



# CIS Academic Integrity Policy

Published Date: 20 November 2025

Review Cycle: Biannual

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## I. CIS Mission Statement

CIS is committed to nurturing a community of reflective, responsible, and principled learners who demonstrate integrity in all academic and personal pursuits. The school encourages critical thinking, ethical decision-making, respect for diversity, and accountability, ensuring that all learners develop the skills and values necessary to become responsible global citizens.

## II. Statement of Purpose

This policy establishes clear expectations promoting ethical academic practices and prevents misconduct while ensuring fair, transparent, and credible assessment practices.

## 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 integrity is a commitment to honesty and ethical behaviour in academic work. Academic misconduct includes plagiarism, collusion, duplication, copying, fabricating data, or improper paraphrasing.

**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 following 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:**  
*(Mentioned by IB)*

- 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.

In case of any school maladministration reported to IB by external stakeholders like examiners, school visitors, teachers or any whistle blowers, IB sends a notification to investigate the breach. IB reserves the right to delegate the investigation to an independent person. The head of school /principal will be informed of this and full cooperation of all parties will be expected. The responsible for investigation will send a report to IB after a thorough investigation of the incident.

The school will ensure that they follow all the valid practices, in line with IB principals of assessment and avoid getting into School maladministration situations.

#### **IV. Academic Integrity and Learner Profile**

The school ensures that learner profile attributes are integrated in the programme across the subjects and learning components. The attributes; inquirers, thinkers, knowledgeable, communicators and principled are aimed at creating the culture of academic integrity.

##### ***Inquirers***

Through the development of skills for inquiry and research, students will learn about effective research practices, and the importance of academic honesty and referencing the work of others or sources of information.

##### ***Knowledgeable***

As students develop and use conceptual understanding across disciplines and learning areas, they will be encouraged to engage with issues such as intellectual property and the reasons it is important to acknowledge sources of information.

##### ***Thinkers***

By engaging in critical and creative thinking students will be encouraged to analyse and consider complex problems. They will be developing the capacity to make reasoned and ethical decisions in the context of academic integrity.

##### ***Communicators***

Academic integrity will also be ensured by promoting and developing student capacity to better communicate their own ideas. Students will be assisted with the development of the skills to communicate their ideas and findings effectively.

##### ***Principled***

This quality is clearly the most obviously connected to the value of academic integrity. Students will be supported and encouraged to act with integrity and honesty. They will consider and explore the consequences of not acting this way - both the impact on themselves, but more importantly, the effect or impact of behaving unethically on others.

*(This section of learner profile is adopted from IBCP MIC Academic Honesty Policy - 2018 Edition)*

#### **V Citation:**

Citation is a method of acknowledging a source of a specific part of the text in the article, or assignment. It is an indication in the text that the material is not ours and “adopted” it (as a

direct quote, paraphrase or summary) from someone or somewhere else. Acknowledging others work ensures the values of academic integrity

The citation in the text can be:

- in the form of an introductory phrase, or
- at the end of the statement, or
- indicated by a superscript or bracketed number that leads to a similarly
- numbered footnote or endnote.

Every citation should be given a full reference that enables the reader to locate the exact source used. Students are expected to keep the following in mind while working on a project:

***Why cite:*** it is important to cite and reference the work of others so as

To show respect for the work of others

- to make it easy for the reader to follow up on the references
- to assist the reader, distinguish between the work of the creator and that of others.
- To help the reader check the validity of the creator's interpretation and to cross-reference
- To receive proper credit for the research process
- To help authors establish credibility and authority for their own knowledge and ideas.

***What to cite:***

Creators are expected to acknowledge any source materials or ideas which are not their own and have been used in any way such as a quotation, paraphrase, or summary. Written or electronic source materials may include visual, audio, graphic, lectures, interviews, broadcasts, Maps

***When to cite:***

It is important to cite in the following manner

In the body of the creator's work where any external sources may have been used

- Creators must make their own work distinctly distinguishable from that of others.
- Only citing references in the bibliography will not suffice.

***How to cite:***

Various styles and ways of referencing are acceptable and are left to the discretion of the school to decide upon a style of referencing of choice. At CIS we decided to use MLA (Modern Language Association) style of referencing.

*(Ref: Effective citing and referencing, IBO resource centre, August 2014)*

**Role of Students** (suggested by IB)

- 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 expressions.
- The sources that are used must be fully and properly acknowledged using the MLA/APA(psychology and for Sciences) 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 devices, mobile phones 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 librarians to adopt correct ways of acknowledging resources.

## **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 integrity 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.

## **Role of Librarian**

- Plan effective resources 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.

## **Role of Coordinator/School leadership suggested by IB:**

- 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.
- The coordinator will seek the declaration form from the students for the same.
- 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
- Ensures compliance and oversees investigations.

### **Role of Parents and legal guardians suggested by IB:**

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.

### **Practices of Academic Integrity in IBDP**

The DP students demonstrate clearly that they complete their work carefully, honestly and authentically. Teachers will assist students by demonstrating good practice in order to help students avoid academic dishonesty. Teachers will reinforce concepts of intellectual property and the need to credit outside sources of information and ideas within the written work, as well as on the Bibliography page. Students are always free to consult teachers for assistance whenever needed.

## **Academic Integrity practices in a variety of DP courses**

### **Extended Essay**

#### **Culminating project**

The supervisor reminds the DP student of the importance of formulating his own ideas on the topic and a plan for the essay before consulting other sources. Without this preparation, the extended essay risks being simply a collection of other people's ideas on the topic, which increases the temptation for the student to pass off others' ideas as his own.

### **Internal Assessment**

#### **Group Work**

The teacher notices the group is being dominated by one member and has a quiet talk with the student, reminding her 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.

#### **Independent Work**

As the deadline for submitting internal assessments approaches, the teacher initiates discussion with the class on the importance of reporting data accurately, and stresses that each student will be required to sign a coversheet confirming the authenticity of the work. The student realizes that fabricating her client's responses could have far-reaching consequences as a case of academic misconduct.

### **TOK Exhibition/Oral Presentation**

It is just as crucial to acknowledge sources in an oral presentation as it is in any other piece of work. 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 do a variation on famous work, as it is common practice for artists to be inspired by, or to adapt, other artists' ideas. However, the student must explicitly acknowledge the original painting.

## **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. Furthermore, during external IB DP 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.

## **School-level Sanctions**

Any kind of academic dishonesty detected in the completion of homework, class assignments, project work, exams, tests would face the following consequences-

In case of misconduct during an internal school exam or test, assignment the student in case of

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. Instances would be recorded in school records with a notification to the parents by the HOS/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 term.

## **Consequences imposed by the IBO (as stated in the publication 'Academic Honesty, IB 2011):**

*Penalties for Academic misconduct:*

*IB implies penalties against academic misconduct with thorough investigation of evidences 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.*

*The penalty matrix includes three levels of sanctions.*

*Level 1 – Warning a letter to student*

*Level 2 – Awarding zero marks for the component*

Level 3a- No grade for subject(s) concerned. This depends on the seriousness of the incident; the penalty can be extended to several or all subjects of the session.

Level 3b- No grade for “parallel” subjects. This penalty will be applied to IB students involved in a form of misconduct that benefits another student rather than themselves.

The detailed penalty matrix (given by IB) for different infringements is attached in Appendix.

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 the full course. There may be permanent disqualification from the current/or different programmes.

**Review :**

The Academic Integrity Policy will be reviewed biannually and will be informed by current practices, challenges, needs, incident reports, and their impact.”

## VI. References

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