



VICTORIOUS KIDSS EDUCARES

Academic Honesty Policy

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Content

Philosophy.....	1
Learner Profile:	1
Statement of Purpose	1
Definitions:	2
Intellectual Property Rights:	3
Links to other policies.....	3
Communication of Academic Honesty Policy to the school community	3
Roles and Responsibilities	3
Prevention of Academic Misconduct.....	4
Detection of Academic Misconduct.....	5
Monitoring, Sanctions and Consequences of Academic Misconduct.....	5
Academic Misconduct in Homework or Class Assignments:	5
Misconduct during Internal Written Assessments	6
Malpractice in External Written Examinations.....	7
Academic Honesty Policy as a Working Document.....	7
Review Cycle	7
Bibliography	8
Annexure I	9
Annexure II.....	11
Appendix 1.....	15
Appendix 2.....	16

ACADEMIC HONESTY POLICY

Philosophy

At Victorious Kidss Educares we strive to create principled, caring, committed and balanced students; who would help to make this earth peaceful and a better place to live. Our vision is to encourage students' intelligence and knowledge to enable them to explore and learn about the world and more importantly about themselves. We wish to create students who have the skills, knowledge and attitude to face the future world effortlessly.

Learner Profile:

The IB Learner Profile is the guiding principle of our school and it is ingrained in school's daily life. Victorious Kidss Educares' Academic Honesty Policy encourages all learners to be:

Inquirer: who acquire the skills necessary to conduct inquiry and research and show independence in learning

Knowledgeable: who explore concepts, ideas and issues to acquire in-depth knowledge and develop understanding

Communicators: who understand and express ideas and information confidently and creatively in a variety of modes of communication.

Principled: who act with integrity and honesty, with a strong sense of fairness, justice and respect; who take responsibility for their own actions and the consequences that accompany them

Open-minded: who are accustomed to seeking and evaluating a range of points of view

Caring: who show empathy, compassion and respect towards the needs and feelings of others

Thinker: who exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions

Risk-taker: who have the independence of spirit to explore new ideas and are brave and articulate in defending their beliefs

Balanced: who understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others

Reflective: who give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development. (IBO)

By instilling these qualities in students, Victorious Kidss Educares promotes good practices expected from the learners. "Respectful, responsible and resourceful" learners are important aspects of our educational ambience. In our school we encourage students to produce their own work and acknowledge the work of others.

Statement of Purpose

The purpose of the Victorious Kidss Educares Academic Honesty policy is to:-

- Define and clarify academic honesty and malpractice in the context of all Programme offered at VKE (EYP, IBPYP, IBMYP & IBDP) as well as the expectations associated with submission of authentic work.
- To inform the roles and responsibilities of stakeholders in preventing, detecting malpractice, investigating procedure and consequences in the instances of alleged malpractice

This Academic Honesty Policy is the working document developed by school teaching staff, administration steering committee and steering committee from all the programmes (FY, IBPYP, IBMYP & IBDP).

Definitions:

It is important for all stakeholders of the school to understand the importance of academic integrity. Following definitions given by the International Baccalaureate are adopted by Victorious Kidss Educares:

Academic Honesty: Academic honesty is a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment; respecting intellectual property rights and being authentic in own work. Students need to use own ideas and acknowledge other's ideas.

Academic Misconduct: Behaviour (whether deliberate or inadvertent) that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components.

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

Plagiarism: this is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment.

Following are the three types of plagiarism:

- Copying material directly from source without proper citation. This includes copying and pasting from websites or electronic source and copying directly from a printed resource.
- Use of sentences or phrases from external sources without citation, copied wording mixed in with your own words.
- Over-reliance on sources and phrasing sources in inappropriate manner not allowed by the assignment, i.e. rephrasing a paragraph in your own words by using the ideas and sentence structure of the original source you are referring.

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

Difference between collaboration and collusion: collaboration is defined as working together on a common aim with shared information, which is open and cooperative behaviour that does not result in allowing one's work to be copied or submitted for assessment by another. Collusion occurs when a student uses fellow learners as an unattributed source. Following are some examples of collusion

- Copying a peer's work.
- Letting someone else hand in your work as their own.
- Turning in someone else's work as your own.
- Having a classmate do an assignment for you.
- Working together with peers, during individual tasks, without the teacher's permission.
- Sharing work when you weren't given permission to do so.
- Group work where only one person actually does the work and everyone else copies it.

Duplication of work: this is defined as the presentation of the same work for different assessment components and/or Programme requirements.

Fabrication of Data: Manufacturing of data for a table, survey or other such requirement (providing fake data without any investigation). Using fabricated or forged information during lab work, field visit, manipulation of data/observation from experiment setup, copying data/observation from fellow students, citation of existing experiment setup.

Others: taking unauthorized material into an assessment/examination, behaviour that disrupts the assessment/examination or distracts other students, falsifying a CAS/Service record, stealing examination materials, impersonation, and disclosure of information to and receipt of information from students about the content of an examination paper within 24 hours after a written examination. (IBO)

Intellectual Property Rights:

Intellectual property (IP) refers to creations of the mind, such as inventions; literary and artistic works such as music, paintings, videos; designs; and symbols, names and images used for commercial purpose. There are different types of intellectual property rights, such as patents, registered trademark, designs, copyrights and moral rights. These rights are normally protected by law. Students and teachers must respect these rights and only use such material in accordance and norms provided by the law. They also need to acknowledge the original author/creator of such material by referencing correctly. Students should keep in mind that unlawful activities such as illegal music download, Peer to Peer (P2P) file-sharing; downloading pirated material from unauthorised sites may lead to the student facing legal proceedings.

Links to other policies

Language policy: It is mandatory for the students to support their articles, written assignments and essays with correct references and bibliography.

Admission Policy: At the time of admission students and parents are to make aware of the importance of academic honesty and its consequences. Students to sign an academic honesty form (see Appendix 1) during admission in the school, which abides them with the norms set by the school.

Assessment Policy: All kinds of students work across all the programmes to be based on the guidelines set by the school in the academic honesty policy.

Inclusive education (SEN) Policy: All Students study in inclusive classrooms and to be made aware of the importance of academic honesty and what constitutes academic misconduct.

Communication of Academic Honesty Policy to the school community

The academic honesty policy to be communicated to the VKE community through multiple pathways including ERP, Website, Parent Orientation, staff meetings, PTA meetings, grade level meetings and Director's News and Notes. Copy of academic honesty policy will be available on school server, ERP and website. Students and staff will be made aware of the policy by the coordinator and necessary training given by Librarians.

Roles and Responsibilities

School leadership to ensure all the stakeholders understand the importance of academic honesty and make sure that students and teachers understand what constitutes academic honesty, and academic misconduct. The school leadership to make sure that the students and teachers are aware of the consequences of any academic misconduct.

Coordinators will make sure that the staff, parents and students are aware about the academic honesty and academic misconduct. These terms should be explained to them at appropriate times using examples of academic honesty and malpractice. Suspected cases of misconduct or breaches of standards will be investigated by coordinators in a fair manner according to this policy. They will give clear and reasoned recommendations to the school leadership. Coordinator will also be responsible for communicating with IB in case of any misconduct during IB examinations.

Teachers: It is mandatory for all **teachers** to explain this policy to the students, in relation to the expected work. They are responsible to provide students with relevant feedback on their work. The students will be taught the necessary skills like note taking, referencing and paraphrasing. Teachers have a responsibility to confirm that, to the best of their knowledge, the work submitted by students for (internal or external) assessment is authentic work. To ensure this, teachers must speak to students regularly on different stages of drafting the work. Interaction between student and teacher during these meetings will be more collaborative than evaluative. Teachers should use all the prevention measures, and are expected to detect any plagiarism, collusion or duplication of work using all the necessary tools including web based plagiarism-detection tools. Teachers are also required to keep record of any misconduct by the student and the action taken in such cases. **Teachers must act as good role models for students.**

Students: The **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 are responsible for making sure that all work submitted by them for internal or external assessments is authentic, with acknowledgment (age appropriate citation) of work and ideas of others. 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. **The students are expected to adhere to the guidelines** (see annexure 2). **They will be held accountable and might be asked for a written explanation if they are suspected of any academic misconduct.**

Parents: Parents are required to read this document carefully, understand the implication and ask for any clarifications from the school. They need to speak to their children about honesty in terms of academic progress and encourage students to produce their own work and acknowledge others' (including parents') ideas. We expect the parent community along with the teachers to act as role models, hence any misconduct seen or observed by the parent should be brought to the notice of the school authorities so that we together can bring about a positive change in the child. In such cases the student will be counselled to adopt the right measures.

Prevention of Academic Misconduct

Prevention is always better than cure. Therefore, we believe in educating our members of the school about understanding the importance of academically honest practices in life. Following preventive measures will be undertaken by the school:

- All students will be made aware of the importance of academic honesty policy and what constitutes academic misconduct
- Good practices are expected to be introduced, modelled and used throughout the school in an age appropriate manner
- Grade-wise expectations for academic honesty, referencing norms and research skills to be made clear to students and teachers
- The need to acknowledge the source of data, works of art, computer programmes, photographs, diagrams, illustrations, maps, etc. in addition to journals, books and websites must also be made clear to students by their subject teachers.
- Study skills including research, note-taking, paraphrasing and referencing skills to be taught by the teachers via the ATL programme
- Time to be reserved at the beginning of the year for formal training on research skills and referencing norms for MYP and DP students
- Students of MYP and DP will be required to sign a declaration that all work they submit for assessment will be their own authentic work after training.

- Students should keep all rough notes and drafts that they produce in preparing work for submission to teachers or examiners in order to be able to defend themselves against charges of malpractice
- Teachers must be aware of the conventions of acknowledging all sources in the prescribed style. They must themselves acknowledge sources in proper referencing style, while giving any material to students
- Newly recruited teachers to be made aware of the academic honesty policy during their induction training programme
- School has subscribed to the plagiarism detection service 'Turnitin.com' to help teachers detect plagiarism in student draft work and give them feedback so that the final work of students is free of any plagiarism. However, teachers should not depend solely on this website and should be proactive in providing guidance and giving support to students so that they do not indulge in any academic misconduct
- School will follow the referencing conventions as below: (Refer Annexure I for more details)
 - **Modern Language Association (MLA) for MYP 1 to 5**
 - **DP Student students will be required to use Modern Language Association (MLA) or American Psychological Association (APA) guidelines depending on the subjects.**

Detection of Academic Misconduct

Teachers must be vigilant while checking/reading students' work for obvious changes in student writing style, vocabulary and terminology. The quality of the work should be checked against students' performance level.

Teachers must make themselves aware of various ways in which academic misconduct can be detected, including web based services such as 'turnitin.com'. They should also familiarize themselves with using simple techniques such as using search engines (e.g. Google, Yahoo) to detect the source of student passages that has been copied.

Early detection of unintentional plagiarism will discourage students from indulging in intentional misconduct, since they would be aware that their work is being checked for plagiarism.

Monitoring, Sanctions and Consequences of Academic Misconduct

We always believe and therefore create an environment of freedom and openness to encourage our students to establish truth in their life.

The procedures prescribed by the external examination authority (i.e. IB) will apply for all externally assessed work. In addition to this, for the work assessed within the school, policy and procedures, consistent with the IB policy would be applied.

Academic Misconduct in Homework or Class Assignments:

1st instance

- The subject/homeroom teacher will investigate and inform the student about the misconduct.
- If it is found that the misconduct is unintentional (academic infringement), the teacher will advise the student on ways to avoid such mistakes in the future.
- Teacher will keep a record of this misconduct of the submitted work (appendix 2), **write feedback on the work with the specific details of the misconduct.**

2nd instance

- If the misconduct is found to be **intentional or if the misconduct is repeated, teacher will present the evidence of student misconduct (e.g. in the form of Turnitin report)**

- **The student will have to redo the assignment.**
- **A record will be kept and the relevant programme coordinator will be informed** (appendix 2).

Collusion

- If the case is of collusion where a student is suspected of receiving excessive help from another student or has submitted the work of another student, **the teacher along with the coordinator will interview the concerned students to find out if the collusion has been done.**
- **Student(s) will be given a chance to show their knowledge and understanding of the work along with rough work/drafts and any other evidences.**
- **Student(s) may be asked to redo the assignment.**
- **If the misconduct is repeated no grades will be given for students involved.**
- **A record of the incident will be kept in the student file** (appendix 2).

Misconduct during Internal Written Assessments

1st Instance

- In the first instance of misconduct during internal written assessments by a student, a meeting will be conducted between Programme Coordinator, Principal and the student along with the parents.
- **A formal written warning will be issued to student which will stay on student record.**
- **No grades will be awarded to the student in such cases.**

2nd Instance

- In case the student repeats such misconduct again, he may be restrained from appearing for written assessment
- **May be given temporary suspension from the school.**

Academic Misconduct in internal assessment or other course component that might become a part of a student's formal IB assessment:

- Any draft submitted by students without proper referencing will not be accepted by teachers for marking.
- All drafts of IB coursework will be checked on Turnitin by teachers to identify any possible instances of academic infringement, students have a responsibility of correcting such instances before submitting the draft for feedback or marking.
- If the subject teacher **detects academic infringement** in the **preliminary draft** submitted by the student
 - The subject teacher will ask the student to correct the draft and
 - The Programme Coordinator will be informed.
- If the subject teacher **suspects plagiarism** in the **preliminary draft**,
 - The teacher will inform the Programme Coordinator.
 - Once plagiarism is confirmed, Programme Coordinator will decide on the appropriate course of action.
 - The student maybe asked to re-write the assignment partially or fully.
 - A record of such incident will kept. (see appendix-2).
 - The Programme Coordinator may also decide to inform the student's parents of such incident.
- If the subject/supervising teacher suspects that **the final piece** of student coursework which needs to be submitted to IB is not his/her own work
 - **The teacher will withhold authentication signature on the cover sheet or on the IBIS and inform the Programme Coordinator.**

- A meeting will be held between the teacher, Programme Coordinator and Principal to investigate the case and interview the student.
- Their decision will be reported to student and parents.
- **Since IB does not accept coursework which is not accompanied by the signature of subject teacher/supervisor, the Programme Coordinator may inform the IB that the piece of work of the particular student will not be submitted to IB.**
- If the **coursework which has already been sent/submitted to IB** is found to be plagiarised after the dispatch/submission
 - The Programme Coordinator and Principal will meet the student and the parents and will inform the parents of further consequences.
 - **If the misconduct is confirmed then the relevant examination body (IB) will be informed by the Programme Coordinator and the subsequent procedures of the IB will then apply.**

Malpractice in External Written Examinations

The School will follow the procedures exactly as laid out by the Examination Body.

- **The student(s) involved in the malpractice and his/her parents will be informed about the malpractice, the procedures and the likely outcomes of such behaviour as per the policy of examination body.**
- **Further disciplinary actions may be taken as deemed fit by the school.**

Academic Honesty Policy as a Working Document

This policy is a working document and is actively linked with the other policies of the school. This policy has been made considering the latest IB documents.

The Academic Honesty Policy will be reviewed regularly as part of the curriculum review cycle and as part of the whole school improvement plan.

The Leadership team will review the implementation of the policy in classrooms and throughout the school on a regular basis as part of the appraisal process.

Review Cycle

All Policies in Victorious Kidss Educares are reviewed every year. Steering Committee, which includes Principal, Programme Coordinators, Head of Departments, Librarians, Parent Representatives and Student Representatives, Administrators, share and discuss the progress of the policy implementation. The needs of the school and the past experiences are discussed in detail.

Latest relevant IB publications and developments are taken into consideration. The school Policies are then reviewed and changes/modifications are proposed. These changes and modifications are discussed with all the teachers, staff and parents (if applicable). Their inputs are taken into consideration and the policies are finalised and sent to the President for approval. After the approval from the president the policy is finalised.

Bibliography

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Annexure I
Referencing Norms Adopted by Victorious Kidss Educares

Referencing Styles to be used in School

- 1. Modern Language Association (MLA) Style Seventh Edition**
 - a. For all subjects in MYP
 - b. For the following subjects in DP
 - i. Languages
 - ii. Humanities
 - iii. Arts

- 2. American Psychological Association (APA) Style Sixth Edition**
 - a. For the following subjects in DP
 - i. Sciences
 - ii. Environmental Systems and Societies
 - iii. Psychology
 - iv. Economics
 - v. Business Management
 - vi. Mathematics
 - vii. Computer Science

At Victorious Kidss Educares the students are advised to follow Parenthetical Citations — *a system in which the source is given in parentheses immediately after giving the information. The parentheses contain the following:*

- Author and page number in MLA Style
- Author, page number and date APA Style

The first word of the citation to match the corresponding entry on the Works Cited/References or bibliography page!

Example of In-Text Citation**MLA (Keeling 125)**

Notice there is no “p” and no comma.

The struggle for identity is common during puberty (Keeling 125).

APA (Keeling, 2008, p. 125)

The struggle for identity is common during puberty (Keeling, 2008, p. 125).

Example of a bibliographic entry**MLA**

Burke, Kenneth. *Language as Symbolic Action: Essays on Life, Literature, and Method*. Berkeley: U of California P, 1966. Print.

APA

Burke, K. (1996). *Language as Symbolic Action: Essays on Life, Literature, and Method*. Berkeley: U of California P.

For more detailed instructions on referencing conventions the following resources may be used

1. For MLA Style
 - a. Purdue OWL: MLA Formatting and Style Guide
<https://owl.english.purdue.edu/owl/resource/747/02/>
 - b. *MLA Handbook for Writers of Research Papers (7th ed.)*

2. For APA Style
 - a. Purdue OWL: APA Formatting and Style Guide
<https://owl.english.purdue.edu/owl/resource/560/02/>

Note:

If the source is taken from the internet the following information must be present in the Work Cited/References or bibliography entry of the source

- **Full Uniform Resource Locator (URL – internet address) from where the source has been obtained**
- **The date of accessing this URL**

Annexure II
Guidelines for Academic Honesty

Jr. KG & Sr. KG**The academically honest student:****Does**

- Acknowledge help from parents, older students and friends

Does Not

- Copy from another student during assessments

PYP 1**The academically honest student:****Does**

- Acknowledge help from parents, older students and friends
- Acknowledge information taken from books and internet orally
- Know what constitutes cheating and abides by the rules
- Follow all assessment rules

Does Not

- Copy from another student during assessments
- Copy from the homework of another student
- Hand in work as his/her own that has been copied
- Do homework for another student

Students to receive instructions in:

- Use of Library and Internet
- Writing in own words – simple paraphrasing techniques
- Simple ways to acknowledge information derived from books
- What constitutes cheating

PYP 2 & 3**The academically honest student:****Does**

- Acknowledge help from parents, older students and friends
- Acknowledge information taken from books and internet
- Acknowledge reference materials in a simple bibliography
- Know what constitutes cheating and abides by the rules
- Follow all assessment rules

Does Not

- Copy from another student during assessments
- Copy from the homework of another student
- Hand in work as his/her own that has been copied
- Do homework for another student

Students to receive instructions in:

- Use of Library and Internet
- Writing in own words – simple paraphrasing techniques
- Simple ways to acknowledge information derived from books and internet
- Writing a simple bibliography
- What constitutes cheating

PYP 4 & 5**The academically honest student:****Does**

- Acknowledge help from parents, older students and friends
- Acknowledge information taken from books, CD-ROMs and the Internet
- Acknowledge reference materials in a simple bibliography
- Knows what constitutes cheating and abides by the rules
- Follow all assessment rules

Does Not

- Use notes during assessments unless allowed by a teacher
- Copy from another student during assessments
- Copy from the homework of another student
- Hand in work as his/her own that has been copied
- Do homework for another student
- Give another student his/her own work to copy

Students to receive instructions in:

- Use of Library and Internet
- Basic note taking skills
- Simple paraphrasing and adaptation of source material
- Ways to acknowledge informally in writing
- Simple ways to acknowledge information derived from electronic sources
- Writing a simple bibliography
- What constitutes cheating

MYP 1, 2 & 3**The academically honest student:****Does**

- Acknowledge help from parents, older students and friends
- Acknowledge the source of direct quotations
- Acknowledge information taken from books, CD-ROMs and the Internet
- Acknowledge reference materials in a bibliography
- Knows what constitutes cheating and abides by the rules
- Follow all exam rules

Does Not

- Use notes during a test unless allowed by a teacher
- Copy from another student during a test

- Copy from the homework of another student
- Hand in work as his/her own that has been copied
- Do homework for another student
- Give another student his/her own work to copy

Students to receive instructions in:

- Use of Library and Internet
- Basic note taking skills
- Simple paraphrasing and adaptation of source material
- Ways to acknowledge informally in writing and speech
- Relevant use of direct quotation and citation
- Simple ways to acknowledge information derived from electronic sources
- Writing a bibliography
- What constitutes cheating

MYP 4 & 5**The academically honest student:****DOES**

- Keep and maintain accurate, personal course notes
- Keep the record of all the resources used
- Understand and abides by the school's rules concerning cheating
- Acknowledges, in a specific manner, help from another person
- Ask beforehand what kind of external help is permissible
- Understand the concept of plagiarism
- Acknowledges, in a specific manner, using MLA Style, information taken from books, magazines, CD-ROM's and the internet
- Follow all exam rules

DOES NOT

- Copy work of another student
- Give another student his/her work to copy
- Do the homework of another student
- Submit work done by another student, a parent, a friend or a private tutor
- Use notes during a test unless allowed to by the teacher or the examination rules
- Support or hide misconduct by the peers

Students will receive instructions in

- Techniques for acknowledging direct quotation with an in-text citation
- Skills of paraphrasing
- Techniques for acknowledging paraphrasing and the use of in-text citation
- Considering bias in reference materials.
- Evaluation of sources, text and internet sites
- Techniques for using translated material
- Formal skills for acknowledging source material

DP 1 & 2**The academically honest student****DOES**

- Document source material in a formal and appropriate manner using either MLA Style or APA Style referencing depending on the subject
- Use direct quotation appropriately
- Acknowledge sources appropriately within text while using quotations, paraphrasing or summarizing
- Understand the concept of plagiarism
- Understand the consequences of cheating regarding both school-based work and external examinations and assessments
- Acknowledges explicitly and appropriately help provided by another person
- Follow all exam rules

DOES NOT

- Copy the internal assessment work of other students
- Give another student his/her work to copy
- Use notes during a test unless allowed by the teacher or permitted by the examination rules
- Do homework for another student
- Present material written by another student as his/her own
- Purchase and submit pieces written by someone else
- Write essays for other students
- Present artistic or creative work in any medium that has literally been reproduced except in a manner allowed by the teacher or permitted by the examination rules.

Students will receive instruction in:

- The rules for acknowledging source material based on standard practice (MLA and APA Style in-text citation and bibliography/references)
- Research writing techniques
- Data gathering techniques
- The planning, preparation and execution of research writing assignments.
- Considering bias in reference material
- Evaluating sources

Appendix 1**ACADEMIC HONESTY FORM**

Victorious Kidss Educares protects the value of Independent work by promoting Academic Honesty.

The independent work you do as students and scholars should be valued as your creation and credited to you. Instances where the work of others is portrayed as one's own (i.e., plagiarism) and other forms of academic dishonesty undermine the value of independent work done by you, your peers and others.

Therefore, plagiarism and other forms of academic dishonesty, including cheating on quizzes and exams, are considered serious offenses and will not be tolerated. Instances of academic dishonesty will be addressed according to school policy. Plagiarism can result in failure on an assignment and failure of the course

I promise to follow all School, departmental and course policies on academic honesty.

Signature: _____

Date: _____

Student Name: _____

IB Programme: _____

Appendix 2
Academic Misconduct Record

Student's Name	
Registration Number	
First/second/subsequent offence	

Subject	
Name of Subject teacher	
Type of assignment	
Date assignment submitted	
Date of misconduct detected	
Nature of Academic Misconduct (attach evidence)	

Narrative comments	
Penalty imposed	

Subject Teacher (Name & Sign) _____ Date _____

Dept. HOD (Name & Sign) _____

Programme Coordinator (Name & Sign) _____

Student (Name & Sign) _____