

Birla Open Minds International School
Academic Integrity Policy (2022-23)

Birla Open Minds International School

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Birla Open Midns International School

I. BOMIS Mission Statement:

The school strives to be a community of open-minded global learners. All members are the flag bearers of the peaceful world and care about one another, value and respect intercultural and individual differences. Encompassing the learner profile of collaboration and creativity by engaging in challenging skill based competencies, extend the boundaries to maximize the potential of the learners.

In our mission statement it has been implicitly mentioned that we expect our students to be responsible and caring world citizens of the future. Maintaining the values 'balanced' and 'principled' are well expected while engaged with the challenging learning opportunities. As a school we see to it that all students get equal opportunities and the assessment practices are fair and valid. For this we follow the procedures that are fair, transparent and consistent.

II. Purpose: The main purpose of this document is to ensure that the students are taught good practices in all aspects of their work and to reward fair, reliable, recognized outcomes to our students through valid assessment practices. For this, it is essential to involve all the stakeholders and to make them understand what constitutes good practice, and misconduct, and what actions are to be taken if there are transgressions. So, this policy discusses the roles and responsibilities of students, teachers, leadership, parents and school. To maintain trust and credibility is one of the main aims and students will learn how knowledge is built and why it is important to acknowledge the work of others.

III. Key Terms:

A few key terms are to be understood while proceeding with the policy.

Academic Integrity: Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work. (IBO, n.d.)

Academic honesty: Academic honesty is the production of authentic pieces of work, full acknowledgement of the work of the original creator or author, protection of all forms of intellectual property such as patents, trademarks, registered designs, copyrights etc. and proper conduct with regard to examinations and exam papers.

Academic misconduct: The IB defines academic misconduct as deliberate or inadvertent behaviour that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of

assessment. Behaviour that may disadvantage another student is also regarded as academic misconduct.

Plagiarism: Representing the ideas or work or arguments of another person (in whole or part) as one's own without appropriate acknowledgement. This includes works of art as well, whether music, film, dance, theatre arts or visual arts.

Collusion: This is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another.

Duplication of work: This is defined as the presentation of the same work for different assessment components.

Copying: Includes copying from another student or making information available to another during a test or examination. It also includes taking the work of another student with or without his or her knowledge and claiming it as their own.

Paraphrasing: is the rendition of another person's words presented in a new style and integrated grammatically into the writing. It is legitimate if done correctly however needs to be acknowledged. If unacknowledged then it amounts to dishonesty.

Misconduct also includes:

- Taking unauthorized material into an examination room (such as cell/mobile phone, written notes).
- Misconduct during an examination, including any attempt to disrupt the examination or distract another candidate
- Exchanging information or in any way supporting the passing on of information to another candidate about the content of an examination
- Failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of the examination
- Using an unauthorized calculator during an examination, or using a calculator when one is not permitted for the examination paper
- Fabricating or falsifying research data.
 - Interfering in the scholastic work of another student, for example, by stealing or misusing laboratory reports, computer files and library materials.
 - Altering grades awarded by a teacher.
- Stealing or misusing examination papers.

School maladministration: is an action by the school that infringes IB rules and regulations, and potentially threatens the integrity of IB

examinations and assessments, before, after or during the examinations. The following are some of the examples of maladministration

- Additional time being granted to students without authorization from the IB
- Appointing insufficient number of invigilators
- poorly trained invigilators
- Failing to monitor student bathroom visits
- Allowing the teacher responsible for the subject being examined to enter the examination hall and assist their students.

IV Role of students:

- Read and understand School academic integrity policy
- Plan and follow individual academic plans to meet the internal timelines and to manage tasks sensibly.
- Maintain digital organizers and process journals during the production of the work.
- All assignments, written or oral, completed by a student for assessment must wholly and authentically use their own language and expression. The sources that are used must be fully and properly acknowledged using the MLA/APA format. The work produced is the whole responsibility of the student.
- Give credit for copied, adapted, paraphrased and translated materials from others.
- Make sure that information used is acknowledged in the body of the text and is fully listed in the bibliography using the referencing style agreed with the teacher or tutor.
- Students should not use any unauthorized material during a test or examination such as electronic device, mobile or any kind of written notes. Only calculators if permitted will be allowed.
- Should abstain from using any unfair means during examinations.
- Should seek guidance from teachers and librarian to adopt correct ways of acknowledging resources.

V Role of Teachers:

- Demonstrate through understanding of school's academic integrity policy and IB expectations
- Ensure that students have a full understanding of the expectations and guidelines of all subjects
- Plan a manageable workload so students can allocate time effectively to produce work according to IB's expectations

- Provide feedback and ensure students are not provided with multiple rounds of editing, which would be contrary to instructions described in the relevant subject guides
- Ensure that all student work is appropriately labelled and saved to avoid any error when submitting assessment to the IB
- Continually guide and reinforce academic honesty and practice the same in their day-to-day work so as to lead by example.
- Provide enough opportunities to students to practice academic honesty in the safety of their immediate environment and impress upon the consequences of negligence and deliberate act of academic dishonesty.

VI Role of Librarian:

- Plan effective resources for in collaboration with teachers
- Ensures that the curriculum is supported with a variety of current and relevant resources.
- Provides ethical guidance alongside information on the most appropriate citation system to use in each internal assignment and reflective project.
- Responsible for managing search engines such as Turnitin.

VII Role of Coordinator/School leadership:

- Responsible for ensuring that all teaching and learning activities are carried out in accordance with the rules, policies and guidelines stipulated by the IB.
- Organize meetings with teachers, students and their parents or legal guardians to explain the academic integrity policy and make sure that they understand it well.
- Ensure that all regulations, policies and subject guides are easily located both in printed format in the library and electronic in the school's web portal.
- Ensure that all school and IB policies are applied fairly and consistently
- Ensure compliance with secure storage of confidential IB material policy and the conduct of IB examinations
- Supervise all activities related to the investigation of student academic misconduct and school maladministration cases according to the school and/or IB policy.
- Report suspected instances of student academic misconduct and school maladministration to the school administration and/or the IB

VIII Role of Parents and legal guardians:

- Understand IB policies, procedures and subject guidelines in the completion of coursework or examination papers by their children
- Support the children's understanding of IB policies, procedures and subject guidelines
- Understand school internal policies and procedures that safeguard the authenticity of their children's work
- Support their children in planning a manageable workload so they can allocate time effectively
- Understand what constitutes student academic misconduct and its consequences
- Understand what constitutes school maladministration and its consequences
- Submit only genuine and/or authentic evidence to support a request for inclusive access arrangements or adverse circumstances considerations for their children
- Abstain from giving or obtaining assistance in the completion of work to their children.

IX Academic Integrity in IBCP

The subjects, CP core and CRS are interlinked and interlaced. So there is a possibility that data or information may be used or submitted in multiple areas. All tasks and assessments must be distinct from, and shouldn't not be included or used in, other areas of the student's CP. CP teachers will support students to be fully aware of their responsibilities in respect of academic honesty.

The personal and professional course will involve the academic honesty and ethical issues related to it.

Reflective project:

Culminating project

The supervisor explains the relevance of academic honesty and the responsibilities of students to ensure all sources are quoted. The supervisor advises students to find the source of the data and to include this both at the bottom of the graph and in the references section of the reflective project

A non-authentic and minimum plagiarized work will be awarded a Zero. The candidate will be given a chance to resubmit the work within the submission deadline.

If there is insufficient time and the work is highly plagiarized an F will be entered against the candidate's name on the appropriate mark sheet for the

board submission. This will result in no grade being awarded for the subject concerned. This will mean that no Diploma is awarded.

When academic misconduct is identified after the work has been submitted to the IB, the programme coordinator will inform the IB as soon as possible.

Internal Assessment:

Independent work

In Language development the supervisor checks the understanding while interviewing and reviews the exercises submitted, becoming concerned when the candidate cannot demonstrate the outcomes. It soon becomes apparent that the student has not done the work himself. The teacher seeks reasons and reprimands the student for the academic misconduct. The student will be asked to submit a new set of exercises and the teacher organizes a new task to work with two other students in a study group for the remainder of the language development self-study.

Group work

It's often observed that a group is being dominated by one member in Service learning or personal professional skills assignment. Then the teacher will have a talk with the student, reminding them that, although the data collection was done as a group, each member must write up an individual report. The teacher offers support in communicating this message back to the group.

Oral Presentation

In personal professional skills, a student presents some ideas without mentioning that the ideas aren't original. Then the teacher listens to the interviews, notes a few examples of the ideas appropriated by the student and then calls for a meeting with the student. The teacher explains what academic honesty is, and specifically details what could be considered academic dishonesty where the actions of the student are concerned. The student is given another opportunity to do the oral presentation, this time making clear reference to which ideas are hers and which are not. The teacher suggests several ways in which the student may wish to do this, including verbal or written acknowledgments throughout the presentation, or with a bibliography on the last slide of the PowerPoint.

Creative work

It is acceptable to take inspiration from others' work, or to adapt other artists' ideas. However, the student must explicitly acknowledge the original work. If it is a film footage used in the documentary, the referencing is to be given for the same.

Tests & Examinations All subject examinations will be held under IB or equivalent school examination conditions. Breaches of examination regulations will incur a mark of zero for a test or end of year or trial examination. The CRS assessments will also be conducted in line with schools' assessment policy under the same examination conditions.

Furthermore, during external IBDP examinations, the IB will be informed of any unfair practice and may take further action, which may include failure of the subject and/or diploma.

The school may follow the inclusion and access arrangements and rescheduling the examination as per the **IB adverse circumstances policy**.

X. Sanctions by School

The school will imply the following sanctions for academic misconduct/malpractice/dishonesty of homework, assignments, project work, exams, tests.

First instance – The student will redo the exam or test or assignment again and work will be assessed if submitted within the deadline. Parents would be notified by the concerned teacher and the malpractice will be noted in school records.

Second instance – The student work will not be accepted for assessment. Instance would be recorded in school records with a notification to the parents by the coordinators.

Third instance – The student will get no grade in the subject and will face disciplinary action including recommendation for withdrawal from school. Besides the above-mentioned sanctions any other appropriate disciplinary action would be taken at the discretion of the school management such as suspension from regular lessons, being placed on probation for one or more terms.

XIII. External Sanctions for Academic misconduct in IBCP

IB implies penalties against academic misconduct with thorough investigation of evidence from all the involved parties. Each case will be judged on the evidence available and any sanction applied will be based on the penalty matrix mentioned in the IB academic integrity policy.

Retaking examinations or resubmitting coursework:

The IB will decide if the student found in breach of regulations will be allowed to retake their examinations or coursework, and when such a retake could take place. Typically, the IB would allow one of the following for students penalized for academic misconduct:

- retake in six months, depending on subject availability

- retake in 12 months
- no retake allowed, but award of grades in subjects not affected by the incident.

IB may impose the sanctions for repeated, multiple and/or very serious offences happening during one or multiple examination sessions, or across programmes. Change in registration may be allowed. However, not eligible for a full course or diploma. There may be permanent disqualification from the current/or different programmes.

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