



Abdul Kadir Molla International School

IB School code: 060139

Academic Integrity Policy

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IB Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable, and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end, the organization works with schools, governments, and international organizations to develop challenging programs for international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right.

Abdul Kadir Molla International School Mission Statement

Abdul Kadir Molla International School aims to attain intellectual rigor and high academic standard by developing the learners holistically as critical thinkers, caring individuals and lifelong learners to meet the needs of this rapidly changing and challenging world.

Abdul Kadir Molla International School Vision

Learners at Abdul Kadir Molla International School endeavor to create peaceful global community by their informed action. They have strong sense of shared responsibility and strive to make the world a better place to live.

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Purpose of the policy

To ensure that all stakeholders at Abdul Kadir Molla International School have a shared understanding of the IB's academic integrity principle, this policy was developed as part of the IB's educational goal to award our students with dependable, fair, and acknowledged outcomes through authentic assessments.

The entire Abdul Kadir Molla International School community is responsible for maintaining academic honesty. This policy defines the roles and expectations of various Abdul Kadir Molla International School community stakeholders by outlining the IB's transparent commitment to academic honesty. To preserve trust, worth, and legitimacy of IB grades among students, parents, schools, and other stakeholders, this policy also outlines how Abdul Kadir Molla International School handles instances of students.

Philosophy

Abdul Kadir Molla International School is guided by the philosophy of the IB and places great value on the ethical qualities of personal integrity and academic integrity. Academic integrity is expected of all school community members, students, faculty, administration, and parents.

Learner Profiles

Principled: Being principled means acting with integrity and honesty, demonstrating a strong sense of fairness, justice, and respect for the dignity of individuals. Principled learners adhere to a set of ethical principles and moral values, both in their personal conduct and in their interactions with others.

Balanced: Being balanced entails understanding the significance of intellectual, physical, and emotional equilibrium in achieving personal well-being for oneself and others. It emphasizes the cultivation of a harmonious lifestyle that integrates academics, physical activity, emotional well-being, and social engagement.

Knowledgeable: This profile involves acquiring a broad and deep understanding of concepts, ideas, facts, and skills across a range of disciplines. Knowledgeable learners demonstrate intellectual curiosity, critical thinking, and a thirst for learning about the world around them.

Caring: A learner with a profile characterized by caring exhibits empathy, compassion, and a genuine concern for others. This individual tends to prioritize the well-being and emotional needs of those around them, often demonstrating a nurturing and supportive attitude in their interactions.

What is 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 behavior in the production of legitimate, authentic, and honest scholarly work. (“International Education”)

What is Academic Misconduct?

For the purpose of clarity, it is worth quoting the official statement of the IBO here:

“The IB Organization defines academic misconduct as behavior (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 components of assessment. Behavior that may disadvantage another candidate is also regarded as academic misconduct. Academic misconduct is a breach of these regulations and includes, but is not restricted to, the following:

- **Plagiarism:** Plagiarism is defined as the representation, intentionally or unintentionally, of the ideas, words, or work of another person without proper, clear, and explicit acknowledgment.
- **Misconduct During Examinations:** Misconduct during examinations, for example, is taking unauthorized material into an examination; behavior that disrupts the examination or distracts other candidates; or communicating with another candidate.
- **Paraphrasing:** Paraphrasing is restating someone’s words or ideas in another form, sometimes to aid clarity; it is not simply changing a few words. The paraphrased text must still be referenced, and the source must be added to the bibliography.
- **Fabrication:** Fabrication is defined as the creation of false data or citations. Examples may include inventing or falsifying the data of a laboratory experiment, field project, or other project.
- **Alteration of an assignment:** Altering a graded examination, paper, homework assignment, or other project and re-submitting it to the instructor in order to claim an error in grading.
- **Not Using quotation marks:** Quotation marks must be used whenever words from another source are directly quoted.
- **Not Using Referencing:** Students must reference all external sources of information including images, quotations, or ideas.

- **Not Using Bibliographies:** Each source of information must be included in a bibliography; a reference to a source of information is not complete unless it is listed.
- **Writing without proper research:** Students will be taught good research techniques and skills throughout the school year; not only will this help avoid plagiarism but will also encourage good investigative skills.
- **External tutors:** External tutors should not be editing work for students in any way; the same applies to websites where 'guidance' services can be obtained. Anything that involves any form of editing of students' work by a person other than the student will be regarded as suspect.
- **Collaboration versus collusion:** Students at Abdul Kadir Molla International School need to be aware of the distinction between legitimate collaboration and unacceptable collusion and understand that the latter constitutes plagiarism and collusion - is defined as supporting academic misconduct by another candidate, for example, allowing one's work to be copied or submitted for assessment by another, or collusion occurs when this goes beyond collaboration, for example, when a single version of a report is presented by a number of candidates as their own individual work.
- **Misuses of AI tools:** AI (Artificial Intelligence) can assist with a wide variety of tasks such as answering questions, providing information, conversation practice and to find personalized recommendations based on learners' queries. But the improper use of AI-assisted writing tools can result in unfair and discriminatory outcomes. Examples of misuse of AI-assisted writing tools include plagiarism and fraudulent writing in assignments, Extended essay and other academic writing, the invasions of privacy, and discriminatory use of AI assisted writing software ("The Effects of AI-assisted Writing on Education")
- **Don't cross allowable similarity index in scholastic writings:** Don't cross the allowable similarity index in the final submission of assignment, Extended Essay and any other scholastic writing which would be considered for evaluation. The acceptance ratio of the similarity index, word count would vary based on the category of content which would be determined by the concerned body/supervisor. This kind of intellectual property would be preserved in institutional repositories under authentic authorship (who writes or creates).
- **Other forms of misconduct:** Some examples of other forms of misconducts are falsifying results of investigations; falsification of CAS (Creativity, Activity and Service) records; duplication of work; unauthorized help from an outside agent for example an outside tutor; ghost-writing by an outside agent for example an outside tutor; taking unauthorized notes into examinations; trying to discover the content of examinations etc.

Rights and Responsibilities of the School

- Abdul Kadir Molla International School is independent to follow and take action according to its own policies. The school may amend, update or otherwise change, at any time and without prior notice, any or all of the policies, the conditions and/or the provisions included in this Policy.
- The school will educate both students and staff on what constitutes academic integrity and why it is important. It is the responsibility of all stakeholders to behave with academic integrity, following the school's educational integrity policy. The school must make it clear to students what is required, what the consequences are for transgression and the students' right to an investigation.
- IB World Schools must adhere to all IB requirements to prevent student academic misconduct and school maladministration; school administrators and teaching staff are expected to support the school in meeting the IB requirements.
- Abdul Kadir Molla International School is in charge of the following procedures for handling problems pertaining to academic integrity that involve students and/or school personnel.
- Possessing a policy on academic integrity, along with plans for regular evaluations and updates
- Teaching students about academic integrity from the start of their education.
- Ensuring that teachers, support staff, students, parents, and legal guardians have a common understanding of the IB's expectations about academic integrity. This includes what constitutes student academic misconduct and school maladministration and the possible consequences.
- Ensuring that students are held accountable for maladministration incidents in accordance with the school's policies.
- Assisting the IB, in accordance with its recommendations, in any inquiry of potential academic misconduct on the part of students or potential maladministration in the school.
- Making sure students are fully aware of all subject expectations and guidelines.
- Planning a manageable workload so students can allocate time effectively to produce work according to IB expectations.
- Making certain that all student work is appropriately labeled and saved to avoid any error when submitting evaluation to the IB.
- Creating a strategy to cross-reference students' work across several groups as they get ready to turn in final projects for evaluation to avoid collusion.

- Keeping electronic copies of students' past work in case a plagiarism check is required.
- 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.
- Fostering an educational environment where all students recognize the importance of academic integrity and the detrimental impacts of maladministration.
- Organize training sessions to reinforce the value of and commitment to academic integrity for parents, educators, and students.

Rights and Responsibilities of Students

- Every student has the right to access education without discrimination based on factors such as gender, race, religion, ethnicity, or socioeconomic status.
- Students have the right to express their opinions and beliefs, both verbally and in writing, within the bounds of respectful and non-disruptive behavior.
- Students generally have the right to form or join clubs, organizations, or student groups that align with their interests, as long as these groups operate within the guidelines set by the educational institution.
- Students have the right to privacy regarding their personal information, academic records, and communications. Educational institutions must adhere to relevant privacy laws and regulations.
- Students must work in an academically honest manner and follow advice and instructions given on how to act with academic integrity. Students should feel that they should stand by the pillars of truth, integrity, and justice in giving and taking credit for academic works.
- The mission statement of the IB makes it apparent that students actively participate in their lifelong learning journey. In addition to consuming content, students are required to produce original work and pass tests that accurately represent their own levels of accomplishment.
- All students of Abdul Kadir Molla International School are required to comprehend and accept the concept of academic integrity and to meet the challenges that come with it, regardless of their program. Students need the assistance of their teachers and the school to complete this work; they cannot do it alone.
- Schools and teachers are supposed to provide policies and rules to the students in an age-appropriate manner so that they are aware of the school's attitude toward

academic integrity from the beginning. It will be simpler to win over students' support for any effort the school puts out once they are aware of the expectations and obligations of the school community and what it hopes to accomplish. Instead of being imposed, academic integrity ought to be something that the entire school community strives for.

- Focusing on processes for managing academic integrity incidents, Abdul Kadir Molla International School students must support their school, programme coordinators and teachers and are expected to,
- Students have a full understanding of their school's and the IB's policies,
- Students respond to the acts academic misconduct and report to their teachers and/or programme coordinators,
- Students respond to acts of school maladministration and report them to their teachers and/or programme coordinators,
- Students complete all assignments, tasks and quizzes in an honest manner and to the best of their abilities,
- Students give credit to used sources in all work submitted to the IB for assessment in written and oral materials and/or artistic products,
- Students 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,
- Students abstain from giving undue assistance to peers in the completion of their work,
- Students recognize that they are accountable for actions and behaviors online and show a responsible use of the internet and social media platforms, including but not limited to not using inappropriate language or sentiments that may be aired at a future job or university interview; not expressing views, behavior or language that brings the IB into disrepute.

Rights and Responsibilities of Parents/ Guardians

- Parents generally have the right to access information about their child's education, including academic progress, attendance records, and disciplinary actions.
- Parents typically have the right to participate in school activities, such as teachers-parents conferences, and school events.
- Parents typically have the right to privacy regarding their child's educational records.
- It would be a great advantage for parents to be familiar with the Abdul Kadir Molla International School's Academic Integrity Policy. Parents and legal guardians are able to collaborate with the administrative and teaching team in the activities carried out by the school to promote academic integrity while encouraging their children to observe the rules and complete all work according to the expectations. Parents should encourage their children to work in an academically honest manner and be prepared to accept any penalties that their children might incur by not acting honestly.

Rights and Responsibilities of Teachers

- Teachers typically retain intellectual property rights to materials they create for teaching purposes, such as lesson plans, worksheets, and educational resources.
- Teachers have the right to privacy regarding personal matters and their personal information should be protected by privacy laws and regulations.
- Teachers have the right to access professional development opportunities to enhance their skills and knowledge in teaching.
- Teachers discuss Academic Integrity and its policy with parents in the parents orientation program.

Teachers will work in an academically honest manner and teach their students to do so.

Teachers -

- Make sure that students are able to locate and the academic year starts by reading the school's academic integrity and honesty policy.
- will support and act on the School's policies on good academic practices and guide students accordingly whenever necessary.

- should be convinced that any work submitted to them is the students' own work, and when in doubt, the teacher should hold a discussion with the student(s) concerned as a first step.
- foster and encourage confidence, independence, integrity, and respect, particularly as they relate to student development and personal academic honesty.
- provide examples of attributes of the IB Learner Profile when giving examples of academic honesty for students in classroom and homework practices, in group work and in other activities.
- provide age-appropriate modeling of academic honesty practices.

As per the IB's *Academic Integrity* guide, published in October 2019, updated on March 2023 (page no. 47), the following steps teachers can take to support their students in learning and maintaining academic integrity:

- put the topic into context why plagiarism is a problem and the value of honest scholarly work.
- explain that transgressions to the school's academic integrity policy will not be tolerated and explain the consequences.
- consider incentives for tasks that meet the requirements in regards to referencing and not just.
- ensure parents are engaged in the process and provided with regular and frequent examples of the academic honesty policy.
- devote teaching time for students to practice their chosen referencing or bibliography format.
- build schedules to request drafts of the final tasks or essays. Do not just wait for the final piece to be submitted.
- plan for activities where you can show students the different forms that plagiarism can take.
- explain that questionable or unreferenced contents of the task should be cross-referenced using the internet.
- avoid general topics for tasks and make them as interesting as possible.
- role model: giving others credit for their work every day in your teaching.

Rights and Responsibilities of the Librarian

The IB Librarian is a very useful resource person for all students and teachers. The librarian is an expert in academic honesty and can provide ethical guidance alongside information on the most appropriate citation and referencing system and appropriate research skills to use in literary works. Librarian is also responsible for the following:

- Library Orientation – One library session at the beginning of the academic year on the introduction to the library, how to find books, and how to use the library catalog.
- Learning to research, identifying plagiarism, taking notes and paraphrasing, how to make a bibliography (works cited) for websites, articles, and books, the difference between a primary and a secondary source.
- How to introduce citations into an essay
- Lessons on academic integrity to all the students.
- Abdul Kadir Molla International School's students must adhere to the citation style of the Modern Language Association (MLA9) in all written, visual, and presentation work.

However, the librarian deserves the following rights to enhance his professional development to support library facilities and services smoothly.

- Librarians have the right to provide access to a wide range of materials and information without censorship or restriction, in accordance with the principles of intellectual freedom and the library's collection development policy.
- Librarians have the right to exercise professional judgment in selecting materials, organizing collections, and providing services to meet the needs of their users free from undue influence or censorship.
- Librarians have the right to access professional development opportunities to enhance their skills, knowledge, and professional growth, including training, conferences, and continuing education programs.
- Librarians have a duty to protect the privacy and confidentiality of library users' records and transactions, including their borrowing history and information requests, in accordance with laws such as the American Library Association's Code of Ethics and applicable privacy laws.

Usage of ICT tools for learning

ICT (Information and Communication Technology) teachers will conduct sessions on the effective use of ICT tools and artificial intelligence for learning. They will assist learners in using ICT tools in the right way and explain to them the negative impact of the negative uses of ICT tools.

Usage of Artificial Intelligence (AI)

Various purposeful and effective uses of the Artificial Intelligence (AI) can enhance the learning experience of students. However, while using the AI without undermining the values of honesty and accountability and to uphold academic integrity, the students should:

- ensure the declaration of the use of AI,
- provide reference to the AI tool in all AI-assisted documents that they prepare, both in the body and in the bibliography,
- proper citations including the name, link to the tool, and date of generating the data (text, image, or any other form), should be there by following the referencing style followed by the school,
- should be respectful towards the responsible use of AI.

Practices of academic integrity in PYP

Early Grades:

Abdul Kadir Molla International School encourages its early grade learners to do tasks independently and confess if they take help from parents or guardians. The school also encourages its learners to accept the truth. The school motivates learners to follow academic integrity through rewards, appreciation and recognition.

Junior Grades:

The students of Abdul Kadir Molla International School follow academic integrity in their every academic task, such as assignments, presentations, projects and writing in blogs. They give proper references using referencing systems in every academic task. Facilitators take sessions and classes on plagiarism, academic integrity and misconduct. There is a unit and sessions on digital footprint where students learn how to become free from plagiarism and dishonesty in academic tasks. When learners research, especially before the PYP exhibition they sign Concern Papers to maintain academic integrity in their works. So, they become aware about this and follow academic integrity strictly.

PYP Exhibition:

As evidence of the culmination of the PYP, exhibition work should reflect all of the criteria for academic honesty presented in the primary years and especially in Grade 5. In addition, exhibition work should show that students are able to independently work in an academically honest manner.

During the exhibition, an academically honest student:

Does	Does Not
<ul style="list-style-type: none"> ● Acknowledge help from his/her mentor. ● Plan his/her own independent inquiry leading to research ● Create a central idea to guide his or her inquiry. ● Present understandings in a variety of creative forms ● Assimilate understanding leading to an action plan 	<ul style="list-style-type: none"> ● Presently, use mentor sources as his or her own without citation ● Rely extensively on mentors, parents or gather group members to gather information or create presentations. ● Present material that is not true

Prevention of misconduct

The Role of the Learners:

- Learners should have a clear understanding of what constitutes academic misconduct, including plagiarism, cheating, and fabrication.
- Develop strong research and writing skills to express ideas and arguments in one's own words. Use proper citation techniques when incorporating the ideas or words of others.
- If uncertain about the rules or requirements related to academic integrity, seek guidance from instructors, academic advisors, or relevant resources at the educational institution.

The Role of Teachers:

- Using previous ideas and the ideas of others to construct knowledge and understanding is good practice. Positive instruction by teachers as to how to do this with integrity is the best approach, as opposed to simply emphasizing the penalties for not doing it.
- All teachers, however, need to be on the alert for misconduct in every piece of work. This could be achieved by a high level of interaction between teachers and students.
- Teachers can provide prompt and constructive feedback on assignments to guide students in improving their work.
- Teachers can also encourage students to report instances of academic misconduct by their peers, ensuring that the reporting process is confidential and well-defined.
- Provide specific mechanisms for reporting and receiving feedback regarding academic misconduct, ensuring transparency and fairness in investigation and consequences. For example, the teachers meet the student in person. They give the student a chance to respond to the concerns. Teachers may request the presence of the school counselor to help ensure a fair and focused meeting. The teachers bring any supporting information/ evidence, if necessary. The evidence may include:
 - > The student's assignment/quiz/exam,
 - > A copy of the article from which the student allegedly plagiarized,
 - > A copy of the cheat sheet, and/or
 - > The syllabus or PowerPoint with the academic integrity expectations outlined, etc.

If the teachers can't meet in person, they may email the student of the discovery of the alleged act and give them a chance to respond.

Clear Reporting Channels:

- Concerned people (Teacher, Students or other staff of school) will directly report to their home room teacher.

Transparent Investigation Procedures:

- An investigation team will be formed by the school authority.
- Home room teachers will ensure that all individuals involved in investigating misconduct are trained in relevant policies, unbiased decision-making, and confidentiality practices.

Feedback Mechanisms:

- After the investigation process, solicit feedback from involved students, faculty members and staff about their experience will be taken by the school authority.
- A clear decision will be taken by the investigating team and school authority.

The Role of Parents:

Parents play a crucial role in the academic integrity of their children. Academic integrity is the commitment to honesty, trust, fairness, respect, and responsibility in academic endeavors.

- Parents can teach the core values of honesty, responsibility, and integrity at home.
- Parents should convey clear expectations to their wards regarding academic honesty and ethical behavior. They should emphasize the importance of doing one's own work, avoiding plagiarism, and upholding integrity in all academic activities.
- Parents can also demonstrate ethical behavior in their own lives including in professional settings or personal pursuits.

The Role of Programme Coordinators:

- The Programme coordinator is responsible for upholding the Academic Integrity Policy. He/She will ensure the fair and consistent application of integrity in school, including the secure storage of confidential materials.
- The programme coordinator must ensure that teachers, students, and parents or legal guardians receive, read, and comprehend the school's academic integrity policy and relevant regulations.
- The programme coordinator supervises all activities related to the investigation of student academic misconduct and school maladministration cases in accordance with the school and/or IB policy.

The Role of Abdul Kadir Molla International School:

- Initially, misconduct should be communicated to the concerned department/ grade. In line with Abdul Kadir Molla International School expectations, faculties/departments should set out a clear set of guidelines as to how to work honestly and identify any specific scenarios that might occur in their subject areas. A procedure for carrying out an authentic investigation would be followed. Therefore, all teachers will know what to do, because specifics may differ slightly from department to department, or some types of misconduct may be more prominent in some subject areas than others. Procedures must be in line with the School Policy.

- At Abdul Kadir Molla International School, the school as a whole has to make sure that the students are aware of academic integrity from an early age, presumably by elementary school.
- Once a faculty/departmental procedure has been established, it should be made clear to the students what constitutes misconduct in that subject and what will happen to them if they commit misconduct.

General Protocols

- All Abdul Kadir Molla International School students will be expected to acknowledge the source of any information that is not produced by them.
- The school will follow MLA 9 (Modern Language Association, version 9), one of the most popular systems to write academic papers and cite sources.
- All IB PYP and DP teachers are expected to read the IBO Academic Integrity booklet ([IBO Academic Integrity booklet](#)) and comply accordingly.
- All the internal and external components of the IBDP subjects will be submitted in Turnitin.
- Visual clues are visible in each classroom for the learners to maintain academic honesty.
- Abdul Kadir Molla International School appreciates academically honest learners periodically.
- Abdul Kadir Molla International School celebrates learner profile attributes (Principled, Balanced, Knowledgeable) to promote honesty everywhere.
- Discussion with the class about the meaning of citations and why they are made.

Consequence of misconduct

If any kind of academic misconduct is found in the school's internal assessments (for example, homework, assignment, project, short answer, descriptive answer, artwork or any form of audio or visual work, unit tests, term exams, etc.) then the entire work or a portion of that work (depending on the nature of the academic misconduct) of that student will not be evaluated. The student will be informed about the decision with evidence of academic misconduct.

Engaging in academic misconduct will result in the cancellation of the nomination for the *Abdul Kadir Molla International School Student of the Month Award, Student of the Year Award* and *Academic Excellence Award*.

If a student engages in any sort of academic misconduct during the admission test then he/she will be expelled from the admission test.

IB will follow the **Penalty Matrices** (Page no. 27, Academic Integrity guide, published on October 2019) for the following assessments:

- Written and oral coursework and examinations
- Conduct during an examination
- Conduct that threatens the integrity of the examination
- Interfering with an academic misconduct investigation
- Forgery or falsification of IB grades or certificates

Ethical practices of Teachers

Teachers will strictly follow the academic integrity policy in all academic tasks. If they do any unethical things, they must be addressed.

Link between the Academic Integrity Policy and the Assessment Policy

Academic integrity policy is linked with assessment policy as it mentions different dimensions of academic misconduct related to internal and external assessment. Along with this academic integrity policy mentions the consequences of academic misconduct in various forms of assessment.

Sharing Policies with the Community

Abdul Kadir Molla International School's Academic Integrity policy is shared with potential students during their initial application and admissions and Policies are also available on the Abdul Kadir Molla International School website (www.akmis.net).

List of Resources

- ICT training sessions
- Library orientation sessions

Reviews and updates of the policy

The academic integrity policy is drafted by the steering committee in collaboration with the reviewing committee and the entire IB PYP and IBDP team. The academic integrity policy will be reviewed and updated at the end of each academic year.

Members of the Review Committee

Ms. Asnaha Farheen, Head of PYP and PYP Coordinator, Abdul Kadir Molla International School.

Mr. Saiful Islam Bhuiyan, Assistant PYP Coordinator, Abdul Kadir Molla International School.

Md. Tanvir Mridha, Specialist Teacher, Arabic Language.

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