



## Academic Integrity Policy

*Sanskar School aims to:*

- equip its pupils with a **critical and global outlook** which will make them committed citizens of the world.
- recognize **and channelize the potential** of the pupil and develop thinking, communication, social, scientific and interpersonal skills.
- foster **cognitive, affective and psychomotor development** and enable the pupil to make connections with the acquired knowledge in his/her everyday life.

Sanskar School believes in academic integrity and expects all the teachers, students and parents to hold the same moral and ethical beliefs. We believe that it is essential to make knowledge, understanding and thinking of students transparent.

We believe that a safe and encouraging learning environment in which students can explore ideas and make visible the development of their own thinking, will support academically honest behaviour and help to instil values and principles.

Academic integrity in Sanskar is an essential aspect of teaching and learning where action is based on inquiry and reflection. It is important to understand that academic integrity is essential in education. It helps to progress in the path of knowledge, as integrity is the main key to success.

Intellectual property, ideas, words and works of others are at all-time respected in the form of correct acknowledgement and citation.

An Academic Integrity Policy is guided by attributes of the Learner profile to create a culture of pride. The school emphasizes the importance of these attributes in the following manner.

**Inquirers:** To inculcate different perspectives, students develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning.

**Knowledgeable:** Students are encouraged to acquire knowledge that has both depth and breadth and balanced range of disciplines.

**Thinkers:** The students are encouraged to brainstorm in class and apply their critical thinking in their work to recognize and approach complex problems, and make reasoned, ethical decisions.

**Communicator:** The students are encouraged to express ideas and information confidently and creatively in more than one language. They are guided to work effectively and willingly in collaboration with others.

**Principled:** Throughout the academic session, the spirit of academic integrity is ingrained in the students, so that they act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities.

**Open minded:** The students, teachers and parents are encouraged to have a more openminded attitude towards academic achievement. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

**Caring:** The students are encouraged to show empathy, compassion and respect towards the needs and feelings of others. They are encouraged to act to make a positive difference to the lives of others and to the environment.

**Risk takers:** The students are encouraged to handle unfamiliar situations and uncertainty with courage and forethought and they are guided to have the independence of spirit to explore new roles, ideas and strategies.

**Balanced:** Students are guided to develop a balanced and look where in effort is given as much importance as achievement. They are also encouraged to create a balance in their writing by incorporating local, social and multicultural perspectives.

**Reflective:** The students are urged to reflect upon the importance of individual and honest labour as compared to unethically attained grades.

# Academic Misconduct (Malpractice) in Primary

The school encourages academic integrity by: -

- Discussing suitable support / guidance for student's regularity with parents.
- Ensuring parents, teachers and learners understand what the learner profile value of academic integrity means
- Making clear what will happen if submitted work will not be the learner's own.

If academic misconduct happens in a Primary classroom relating to in classwork or home learning, it will be up to the teacher of the learner involved to reflect and discuss consequences with that learner. Repeat occurrences should involve discussions with parents and/or a member of the primary leadership team.

**Malpractice includes:**

- **Plagiarism:** The representation of the ideas on work of another person as the student's own.
- **Collusion:** Supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by other.
- **Duplication of work:** The presentation of the same work for different assessment components.
- **Incorrect Paraphrasing:** Restatement of a text/others ideas in another form or other words without citation.

**Responsibility of Teachers**

- Teachers should be proficient in advising and guiding student academic misconduct.
- Teachers must check the work of students from time to time to ensure the authenticity of originality.
- Teacher must act as role model for the students.
- Teacher must give specific guidelines to encourage students to develop their own ideas.
- Teachers must sign Academic Integrity form generated by the school.

## **Responsibility of students**

- Students must ensure that all work/assignment done is their own original work.
- Students are responsible to fully acknowledge the work and ideas of others.
- Students must be honest in all areas of their academic journey.
- Students must follow guidelines given before activities.
- Students must show respect and integrity towards the essential agreements of the class.
- In group task-students must acknowledge the work done by each member of the group

## **Responsibility of Parents**

- Parents must read the School's Academic Integrity Policy properly at the beginning of session.
- Parents would be encouraged to monitor their ward's assignments and the use of the internet to support Academic Integrity of the School.
- Parents must sign Academic Integrity form at the beginning of the session after reading it properly.
- Parents must encourage their child to follow the academic integrity policy while performing any task.

## **Responsibility of Librarian**

- Librarian must provide guidance on ethics and what constitutes malpractice.
- Librarian must provide detailed information and support research work for inquiry.
- Librarian must ensure time to time about the new set of books added in the stock.

## **For Assessments**

- Creating inquiry-based assessment task that are worked in such a way to promote actual inquiry rather than copying.
- Teaching reflection as a part of learning process.
- Designing program of inquiry in such a way that students get enough opportunities to express in their original form.
- Students should be aware of criteria of judgement before the commencement of assessment.

## **Academic Misconduct (Malpractice) in VI-XII:**

- Having in possession any item or article which has been prohibited in examination centre or may be used for unfair practices including any stationery item, communication device, accessories, eatable items, ornaments or any other material or information relevant or not relevant to the examination in the paper concerned
- Paying/Placing someone else to write examination (impersonation) on candidate's behalf or preparing material for copying
- Breaching examination rules or any direction issued by CBSE from time to time, in connection with the conduct of EXAMINATIONS
- Assisting other candidate to engage in malpractice, giving or receiving assistance directly or indirectly of any kind or attempting to do so
- Writing questions or answers on any material other than the answer book given by the Centre Superintendent for writing answers
- Tearing of any page of the answer book or supplementary answer book etc
- Contacting or communicating or trying to do so with any person, other than the Examination Staff, during the examination time in the examination centre
- Communication with another candidate or the Assistant Superintendent directly or indirectly
- Taking away the answer book out of the examination hall/room/centre ○ Smuggling out Question Paper or its part or smuggling out answer books/ supplementary answer sheet or part thereof
- Threatening any of the officials connected with the conduct of the examinations or threatening any of the candidates
- Using or attempting to use any other undesirable method or means in connection with the examination
- Forceful entry/exit in/from Examination Centre/Hall
- Use or attempted use of any electronic device after entering the examination centre
- Uploading/sharing any examination related material, correct or wrong, on social media
- Affixing/uploading of fabricated photograph on the admit card
- Erasing or obliterating any information printed on the ANSWER BOOK(S)
- Providing wrong information on the answer sheet

- Having in possession Question papers of previous years
- If a candidate approaches any Authority (ies)/person(s) related to the conduct of exams soliciting unauthorised privilege(s) in these Examinations
- Taking legal course or any other means to influence CBSE for gaining advantage in their favour, by providing false information

### **Responsibility of the Head of the school**

- Establish an academic integrity policy.
- Provide teachers with effective training opportunities.
- Ensure teachers and students adhere to the school's academic integrity policy.
- Share with legal guardians the aim of the academic integrity policy.
- Ensure everybody understands academic integrity and consequences for students if they engage in academic misconduct.

### **Responsibility of the Examination In-charge is to:**

- develop and disseminate examination timetables for all classes.
- coordinate with teachers to ensure syllabus completion before examinations.
- plan for both internal assessments and board examinations as per CBSE guidelines.
- prepare examination rooms and ensure proper seating arrangements.
- arrange for invigilators and ensure they are aware of their duties.
- distribute examination papers and other necessary materials to the examination rooms.
- ensure the security and confidentiality of examination papers.
- implement measures to prevent cheating and malpractices during examinations.
- coordinate the collection and marking of answer scripts.
- ensure the accurate and timely entry of marks into the school's examination management system.
- standardize marking schemes and procedures to ensure fairness and consistency.
- compile and verify examination results.
- prepare and distribute report cards to students.
- handle any discrepancies or issues related to student grades.
- inform students and parents about examination schedules, rules, and results.
- address any queries or concerns from students, parents, and teachers regarding examinations.

- ensure compliance with CBSE examination regulations and guidelines.
- prepare and submit necessary reports and data to CBSE as required.
- provide training and support to teachers and staff involved in the examination process.
- stay updated with the latest CBSE examination policies and disseminate this information to relevant stakeholders.
- maintain accurate records of student performance and examination data.
- ensure proper archiving of past examination papers and results for future reference.

### **Responsibility of the Teachers**

- Teachers should be proficient in advising and guiding student academic misconduct.
- Teachers must ensure that correct citation and acknowledgement is done by students.
- Teachers must be vigilant of student's work which is beyond the academic level of the student and different from his/her style of writing which is too mature or too error free.
- Teachers must check the work of students from time to time to ensure the authenticity of originality.
- Teachers must give specific guidelines to encourage students to develop their own ideas.
- Teachers should encourage the students to use an Online Citation
- Teachers should inform the Examination In charge in case he/she confirms a case of academic misconduct.

### **Responsibility of the Students**

- Students must ensure that all work/assignment done is their own original work.
- Students are responsible to fully acknowledge the work and ideas of others.
- Student must review their work before submission so that they do not make errors in citations.
- Student must know that the teacher has the right of refusal to sign the coversheet if she/he suspects malpractice.

- Students must take the examination in all integrity and not take undue advantage.

### **Responsibility of the Parents**

- Parents must read the School's Academic Integrity Policy properly at the beginning of the session.
- Parents would be encouraged to monitor their ward's assignments and the use of the internet to support Academic Integrity of the School.
- Parents must sign Academic Integrity form at the beginning of the session after reading it properly.

### **Responsibility of the Librarian**

- Librarian must provide guidance on ethics and what constitutes malpractice.
- Librarian must provide detailed information and support research for Extended Essay.
- Librarian must conduct citation workshop for the students from time to time.
- Librarian must ensure the omission of plagiarism from any of the referred books available in the library.

### **Steering Committee**

Sanskar School Academic Integrity Policy steering committee comprises the Principal, Vice Principal, Examination In charge, Coordinators, along with Teachers and Parents. It is the responsibility of the committee to oversee the procedures needed to develop the Academic Integrity policy of the School, communicate the same to all the stakeholders and ensure that the process of compilation and review is collaborative and involving all, using a range of strategies.

- Head of School
- Vice Principal
- CBSE Coordinators
- Section Coordinators
- 2 Facilitators per Programme
- 2 Parent Representatives

As with other policies and processes, this policy has been drafted with inputs from various sections of the School community and shall be reviewed and shared with all the stakeholders of the school.



**Communicating the policy to various stake holders through:**

1. Provision of hardcopies of the policy.
2. The official school website.
3. Electronic mails.

**The faculty at Sanskar School agrees to use a range of strategies to follow Academic Integrity.**

**Approved by consensus of the faculty in May, 2015.**

**Revised by the school in May, 2017.**

**Revised by consensus of the faculty in April, 2018.**

**Revised by consensus of the faculty in April, 2019.**

**Revised by consensus of the faculty in January, 2020.**

**Revised by consensus of the faculty in September, 2021.**

**Revised by consensus of the faculty in August, 2022.**

**Revised by consensus of the faculty in June, 2023.**

**Revised by consensus of the faculty in June, 2024.**

**Revised by consensus of the faculty in March, 2025.**