

ACADEMIC HONESTY AND INTEGRITY POLICY

VISION

Our vision is to be a globally renowned academia fostering excellence in future – ready robust pedagogy and profound learning environment to disseminate values of academics freedom and the spirit of collaboration and innovation. To develop an ethos of entrepreneurship and build ethical future enterprise leaders who add value to society, spearhead in nation building.

MISSION

Our mission is to impart quality value based education of international standard and focus on holistic development of the students imbibing skills for solving real life problems. Along with our clean and green campus – our infrastructure offers homey stay, hygienic food. It's our priority to engage all our staff from ground level to top management as a family to ensure that all students make a smooth transition to our institution and do not feel alone.

OBJECTIVES

1. **Promotion of value education and community service** : to impart values such as resilience, determination, confidence, and creative & critical thinking, to develop good social skills and the ability to form good relationships, to promote participation in community life and fulfilment of civic and social responsibility.
2. **Instilling cultural, linguistic diversity and heritage** : to instil the importance of inclusion within society of different groups and persons with different personal characteristics, the diversity of society, cultural knowledge, various languages, India's cultural values, history and its rich heritage, yoga, Ayurveda and holistic living, to implant cross cultural dexterity.
3. **Cognitive Acceleration Program** : To encourage schema (class preparedness), cognitive conflicts (make the children face challenges and to solve problems in collaboration), social learning, meta cognition (knowing about knowing), bridging (transferability of knowledge), teacher mediation to master learning.
4. **Internationalism and Entrepreneurship**: To promote global citizenship, globalization and sustainable future, physical & psychological health, inter personal skills to enhance employability skills.
5. **Nurturing Leaders**: To instil leadership qualities, to foster the physical, intellectual, technological, social, emotional, and artistic development of the students, develop self-discipline and personal responsibility, to promote creativity, effective communication, and critical thinking skills, to have a strong student leadership program with active involvement of students of all age groups.

6. **Multi literacy:** To develop the ability to interpret, identify, create and communicate meaning across a variety of visual, oral, musical and alphabetical forms of communication.
7. **Curriculum and learning atmosphere :** To build a curriculum leading to experiential learning and to have multiple curricula, to provide clear learning outcome, detailed instructions and assessment for all courses to ensure course mastery, student success, to offer a dynamic, interactive educational environment that engages students in the learning process, to promote inter-disciplinary learning, to review and update curriculum, instruction, and assessment in a regular cycle.
8. **Assessment practices:** To support every child's individual strength, Self-assessment, Peer assessment, learning how to give feedback.
9. **Teach less and learn more strategy:** To reduce lecturing from podium, to increase quality of education not quantity.
10. **Technology and digitalization:** To use technology to create effective modes and means of instruction and expand access to learning, to educate the students in futuristic technologies, to have robust digital infrastructure.
11. **Safe campus:** To be a residential school of international standard providing safety and security, in a healthy and hygienic atmosphere.
12. **Community partnership:** Cultivating the educational partnership among home, school, and community, nurturing a culture of collaboration, collegiality, and mutual respect
13. **Professional Development:** Implementing professional development for the staff that is essential for effective instruction and improved student learning.

14. **CORE VALUES (SPIRIT OF PSSEMRS)**

1. **Metacognition –**

- a) Knowing about knowing
- b) Learn until perfection is achieved.

2. **Growth mindset**

- a) Understand that we are continually learning
- b) Helping each other learn and succeed
- c) Healthy competition.

3. Pursuit of excellence

- a) Resilience in every action
- b) Greatest involvement to pioneer
- c) Act with responsibility and compassion

4. Uncompromising integrity

- a) Act with fairness
- b) Maintain transparency
- c) Unyielding integrity

ACADEMIC HONESTY AND INTEGRITY POLICY

The policy provides guidelines to all to ensure that the academic environment is free from falsehood and malpractices. It articulates effectively the earnestness of the motive. All students and teachers have the responsibility to respect the codes of conduct and acceptable practices set down in this document to ensure that individual work and the work of others are respected, acknowledged and appreciated. PSSEMRS, through its academic honesty policy, develops good academic practices and a school culture that actively encourages academic honesty.

The school policy of academic honesty is applicable to the entire school community. The Academic Honesty Policy is to be perceived in a positive way; as a prevention to avoid lifting content from original writing without acknowledging the source or even paraphrasing the ideas of others without acknowledging the original source.

A minor breach of the policy may be noticed by a teacher and this is reported to the Counsellor and Principal. A major breach is reported by the counsellor to the principal who decides that whether the academic honesty policy has been breached. If the breach is really severe the Principal would consult the Dean for the further course of action.

THE OBJECTIVES

By developing this policy we encourage our students to be:

Leaders who are righteous, fair and confident

Responsible learners who value their own work and the work of others

Respectful towards traditions and rules that are formulated to guide them

Principled by carrying out actions that are ethical, sensitive and tolerant

Trustworthy in their speech and actions and gain the courage to be accountable and self-dependent

Empowered with the skills needed to present original thoughts and ideas in spoken and written form

Independent thinkers who have the confidence to believe in their abilities to create better work

Aware of the causal link between actions and outcomes

Advocates of justice and honesty, setting standards for others to follow

Philosophy

Academic honesty demands personal integrity and good practices in the teaching, learning and assessment programmes. In PSSEMR School, there is always a conscious effort to educate on and practice Academic Honesty which is fundamental in advancing respect for truth and ethics.

Acceptable Practices and Expected Attitudes

- Using the words and ideas of another person to support one's arguments while following accepted practices of acknowledgement is an integral part of any intellectual endeavour, and integrating these words and ideas with one's own in accepted ways of acknowledgement is an important academic skill. All students are expected to understand the meaning and significance of concepts that relate to academic honesty, especially authenticity and intellectual property.
- An authentic piece of work is the student individual and original idea with supporting ideas fully acknowledged. Work submitted for assessment purposes must be the independent work of the student or approved groups of students, to demonstrate their mastery of subject objectives.
- Students are to develop an awareness that forms of intellectual and creative expression (for example, works of literature, art or music) must be respected and are normally protected by law, and borrowing, copying or reproducing ideas and expressions without acknowledgement will be considered a serious offence.
- Students are to have a clear understanding, in both conceptual and practical terms, the difference between collaboration and collusion, with appropriate guidance.

Academic Dishonesty and Misconduct

Any form of dishonest behaviour related to academics through speech, action or provocation will be considered academic dishonesty and will be considered a breach of conduct and an offence.

Malpractice includes:

- **Plagiarism** is defined as the representation of the ideas or work of another person as the student's own. Duplication which is the presentation of the same work for different assessment components requirements and any other behaviour that gains an unfair advantage for a student or that affects the results of another student (for example, taking unauthorized material into an examination room, misconduct during an examination).
- **Cheating** which includes copying from another student's work or allowing another student to copy from one's own work, consulting any student during an examination and the use of unauthorized aids, changing the assigned seating allotment in the examination room without the permission of the invigilator, coordinator / exam officer, possession of written materials like written or photocopies of notes or any printed materials, or notes written on any part of the body or clothing, possession of mathematical instruments with notes written on them and writing notes on chairs, tables and desks.
- **Unruly behaviour** that includes disobedience, talking in the examination hall, intentional or unintentional failure to return the answer script after the examination; looking into another student's answer script, borrowing or lending material in the examination room without consent, writing before the start of examination or after the call for stop of the examination and leaving the examination room before the stipulated time.
- **Misuse of electronic resources** like hacking into accounts, accessing forbidden sites, digital cheating with the aid of Graphic Display Calculators (GDC), laptops, cellular phones and other electronic devices

to store examination questions, data, programs or applications in calculators that may assist in the examination.

- **Inappropriate use of library resources**, causing disturbance in the library, vandalism, misuse of library cards, computers, networks and electronic resources, using mobile phones and removing or destroying library material.
- **Misuse of language and computer laboratories** includes destruction of materials, disrespectful and disruptive behaviour, vandalism and removing materials.
- Taking credit for others' work in group projects Paying and getting your work done by others
- Changing content/ outline and passing off others' work as your own
- Hiding/ keeping resources for yourself and preventing another student's access to the learning material
- Sabotaging the work of another student
- Submitting the same work for more than one evaluation
- Getting the teacher/expert to write for you

Ensuring Honest Work

- The school considers it a priority to provide ample opportunities for all to pursue academic and intellectual interests. However, it also enforces strict regulations to prevent misuse of available resources. The institution has identified methods and practices that will ensure that academic honesty is practiced in every aspect of the academic programmes offered.
- The entire school community is informed constantly and consistently through academic programmes and activities, that the school thrives on the principles of truth, trust and triumph, and expects all to be honest and fair.
- Regular sessions for counselling students to imbibe values of honesty, integrity, respect, responsibility and fairness are an integral part of the academic programmes offered. The involvement of the entire school community has been identified as an indispensable factor in inculcating these values in the students. Fair practices of teaching and assessment are encouraged and strictly followed.
- Work assigned to students tests independent thinking skills and individual abilities of expression and presentation.
- It is understood that all forms of resources and material available in the library, computer, science and language laboratories are strictly for academic purposes, and all members of the school community are expected to take responsibility for the maintenance of the same.
- There are strict rules to ensure that the internet resources and Wi- Fi facilities are used in a responsible manner. Students are guided by the members of staff concerned to inculcate values of restraint and discretion. Providing IP addresses for every computer/laptop through server and installing firewall and monitoring/ filtering software for effective classroom management are some steps adopted to ascertain that no student is involved in malpractice.
- The usage of plagiarism detection software is a step adopted to make students accountable and increase the sense of responsibility to produce original work. The software reports are seen as tools that measure the authenticity of the students' work.

- Policies are in place that emphasize that question papers prepared for school examinations, though based on the Board Examination Format, are original test material designed and created by teachers handling the classes. The sources of passages/extracts are acknowledged.
- There are rules forbidding students from entering teachers’ work area and using academic resources meant exclusively for teachers. This is to prevent students from gaining access to teachers’ academic resources that may include examination material.
- There are rules that are to be observed by students and the teachers on examination invigilation, to ensure that there are no instances of misconduct or academic dishonesty. The guidelines are informed to all before the commencement of the examination. There is always an adequate number of invigilators in the examination halls.
- There are policies related to the usage of laptops, Graphic Display Calculators and Smart Boards (ICT Usage Policy) during class hours, free periods and examination sessions.
- Specific rules are to be followed in the Science, Computer and Language Laboratories. The code of conduct is made aware to the students through the guidelines displayed in these venues.

Making academic honesty a school priority

Details and advice on student responsibilities	<p>A student is expected to:</p> <ul style="list-style-type: none"> • do his or her own work • acknowledge the ‘owner’ of the idea or quote that is used by the student • follow the rules before, during and after an examination
Details and advice on teacher responsibilities	<p>A teacher is expected to:</p> <ul style="list-style-type: none"> • point out the rules/methods of acknowledgement • provide examples of people’s academic dishonesty and the action taken against them • take action when any breach of the academic honest policy happens
Details and advice on school responsibilities	<p>The school leadership especially the coordinators must:</p> <ul style="list-style-type: none"> • Ensures teachers undergo professional development to be able to guide the students in all matters of academic honesty • ensure that a safe environment is provided to enable the students to feel comfortable when following the academic honesty policy • see to it that the parents go through the academic honesty policy and understand its implications
Details and advice on parent responsibilities	<p>The parent’s role lies in:</p> <ul style="list-style-type: none"> • questioning the child regarding their assignments and the sources supporting the child in their education
Measures taken to provide education and support	<p>The concerned member of staff must:</p> <ul style="list-style-type: none"> • make the student comfortable enough to admit the truth after having gone against the rule not harbour any kind of resentment against the student who makes a breach of policy

<p>The rights of the student, if suspected of a breach of academic honesty</p>	<p>After a breach of policy the student must:</p> <ul style="list-style-type: none"> • have the right to speak for/justify himself or herself • be questioned in a neutral background • be questioned by those who are objective in nature
<p>A policy on review of the policy</p>	<p>The leadership team must:</p> <ul style="list-style-type: none"> • keep tabs on the changes made in the curriculum and syllabus documents and provide the people concerned with the means for reviewing and revisiting the academic honesty policy document. • make the document flexible enough to allow for changes when there are changes in the curriculum

PENALTIES

	First Violation	Second Violation	Third Violation
Plagiarism	Students spoken to. Made to understand the implications of the offence. Warning from the faculty Lowering the grade in the assignment	Warning from the Principal Written undertaking from the student stating that the offence will not be repeated. The assignment to be awarded a zero	An explanation letter of the student with the teacher and Principals report to be sent to the parents. Matter to be referred to the Dean for further action
Examination Malpractice	The invigilator and the student(s) to give a written explanation of the malpractice indulged in to the subject teacher and the Exam officer	A letter with details of the malpractice along with the evidence and explanation letter from the student and the invigilator to be sent to the Principal and the parent The student to be awarded zero for the paper	Parents called to the school Matter referred to the Dean and serious action to be taken. The student to be awarded zero in all the components
Misuse of Laptops/Tabs	First verbal warning	Incident report to Principal. Confiscation of laptop/Tab for two weeks.	Termination of network access/confiscation of Laptop/Tabs for three months/ one whole term and possibly more serious disciplinary action taken by the Dean
Misuse of Graphic Display Calculators	Calculator confiscated for one week. A written statement from the student. Zero awarded for the paper. First verbal warning. Matter reported to the Exam Officer	Calculator confiscated for 2 weeks. A written statement from the student Zero awarded for the paper Second verbal warning Matter reported to the Principal	Matter referred to the Dean Parents to be informed and serious action to be taken
Misuse of Internet Services	First verbal warning Written explanation from the student Computer access to be suspended for a week	Second verbal warning Written explanation from the student Computer access to be suspended for a Month	To be informed to Dean and serious action to be taken
Misuse Of Library Facilities	Written statement to be given by the student Student to pay for the charges for replacement of damaged material; Access to the library denied for a	Written statement to be given by the student Student to pay for the charges for replacement of damaged material; Access to the library denied for a	Matter reported to the Dean Parents to be informed Student to pay for the charges for replacement of damaged material; Student to be banned

	week and privileges revoked.	month and privileges revoked. Matter reported to the Section	from using the library facilities
Misuse Of Computer and Science Laboratories	Student to write an explanation of the misconduct or misuse. Student to pay for the charges incurred Student will be denied access to the lab for a period of one week	Written explanation to be given; charges to be levied Access denied and privileges revoked for a month	Matter referred to the Dean. Parents to be informed. Student has no more computer lab privileges. Student will pay for repair or replacement. and action will be taken
Misuse Of Language Laboratories	Student to pay for the damaged item/ article A written statement from the student explaining the misuse of the items	Student to pay for the damaged item/ article Individual privileges to be removed	Matter informed to the Dean. Student to pay for the damaged item/ article Individual privileges to be removed Parents to be informed and a written undertaking to be received
Prohibited Zones/ Material	Student to give a written explanation. Student denied certain privileges for a week Matter reported to the Principal	Student to give a written explanation. Student denied certain privileges for a month	Matter informed to the Dean Parents to be informed.

Avoiding Plagiarism

A source must be cited or acknowledged within your paper when you:

- Quote material verbatim (word for word)
- Reword or paraphrase information
- Include statistics or findings from a survey or study
- Incorporate facts, ideas or opinions that are not common knowledge
- When you use an image, audio, or video created by someone else, you must provide a citation.

Common knowledge:

1. Common sayings or clichés.

Examples: Curiosity killed the cat. Ignorance is bliss.

2. Facts that can be easily verified.

As you are conducting your research on a topic, you will see the same facts repeated over and over.
Example: You are writing a paper on presidential elections, and you want to mention that Ronald Reagan

was elected in 1980. Although you might not have known this fact before your research, you have seen it multiple times and no one ever argues about it.

3. Facts that you can safely assume your readers know.

Examples: Richmond is the capital of Virginia. The North won the U.S. Civil War.

Fish breathe using gills.

Not all facts are common knowledge. You will still need to cite:

Facts that surprise you or your reader.

Why do you need to cite?

- To make your arguments more credible
- To invoke authority
- To show you've done your homework
- To build a foundation for your paper
- To allow your readers to find the sources for themselves

How to Cite:

In text Citation and Works Cited list

In the body of your essay, you acknowledge your cited material with the author's name and the page number (if applicable) where the information was found. This will allow the reader to find the complete source listed in your Works Cited list at the end of your paper. The Works Cited List (also known as a bibliography) will provide enough information to identify or locate each source.

The surname of the author and the page reference are inserted in the text at the appropriate point, usually in a natural pause in the sentence as close as possible to the cited information (e.g. at a comma, after a quotation, or at the end of the sentence).

Using Quotations

If you quote from or refer to material where the author and the page number are known, include the surname and the page number in parentheses after the relevant section. If your quote is less than five lines integrate it into the body of your paper with the proper use of quotation marks.

If your quote is five lines or longer make sure that it stands out within the body of your paper. Indent the quotation 2.5 cm. from the left margin and double-space it.

Example

Human Security. Ottawa: DFAIT, 2002. Print. Canadian Museum of Civilization. Canadian Museum of Civilization Corporation, 2007. Web. 19 June 2008. Fitzgerald, Robin. Fear of Crime and the Neighborhood Context in Canadian Cities. Ottawa: Statistics Canada, 2008. Print. Greenspan, Edward, and Marc Rosenberg, eds. Martin's Annual Criminal Code: Student Edition 2010.

Conduct of Examinations - Guidelines for Invigilators

We understand the need to conduct all examinations fairly, in an atmosphere of positivity, following practices of ideal examination administration. It is ensured that students are comfortable and relaxed in the circumstances. However, as we understand the priority to be academic honesty, we have set down rules that explain the expected codes of conduct and attitudes of both invigilators and examinees before, during and after the conduct of an examination.

It must be ensured that the invigilators are distributed evenly in the Examination Room/Hall, if there are two or more invigilators assigned to the group. There must be One invigilator for every 20 students.

The following list of duties is not exhaustive and serves only to explain, in brief, the role of an invigilator (who must not invigilate the examination based on the subject of their expertise) in relation to:

Examination materials:

- The invigilator must collect the materials required for the examination hall from the exam control room and return them there after the examination is over.
- The invigilators must ensure that the attendance sheet is attached to the other materials provided
- The invigilator must read the instructions on the cover page of question papers and follow instructions related to the distribution of GDCs, scientific calculators, Mathematical tables, graph sheets, topographical sheets, data booklets and maps.
- The invigilator must check if a clear copy of the textbook with marginal annotations alone (without notes or any pages apart from the main text) is provided for the open text exams.
- The invigilator must assist in and supervise the resetting and distribution of the graphic display calculator to the students in the examination room by the GDC inspection committee/exam committee members
The invigilator must ensure that no material other than the personal stationery is brought in and used for the examination by the students
- The invigilator must ensure that the students from carrying any material out of the examination room other than their personal belongings.
- The invigilators must instruct the students to check the level/component of the subject once they receive the question papers.
- The invigilators must ensure that the students check if all the pages are there in the question papers
- The invigilator must collect the scripts from the students at the end of the examination and verify that their personal details (Name, Candidate number, Teacher's initial) are included in the script before the students are permitted to move out of the examination room.
- The invigilator must tally the number of students present with the number of answer scripts received
- The invigilator must check the examination room before leaving it, so that no written answer sheets/ booklets are accidentally left in the room

Layout of the examination hall -

- The invigilator must ensure that the question paper packets are kept in a safe and secure location in the examination room.
- The invigilators must have a copy of the seating arrangement and instruct the students not to change their seating arrangements.
- The invigilators must maintain the spacing between the desks.
- If inclusive arrangements are to be made for any student, the invigilators must ensure that the seating arrangement for the student is done as per the regulations from the Examining board and there is a separate invigilator assigned to the student

Timing:

- The invigilator must be in the examination room / hall at least 5 minutes before the commencement of the examination session.
- If a student enters the examination room after the start of the examination the reason for the same should be investigated and his/her entry into the examination room should be permitted only with the approval from the Exam Officer.
- The invigilator must announce the time every One hour or every 30 minutes and when the last 15 minutes are left.
- The invigilator must ensure that students respect the reading time and no announcements are made during that time.
- The invigilator must instruct the students not to write or make any mathematical calculations during the reading time.
- The invigilators must ensure that the students are not given any extra time.
- If a student is given extra time as part of the inclusive arrangement, the invigilator must ensure that the announcement of the time is made separately for the student.

The behaviour of the examinees:

- The invigilator must not permit conversations between students, or between any other people.
- The invigilator must ensure that no teacher enters the examination room and gives instructions to the students when the examination is in progress
- The invigilator must ensure that the students do not meet the subject teachers and get into any conversation with them during their comfort gaps between the examinations
- The invigilator must ensure the orderly movement of the students into and out of the examination room

The interaction between the invigilator and examinees

- The invigilators must instruct students to keep text books, note books and calculators (if not required) on the shelves provided.
- The invigilators must insist that the students check their pockets and their stationery for any unauthorized material on their person.
- The invigilators must instruct students that only transparent pouches can be used to carry the stationery
- The invigilators must ensure that no one leaves the examination room for any purpose.
- The invigilator must be vigilant and alert to avoid any malpractice.
- The invigilators refrain from reading (other than examination material) or engaging in activities which may distract them from carrying out their duties or disturb students.
- The invigilator must avoid talking to students while on duty.
- Any discussions between invigilator (s) and students should be kept to an absolute minimum and softly, and only in the event of extreme necessity.
- If an invigilator has to assist a student who has fractured his/her hand with the writing of the examination, the invigilator must ensure that there is no other assistance given to the student other than writing what is dictated by the student
- The invigilators must avoid moving away from the students together.
- The invigilator must remain in the examination room and leave only after making alternate arrangements

Conduct of Examinations - Guidelines for Examinees

We understand the need to conduct all examinations fairly, in an atmosphere of positivity, following practices of ideal examination administration. It is ensured that students are comfortable and relaxed in the circumstances. However, as we understand the priority to be academic honesty, we have set down rules that explain the expected codes of conduct and attitudes of both invigilators and examinees before, during and after the conduct of an examination.

It must be ensured that the number of invigilators per student is sufficient for students to be enabled to be given the necessary examination materials on time and all their needs are catered to as per the stipulations of the conduct of the examinations.

The following list of rules for examinees is not exhaustive and serves only to explain, in brief, their behaviour before, during and immediately after an examination.

Examination materials:

- The examinees must read the instructions on the cover page of question papers and ensure that they have/receive the necessary materials like GDCs, scientific calculators, Mathematical tables, graph sheets, topo- graphical sheets, data booklets and maps.
- The examinees must check if the textbook brought for open text examinations consist of marginal annotations alone (without notes or any pages apart from the main text).
- No material other than the personal stationery must be brought in and used for the examination by the examinees.
- The examinees must check the level/component of the subject once they receive the question papers
- The examinees must check if all the pages are there in the question papers.
- The examinees must enter their personal details (Name, Candidate number, Teacher's initial) in the script before they are permitted to move out of the examination room.
- The examinees must not carry any material out of the examination room other than their personal belongings and Question papers

The Examination Hall/Room:

- The examinees must check the seating arrangement before entry into the examination room/hall and they must not change their seating arrangements
- The examinees must maintain the spacing between the desks

Timing:

- Examinees must enter the examination hall well within time.
- If an examinee enters the examination room after the start of the examination s/he must provide a valid reason for the same which will be investigated. His/Her entry into the examination room/hall will be permitted only with the approval of the Exam Officer.
- The examinees must time their answer(s) which will be enabled by the time left for the end of the paper being announced every half hour
- The examinees must respect the reading time
- The examinees must not write or make any mathematical calculations during the reading time
- The examinees will not be given any extra time
- If an examinee is given extra time as part of the inclusive arrangement the time is made separately for him/her.

The behaviour of the examinees:

- There must be no conversations among or between examinees, or between any other people.
- The examinees must not ask for the subject teacher when the examination is in progress
- The examinees must not meet the subject teachers and get into any conversation with them during their comfort gaps between the examinations
- While walking in and out of the examination room/hall, the examinees must move in an orderly movement
- Examinees must keep text books, note books and calculators (if not required) on the shelves provided
- The students must check their pockets and their stationery for any unauthorized material on their person
- Only transparent pouches may be used by the examinees to carry the stationery
- No examinee should leave the examination room for any purpose.
- The examinee must avoid talking to the others, students and teachers alike in the examination room/hall.
- Any discussions between invigilator (s) and examinee should be kept to an absolute minimum and softly, and only in the event of extreme necessity.
- If an examinee has fractured his/her hand during the examination, no other assistance will be given to the examinee other than writing what is dictated by him/her

This policy will be reviewed as per review policy.