right to distribute the work.*
2. To be free from copyright infringement, educators *should obtain permission from the copyright holder. If you are unsure whether it is alright to use a copyrighted work as a teacher, asking for written permission from the copyright holder prevents ambiguity.*

Please note: *Excerpting two pages from a six-page publication could be considered copyright infringement.*

3. Teachers may provide links to websites and create their own online materials which allows student access to the materials they need without infringing any laws.
4. When making scanned copies of text work available to students the following rules should/can be considered
5. Access to scanned copies must be restricted (e.g. by use of a password) to teachers and students. You must ensure that the material is not able to be accessed by the public. It is, however, permissible to allow parents to have access to enable them to assist students with homework etc.
6. Images and text copied under the Statutory Text and Artistic License can only be uploaded onto password protected DTE’s. Access to these resources should be limited to the minimum required number of students and staff. That is, where possible, limit access to the material to those students who need to view the material for classroom and/or homework exercises, and to delete or archive the material once it is no longer needed.
7. Scanned copies which are then made available online and accessible by students and staff (e.g. on a password protected shared drive, intranet, cloud storage, content or learning management system) should contain the following notice:

[WARNING]

“This material has been copied [and communicated to you] in accordance with the statutory license in section 113P of the Copyright Act. Any further reproduction or communication of this material by you may be the subject of copyright protection under the Act. Do not remove this notice.”

In practice, it might be impractical to insert this notice or include a link to the notice on every scanned copy. A practical alternative is for the notice to be displayed (flashed) on the screen as the student or teacher logs into the password protected share drive.

8. For an updated list of publisher-specific copyright policies, please check this [link](#).

Remote Oral Examination Conduct

Remote examinations would require some extra precautions and protocols to ensure the highest standards of academic honesty. Orals will be conducted using the Microsoft TEAMS platform. Individual timetable with specific time slot will be shared at least one day in advance and meeting channels will be created by the teacher. Instructions for how to remotely connect to the platform will also be shared before the scheduled examination date. Prior to examination please ensure the following conditions can be met and that the regulations as stipulated by IBO have been understood and strictly followed.

Expectations for suitable conditions:

- Preparation time must be supervised (remotely).
- Students must ensure the room in which the examination is to take place is quiet.
- Notes taken during the supervised preparation time must be short.
- Notes taken during the supervised preparation time must only be consulted and not read during the recording time.
- The room should be free of any written material on the walls or ceilings, regardless of whether these appear related to the subject being examined (some judgement may be required regarding visual material) **.
- Only one blank piece of paper must be available on the candidate's desk for note taking**.
- No other person(s) may enter during the preparation and conduct of the examination.
- The surfaces are free of texts of any description (regardless of the content).
- Students must ensure that they have appropriate writing materials (pens, pencils, highlighters).
- No unauthorized materials-mobile phone, smart watches, etc. are in the room.
- Equip with a reliable internet/wi-fi connection.

*** students can be asked to show their rooms with their mobile phone cameras (walls and areas underneath their desks) to confirm that no unauthorized materials are visible/hidden.*

Conduct of the oral examination:

- The Teacher/examiner will call the student via TEAMS at the scheduled time (shared in advance).
- The student will show the rooms with the laptop camera (walls and areas underneath desks) to confirm that no unauthorized materials are visible/hidden.
- Mobile phones or any other devices are strictly prohibited and are not allowed in the room.
- Students need to ensure that their screen remains visible to the examiner as well as the live stream throughout the exam.
- All tabs other than the TEAMS and the screen showing the receipt of the stimulus must strictly be closed.

- Under no circumstances are students allowed to record the presentation on any device whatsoever.
- Beginning the examination:

- Copies of the extracts chosen by the student must be provided to the teacher for approval at least one week before the individual oral assessment takes place.
- Teachers will have their own copies of the extracts during the assessment, and these may help the teacher frame suitable questions for the student.
- The extracts must be clean, unmarked copies; the student may only take the extracts and the outline into the room where the individual oral assessment will take place.
- Once the student has confirmed the extracts, the laptop must be immediately positioned at arm's length away from the seated position of the student (at the back of the desk)
- The teacher/examiner must be able to see the student's computer screen and the student throughout.
- The individual oral lasts 10 minutes, followed by 5 minutes of questions by the teacher.
- The teacher asks questions to probe further into the student's knowledge and understanding of the extracts/texts and their analysis of the choices made by the authors in relation to the global issue chosen.
- For oral assessments being conducted over TEAMS, an external recording device will be used.
- If technical or internet difficulties occur, the recording can be paused and restarted when the issue is resolved.
- If a recording is paused, the teacher should explain the reason (on the recording) after restarting.
- Should internet outages/ technical issues mean that the oral assessment cannot continue, it must be rescheduled to a later date/time. In this case, a new assessment is given to the candidate(s) concerned.

Once the presentation has finished:

- The teacher/examiner will announce that the exam has ended.
- The student (while ensuring the screen remains visible to the teacher/examiner) will delete all images/texts used for the examination. No materials should be saved or shared. Any breach of this regulation may result in a failing grade.
- While ensuring the screen remains visible to the teacher/examiner, the student will show the notes allowing the teacher to screenshot the notes taken immediately following the examination. These will be kept along with the sound files and extracts to potentially be sent to the IB.
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Academic Honesty Notice:

If at any point before, during or after the examination the teacher/examiner has reason to believe that the student has violated any of the regulations, the student may receive a failing grade.

Student declaration

I have read the conditions mentioned in the GEMS Modern Academy Remote Oral Examination Conduct Policy for the conduct of remote oral examinations and agree to strictly abide by these rules. I understand that any breach of the above rules may result in receiving a failing grade for the examination.

Student name (as per passport)

Date

Formatting, style and Referencing Guide

Modern uses the MLA9 formatting and style guide for referencing and citations to credit the original author of any source of knowledge and/or information. The MLA9 formatting and style guide is linked to the school library homepage, Follett Destiny.

Modern's IBDP currently uses Turnitin, an Internet-based plagiarism detection service.

Databases subscribed by the IB according to subject disciplines, MLA Handbook, MLA guide (for citation) and links to citation generating tools can be accessed from the library home page.

Below is the link to the site:

gemsmodern.follettdestiny.com

How will it be implemented?

Phase 1 – Students will be taught the basics of Academic Honesty.

Phase 2 – Students will be taught how to distinguish authentic online resources.

Phase 3 – Students will be taught how to give credit to external sources in MLA 9 format during research.

Phase 4 – Students will be taught In-text citations.

Consequences

The consequences for Academic Misconduct are severe. All stakeholders must be cognizant of the stratified approach towards corrective practices.

Infringement	Phases	Level 1	Level 2	Level 3
Malpractice	1	Not Applicable	Not Applicable	Not Applicable
	2	Warning given to the student and email is sent to the parent.	Invigilator removes the paper and the student is given a fresh sheet. Parent is called in.	No marks awarded for the paper. Parents are informed and called in.
	3	Invigilator removes the paper away and the student continues the exam on a fresh sheet.	No marks awarded to the paper. Parents are informed and called in.	No marks awarded for the paper. Parents are informed and called in.

	4	Invigilator removes the paper away and the student continues the exam on a fresh sheet.	No marks are awarded. Supervisor is notified. Parents are informed and called in. (DPC is notified-for IB)	No marks awarded for the paper. Parents are informed and called. (DPC is notified and board is informed. (For IB)
	1	Not Applicable	Not Applicable	Not Applicable
	2	Warning given to the student and an additional opportunity is given to redo the assignment.	Deduct marks for the assignment. Supervisor is notified.	No marks will be awarded for the assignment. Parents and supervisors are notified.
	3	Warning given to the student and an additional opportunity is given to redo the assignment.	Attend the mandatory inhouse plagiarism course and additional opportunity is given to redo the assignment.	No marks will be awarded for the assignment. Parents and supervisors are notified.
	4	Warning given to the student and an additional opportunity is given to redo the assignment.	Attend the mandatory inhouse plagiarism course. Supervisor and DPC is notified. (For IB)	No marks will be awarded for the assignment. Supervisors, parents and DPC are notified.
Collusion	1	Not Applicable	Not Applicable	Not Applicable
	2	Not Applicable	Not Applicable	Not Applicable
	3	Warning to both students involved and opportunity to redo the assignment.	No marks awarded for the assignment. Supervisors are notified. Parents are informed.	Parents are called in.
	4	Warning to both students involved and opportunity to redo the assignment.	No marks awarded for the assignment.	No marks awarded for the assignment. Supervisor and DP coordinator are notified.
Duplication	1	Not Applicable	Not Applicable	Not Applicable
	2	Warning to both students involved.	Marks are deducted and email is sent to parents of both students.	No marks awarded for the assignment. Parents are called in.
	3	Warning to both students involved.	Marks are deducted and email is sent to parents of both students.	No marks awarded for the assignment. Parents are called in.

	4	Warning given to the student and concerned subject teachers are informed. Opportunity is given to redo the assignment.	No marks are given. Parents and Coordinator is informed.	No marks awarded for the assignment. Parents are called in. Supervisor and DP coordinator are notified.
Fabrication	1	Not Applicable	Not Applicable	Not Applicable
	2	Not Applicable	Not Applicable	Not Applicable
	3	Warning given to the students.	Supervisors are notified and parents are informed.	No marks awarded.
	4	No marks awarded and parents are informed.	No marks awarded and parents are informed. Supervisor and DP	No marks awarded and parents are informed.
		Supervisor and DP coordinator are notified.	coordinator are notified.	Supervisor and DP coordinator are notified.

FAQ's

- *What is In-text citation?*
- In-text citation is a reference made within the body of text of an academic essay.
- What is a footnote/endnote?
Footnotes and endnotes are both ways to add clarifying information into a document. They provide important details with which the reader may be unfamiliar.
- What is the difference between bibliography and work cited?
In Works Cited and References, you only list items you have referred to and cited in your paper. A Bibliography, meanwhile, lists all the materials you have consulted for preparing your essay, whether you have referred to and cited the work or not.
- What should be included in the appendix?
Appendix is the last section of the Extended Essay. It includes all supplementary materials such as tables, questionnaire samples, schedules, interview samples, and all other additional information.
- How do I cite nonconsecutive lines from a poem like Homer's *The Odyssey*?
The order of information in your citations should always match the order in which you present information in your text. Thus, when you cite nonconsecutive lines of poetry, make sure that the

order of the line numbers in your in-text citation corresponds to the order of the quotations in your prose.

Works Cited

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