

ACADEMIC INTEGRITY POLICY



*Knowledgeable
Caring*

*Principled
Balanced*

*Inquirers
Thinkers*

*Communicators
Reflective*

*Risk-takers
Open-minded*



Table of Contents

Table of Contents

Table of Contents	2
What is Academic Integrity?	4
Recommendation	4
What is Malpractice?	4
Primary Years Programme (PYP):	4
Significance of being academically honest:	5
Cambridge Lower Secondary (CLS):	5
The examination includes, but is not limited to:	6
Penalties:	6
International General Certificate of Secondary Education (IGCSE):	7
During IGCSE examination includes, but is not limited to:	7
Penalties:	7
IB Diploma Programme (IBDP):	7
• Academic Integrity and Permitted AI Use	8
IB Career-Related Programme (IB CP):	9
Use of AI (Artificial Intelligence):	9
Plagiarism:	10
Penalties for Plagiarism:	10
Duplication & Falsification of work:	10
Falsification of work refers to:	10
Penalties:	11
During examinations:	11
Conduct that threatens the integrity of the examination:	12
Interfering with an academic investigation:	12
Forgery or falsification of IB grades:	12
Role and Responsibilities	12
The School Leadership Team	12
Coordinators:	13
Students:	13

Teachers:	13
Parents:	14
References	15
This policy applies to and must be reviewed by the following stakeholders:	16
Reviews:	16
ANNEXURE 1	17



What is Academic Integrity?

According to the IB, Academic integrity is the guiding principle in education, a choice to act in a responsible way whereby others can trust us as individuals. It is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic, and honest scholarly work. It is the set of values and skills that promote personal integrity and ensure good practice in teaching, learning, and assessment. An authentic piece of work that is based on the candidates' individual and original ideas, and the work of others is fully acknowledged. At G.D. Goenka World School, we consider it not only a vital component of a holistic learning process but also the mark of a true global citizen. Therefore, as members of the academic integrity community, we believe it is the responsibility of everyone in the institution to maintain academic integrity.

Recommendation

Students should always plan their work. By dividing it into different parts and setting a date and time for each part, students can easily complete their tasks on time by following the timeline. This also eliminates the need for malpractice, as the students will never face any significant problems around the time of final submission.

What is Malpractice?

The regulations define malpractice as behaviour that results in, or may result in, the student or any other individual gaining an unfair advantage in one or more assessment components. It includes, but is not limited to:

- Plagiarism: This is defined as the representation of the ideas or work of another person as the student's own.
- Collusion: This is defined as supporting malpractice by another student, 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.
- Any other behaviour that gains an unfair advantage for a student or that affects the result of another student (for example, taking unauthorized material into an examination room, during an examination, or fabrication of work, sharing exam-related information with students from other time zones)
- If a student suspects any misconduct by other students, then they must report it to the invigilator/ examiner. Not doing so is also considered malpractice. If malpractice by a student is established, then the consequent action taken by the invigilator or coordinator will be determined by the nature of the act.

Primary Years Programme (PYP):

At GDGWS, we believe in academic honesty. We are:

- Principled: Always ensuring our work is our own and acknowledging the work others have done as theirs by quoting or paraphrasing appropriately.
- Knowledgeable: We are aware of and must use the best practices (including appropriate referencing or bibliography) to promote Academic integrity.

Significance of being academically honest:

- Teachers will know that the student is honest, responsible, and principled.
- People who read or listen to the student's work will know how much reading and research they did to gain further knowledge.
- Audiences will be able to identify the sources and know where they can access further information about the topic the student has presented.
- The original authors and contributors whose ideas have been referenced will receive appropriate recognition. By acknowledging these sources and demonstrating the use of their work, the student shows respect for intellectual property and academic integrity.
- Students will be guided to refrain from copying information directly from the internet. They will be explicitly taught research, paraphrasing, and citation skills to ensure that information from external sources is acknowledged appropriately.
- Consequences of Plagiarism

At the discretion of the teacher, a student may be required to redo an assignment in their own words if the submitted work is found to contain information copied directly from the internet or other sources without appropriate acknowledgment. This measure is intended to support the development of original thinking, academic writing skills, and adherence to the principles of academic integrity.

- Parent Notification for Academic Dishonesty

In cases of repeated academic dishonesty, including plagiarism and the unauthorized use of AI or other external sources, parents/guardians will be informed via email. The school reserves the right to implement further academic interventions and consequences in accordance with its Academic Integrity Policy.

Cambridge Lower Secondary (CLS):

In the middle school (Grades 6-8), we encourage students to be self-sufficient and independent in their work and acknowledge all the sources of information.

For academic integrity, we believe that our students need to learn self-management and acknowledge the work of others. We introduce process journals wherein the teacher needs to note the date of research findings done by the students, etc. In doing so, the students also learn the difference between the nature of individual work and group work. Through this, we also aim to develop their personality into a team-oriented citizen of society who gives equal credit to others as well.

Academic integrity is instilled in children by building their moral vocabulary, responding appropriately to cheating, and inspiring them to believe in themselves.

The examination includes, but is not limited to:

- Behaviour not conforming to the prevailing standards or laws, appropriately.
- Taking unauthorised items to the exam venue.
- Having notes in their pockets.
- Using a calculator when it is not approved.
- Carrying a mobile phone in the exam hall.
- Accessing or trying to access information stored on their phones.
- Copying from another student.
- Taking assistance from others when not permitted.

All the above are considered during the examination, which have predefined consequences.

Penalties:

- The incident will be added to the student's disciplinary file.
- Students will receive a "zero" for an assignment/ exams/ tests attempted or completed through cheating.
- At the discretion of the teacher, the student may be required to complete the assignment/ test or exam, but with reduced grades.
- Depending on the student's history, their intent, or its severity, other actions may be taken, including detention or suspension.

International General Certificate of Secondary Education (IGCSE):

In IGCSE, we instill and reinforce a code of ethics in students, which helps them to be consistent with their values, beliefs, and moral principles that they have been taught in the primary years, CLS, and at home. The personal project of Global Perspectives embarks on Academic integrity among the students, in which they have to cite all the sources. In doing so, the students also learn the difference between the nature of individual work and group work.

During IGCSE examination includes, but is not limited to:

- Behaviour not conforming to the prevailing standards or laws, appropriately.
- In exams, includes the following actions:
 - Taking an unauthorized item to the exam venue
 - Having notes in their pockets
 - Using a calculator when it is not approved
 - Carrying a mobile phone to the exam hall
 - Accessing or trying to access the information stored in their phones/smart watches.
 - Copying from another student.

At the start of an examination, students will be allowed to declare any unauthorized material in their possession. However, even if this opportunity is not given by the invigilator, a student will still be found guilty of malpractice if any unauthorised material is in their possession.

The guilt of the student will be confirmed regardless of whether this material has been used, was or was not intended for use, or contains information relevant/ potentially relevant to the examination.

Penalties:

- If the final award committee decides that a case of malpractice has been established, no grade will be awarded in the particular examination.
- Because the student will be awarded a “zero” in the subject concerned.

In every case where a breach of rules and regulations has been established, the student, along with his/her parents, will be duly informed, in addition to the head of the school. Decisions are only open to reconsideration if the student establishes the existence of facts that were unknown to the authorities when the final decision was made.

IB Diploma Programme (IBDP):

Academic integrity in the International Baccalaureate Diploma Programme (IBDP) is an essential principle informed by the attributes of the IB learner profile. In teaching, learning, and assessment, Academic integrity serves to promote personal integrity and engender respect for others and the integrity of their work. In all their studies for the Diploma Program, students must demonstrate academic integrity by:

- Making clear which words, ideas, images, and works are not their own.
- Giving credit for copied, adapted, and paraphrased material.
- Citing the sources of an idea, even if the student paraphrases it.

- Citing the sources of images, amps, charts, tables, data sets, musical compositions, movies, computer source codes, and song lyrics- any material that is not their own.
- Making clear from where the borrowed material starts and finishes, this can be done by using quotation marks, using an “opening” indication, and a closing page number.
- Using both in-text referencing besides a bibliography that includes all the citations and references.

- **Academic Integrity and Permitted AI Use**

The school uses a three-tier "traffic-light" framework to make expectations concrete for every assignment. Teachers must specify, in writing, which tier applies to each significant task at the point it is set—silence is not consent to Green-tier use.

Level	What it means	Examples	Disclosure required
GREEN — Process Support (nothing AI-generated appears in the submitted work)	AI is used purely as a process aid, the way a calculator or spellchecker is used—no AI-generated text, image, data, or wording is copied or paraphrased into the submitted work itself.	Checking grammar/spelling without pasting in suggested wording; asking AI to explain a concept for the student's own understanding; generating extra practice questions; discussing possible essay structures verbally.	Not required, in line with IB guidance that this use is not materially different from a calculator or spellchecker
AMBER — AI-Generated Content Included in the Work	Any AI-generated text, image, graph, or other material appears in the submitted work—copied or paraphrased, however small the amount. Per IB guidance, this always requires citation; there is no minimum threshold below which disclosure is optional.	An AI-drafted paragraph later edited by the student; an AI-generated image, graph, or dataset used in a report; paraphrased AI content; AI-suggested code later adapted.	Always mandatory—in-text citation with quotation marks, tool name, prompt, and date (Appendix A/B), regardless of how much was used
RED — Not Permitted / Academic Misconduct	AI is used to produce work, reflections, analysis, or data in place of the student's own effort, without required citation, or in ways that breach exam conditions or IB-specific rules (see 4.5).	Submitting AI-generated text/code/artwork as one's own without citation; using AI to write reflections, RPPF entries, or analysis meant to show the student's own thinking; AI-generated research questions for IB-assessed coursework; unauthorised AI translation of assessed work; using AI during closed-book/invigilated assessments without explicit permission.	Not applicable — treated as an academic integrity breach and, for DP-assessed work, as potential IB malpractice

IB Career-Related Programme (IB CP):

Academic integrity in the International Baccalaureate Career-related Programme (IBCP) is an essential principle informed by the attributes of the IB learner profile. In teaching, learning, and assessment, Academic integrity serves to promote personal integrity and engender respect for others and the integrity of their work. In all their studies for the Diploma Program, students must demonstrate academic integrity by:

- Making clear which words, ideas, images, and works are not their own.
- Citing the sources of an idea, even if the student paraphrases it,
- Citing the sources of images, charts, tables, data sets, musical compositions, movies, computer source codes, and song lyrics- any material that is not their own.
- Making clear from where the borrowed material starts and finishes, this can be done by using quotation marks, using an “opening” indication, and a closing page number.
- Using both in-text referencing besides a bibliography that includes all the citations and references

Use of AI (Artificial Intelligence):

The goal of academic integrity is to make knowledge, understanding, and thinking transparent. Students must also master the technical components of academic integrity, which include learning how to correctly reference and ethically use the information, opinions, and artificial intelligence (AI) tools.

Students must adhere to the following guidelines while using the AI tools in their work (**Appendix 6 of IB academic integrity policy, updated March 2023: Guidance on the use of Artificial Intelligence tools**):

- Giving credit for copied, adapted, and paraphrased material taken from the AI or any source.
- Making clear that any AI-generated text, image, or graph included in a piece of work that has been copied from such software must be credited in the body of the text and appropriately referenced in the bibliography.
- Making it clear that in-text citations should contain quotation marks using the referencing style already in use by the school, for example, “the development of the tools and variables required for... ”.
- Making it clear that references in the bibliography should also contain the prompt given to the AI tool and the date it generated the text, for example: Open AI (23 February 2023). ChatGPT's response to the example prompt about the topic.

*While using the software to structure sentences, the exception is in language acquisition, where marks are awarded for sentence structure. In these subjects, the use of such tools is not permitted.

Plagiarism:

Any work by the student is considered to be plagiarized if:

- There is clear evidence in the form of source material to prove that the student has plagiarized text without any attempt to acknowledge the source.
- A student takes text from the internet and translates it to another language for use in his/her work without acknowledging the source.
- The student has copied a work of art without acknowledging the source.
- The student has paraphrased from a source material, but has not cited it
- The student provides an incorrect version of a piece of work with the cover sheet attached, implying that it is the final version.

The student can avoid the risk of plagiarism in the written work or oral presentation by clearly indicating, either in footnotes or in the paper or presentation itself, the source of any idea or wording that is not his or her own.

School examiners will also verify the authenticity of the work submitted by the student through Turnitin, which is an online plagiarism detector. For this, every student is required to register for an account with the software.

Penalties for Plagiarism:

Written and Oral coursework and examinations:

- Plagiarism (copying from external sources): Zero marks for the component or no grade for the subject (s) concerned.
- Peer Plagiarism (copying work from another student): Zero marks for the component or no grade for the subject (s) concerned. Peer Plagiarism (Student lending or facilitating work)- Warning letter to the student or Zero marks for the component or No Grade for the subject (s) concerned or No grade for parallel subjects.
- Collusion (Collusion covers those cases where students have used a common write-up for a group rather than written their own): Zero marks for the component or No Grade for the subject (s) concerned or No grade for “parallel subjects)
- Submitting work commissioned, edited by, or obtained from a third party: Zero marks for the component or No Grade for the subject (s) concerned or No grade for parallel subjects.

Duplication & Falsification of work:

Duplication of work is in the form of either:

- Paraphrasing is the rendition of another person’s words presented in a new style and integrated grammatically into the writing.
- Collusion is defined as supporting malpractice by another student, as in allowing one’s work to be copied or submitted for assessment by another.

Falsification of work refers to:

- Citing information not taken from the source indicated (IA’s/ TOK Essay/ Extended essay)
- Listing sources in a Works Cited or reference not used in the academic exercise.
- Inventing data or source information for research or other academic exercise (CAS records)



Penalties:

- Duplication of work: Zero marks for the component or No Grade for the subject (s) concerned
- Falsification of data: Zero marks for the component or No Grade for the subject (s) concerned

During examinations:

The students are well informed about the importance of Academic integrity, and it is developed as a culture of the school. During IB examinations include, but are not limited to:

- Behaviour not conforming to prevailing standards or law; impropriety.
- In exams included the following actions were included:
 - Taking unauthorised items into the exam venue.
 - Writing notes on themselves or having notes in their pocket.
 - Improper use of the calculator when it is not approved.
 - Carrying a mobile phone in their pocket to the exam hall
 - Accessing or trying to access information stored in their phone
 - Copying from another student.

At the start of an examination, students will be allowed to declare any unauthorized material in their possession. However, even if this opportunity is not given by the invigilator, a student will still be found guilty of malpractice if any unauthorised material is in their possession.

The guilt of the student will be confirmed regardless of whether this material has been used, was or was not intended for use, or contains information relevant/ potentially relevant to the examination.

Penalties:

Conduct during an examination:

- Possessing unauthorised material in the Examination room: Warning letter to the student or zero marks for the component or no grade for the subject (s) concerned.
- Exhibiting or disruptive behaviour during the examination: Zero marks for the component or no grade for the subject (s) concerned.
- Exchanging, passing, obtaining, or receiving verbal or written information from the other students during the examination completion time-or attempting to: No grade for the subject (s) concerned or No grade to “Parallel subject”.
- Removal of secure materials such as examination papers, question and answer booklets, from the examination room: No grade for the subject (s) concerned or No grade to “Parallel subject”.
- Impersonating an IB candidate- both impersonator and the person allowing impersonation: No grade for the subject (s) concerned or No grade to “Parallel subject”.
- Failing to report an incident of academic: No grade for the subject (s) concerned or No grade to “Parallel subject”.

Conduct that threatens the integrity of the examination:

- Gaining access to IB examination papers before the scheduled examination: No grade for the subject (s) concerned or No grade to “Parallel subject”.
- Sharing the IB examination paper content before or during the examination’s scheduled time or within 24 hours after the examination: No grade for the subject (s) concerned or No grade to “Parallel subject”.
- Assisting other student(s) in committing an act of academic misconduct: No grade for the subject (s) concerned or No grade to “Parallel subject”.
- Failing to report an incident of: No grade for the subject (s) concerned or No grade to “Parallel subject”.

Interfering with an academic investigation:

- Not cooperating with an investigation, whether involved or not. Providing misleading or demonstrably false information: No grade for the subject (s) concerned or No grade to “Parallel subject”.
- Attempting to influence a witness: No grade for the subject (s) concerned or No grade to “Parallel subject”.
- Showing threatening behaviour to the person carrying out the investigation or to the witnesses: No grade for the subject (s) concerned or No grade to “Parallel subject”.

Forgery or falsification of IB grades:

Forgery or falsification of IB grades or certification (Attempt to fraudulently amend a result in a subject- electronic or hardcopy certificates and transcripts): No grade for the subject (s) concerned or No grade to “Parallel subject”.

Role and Responsibilities

(Adapted from: IB Diploma Academic Integrity Policy, October 2019, updated March 2023)

The School Leadership Team

GDGWS adheres to all IB requirements to prevent student academic and school mismanagement; school administrators and teaching staff support the school in achieving the IB requirements. The school is responsible for:

- Having an academic integrity policy, with scheduled plans for reviews and updates.
- Ensuring that teachers, support staff, students and parents, and legal guardians have a common understanding of IB’s expectations about academic integrity.
- Ensuring that teachers, support staff and students and parents, and legal guardians have a common understanding of IB’s expectations about academic and school management.
- Ensuring that teachers, support staff and students and parents, and legal guardians have a common understanding of possible consequences for those who engage in student academic and school misconduct.



- Ensuring that students are held accountable, according to the school's policies, when involved in an academic incident.
- Ensuring that teachers and school administrators are held accountable according to the school's policies when involved in an academic incident.
- Immediately informing the IB of any breach in procedure, by the procedures described in the programme's relevant documents.
- Supporting the IB in any investigation into possible student academic misconduct.
- Supporting the IB in any investigation into possible school issues.

Coordinators:

Programme coordinators are responsible for:

- Ensuring that all school and IB policies are applied fairly and consistently.
- Ensuring compliance with the secured storage of confidential IB material and the conduct of IB examinations.
- Ensuring that teachers, students and parents, and legal guardians have a copy to read and understand the school's academic integrity policy and programme relevant IB regulations.
- Reporting suspected instances of students' academic and school misconduct to the school administration and /or the IB.
- Supervising all activities related to the investigation of students' academic and school misconduct cases according to the school and/ or IB policy.

Students:

The IB students must support their school, programme coordinators, and teachers, and are expected to:

- Have a full understanding of their schools and IB policies
- Respond to the acts of student academics and report them to their teachers and/or programme coordinators.
- Respond to the acts of school misconduct and report them to their teachers and/ or programme coordinators.
- Complete all assignments, tasks, and examinations in an honest manner and to the best of their abilities.
- Give credit to the used sources in all work submitted to the IB for assessment in written or oral materials and/or artistic products.
- Abstain from receiving non-permitted assistance in the completion or editing of work, such as from friends, relatives, other students, private tutors, essay writing or copy-editing services, pre-written essay banks, or file-sharing websites.
- Abstain from giving undue assistance to peers in the completion of their work
- Show a responsible use of the internet and associated social media platforms.

Teachers:

IB teachers must support their school and programme coordinators and are also responsible for:

- Ensuring that students have a full understanding of the expectations and guidelines of all subjects



- Ensuring that students understand what constitutes academic misconduct and its possible consequences.
- Planning a manageable workload so that students can allocate time effectively to produce according to IB's expectations.
- Giving feedback and ensuring that students are not provided multiple rounds of editing, which would be contrary to the instructions described in the relevant subject guides.
- Ensuring that all students work in appropriately labelled and saved files to avoid any error in submitting the assessment to the IB.
- Developing a plan to cross-reference work across multiple groups of students when they are preparing to submit the final piece of work for assessment to prevent collusion.
- Responding to student academic issues and supporting IB schools and IB's investigations.
- Responding to school misconduct and supporting the school and IB's investigations.
- Document and report academic dishonesty and malpractice when necessary.
- Maintain an account with a plagiarism-detecting agency for internal assessment; Turnitin.com

Parents:

Parents and legal guardians of IB students are required to:

- Understand IB policies, procedures, and subject guidelines in the completion of coursework or examination papers by their children.
- Support their children's understanding of IB policies, procedures, and subject guidelines.
- Understand the school's internal policies and procedures that safeguard the authenticity of their children's work.
- Support their children in planning a manageable workload so that they can allocate time effectively
- Understand what constitutes academic misconduct and its consequences.
- Understand what constitutes school misconduct and its consequences.
- Report any potential case of student or school misconduct to the school's directorate and /or IB.
- 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 the work of their children.

References

IB Diploma Academic Integrity Policy (Published October 2019, updated March 2023)

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<http://www.umass.edu/ombuds/honesty.php/>

This policy applies to and must be reviewed by the following stakeholders:

- The leadership and management team of GDGWS
- All GDGWS staff involved in the teaching and assessment of IB students
- GDGWS students who are assessed both internally by the school and externally by the IB
- Parents and guardians of GDGWS students.

The admission policy is available to all stakeholders on the school website, at the school ERP, the admission office, and with the coordinators.

Reviews:

Drafted: August 2009

Review 1: August 2010

Review 2: August 2013

Review 3: August 2014

Review 4: July 2019

Review 5: March 2022

Review 6: May 2022

Review 7: May 2025

Review 8: July 2026

Next review: July 2027

ANNEXURE 1**G.D. GOENKA WORLD SCHOOL HONOR CODE**

Each student of GDGWS who enrolls in the IBDP/IBCP is expected to demonstrate high standards of academic honesty and integrity.

When the students sign the GDGWS Honor code, they understand the expectations of them by the school and academics. They would also agree to abide by the students' policies and seek credit for only what is their own.

The IBDP/IBCP students at GDGWS are honor-bound and will also abstain from the violations, including but not limited to:

- Cheating
- Submitting someone's work as his/her own.
- Submitting the same work for two internal assessments
- Download papers from the internet
- Plagiarizing
- Viewing a website that allows one to be academically dishonest.
- Using electronic devices or a cell phone during exams.

The following are some of the school's guidelines regarding to Honor Code:

- Plagiarism is a very serious offense in any school, even here. If a student takes material from a friend or from the internet, a library, or anywhere else, signs their name to it, and hands it to a teacher, they are guilty of **theft**. Plagiarism implies theft of another person's intellectual property, the result of their mental labor.
 - First time this is discovered, the student will be warned and asked to take the exam or the assignment again.
 - If this happens again, the student will be awarded a zero in the exam or the assignment.
 - If this happens for the third time, the parents will be called will resulting in suspension from school for three days.
- The school takes a strict stand against copying/ cheating during exams. If any student is caught cheating during the exam, they will not be allowed to continue writing the exam, and zero marks will be awarded.
- Illegal practices such as forging of documents and signatures will not be tolerated.
 - Cheating, etc., during the Board Exams will cause the exam board to refuse to issue the diploma.

Agreement (Sign and return to school)

Name of the Student (please print): _____

Signature of the Student: _____

I understand the Honor Code and promise to abide:

Signature of the Parent: _____