



Integrity Policy- plagiarism and cheating procedures

1. Purpose

This policy provides a framework for teaching staff and students to follow so as to avoid or prevent plagiarism, cheating, collusion or other academic misconduct in school-based assessment. This policy in particular:

- informs, guides and supports students to ensure that all student work submitted for assessment is genuinely their own and can be authenticated by their teacher in accordance with the College’s rules for VCE and VPC assessments;
- informs, guides and supports teaching staff about designing assessment tasks that minimise the possibility of plagiarism, cheating or collusion by students; and
- informs students and teachers about the processes to be followed should a suspected breach of the rules for school-based assessment occur.

2. Scope

This policy applies to all staff and students.

3. Objective

The College is committed to maintaining standards of academic integrity and honesty in student learning and assessment.

In applying this policy, the College aims to ensure that the College is:

- compliant with all VCAA assessment rules
- able to apply a consistent approach to addressing allegations of breaches of VCAA assessment rules and/or College assessment rules.

4. Definitions

Authentication Record/Student Declaration Form	A form completed by students declaring that all resource materials and assistance used have been acknowledged and that all unacknowledged work is their own. This form is used to authenticate a student’s work that has been completed outside of class time.
Breach of Rules	Occurs when the teacher is unable to authenticate a student’s work due to cheating, plagiarism or collusion.
Cheating	Occurs when a student attempts to get academic credit in a way that is dishonest, disrespectful, irresponsible, untrustworthy or unfair. The act of cheating misrepresents a student's knowledge and abilities and undermines the teacher’s ability to assess student knowledge and abilities honestly and fairly.

Collusion	Involves a student submitting work where there has been unauthorised collaboration with other students, and where this work is passed off as the student's own work. Examples of collusion include: <ul style="list-style-type: none"> • allowing another student to copy their work; • sharing their answers with others; • asking someone else to write or substantially edit (not proofread) their work; and • offering to complete work for another student.
Plagiarism	Act of presenting another student's work as their own, and failing to acknowledge that the thoughts, ideas or writings are of another person. Specifically, it occurs when: <ul style="list-style-type: none"> • other people's work and/or ideas are paraphrased and presented without a reference; • another student's work is copied or partly copied; • phrases and passages are used verbatim without quotation marks and/or without a reference to the author or a web page.
Student	Child or young person named on the College's Enrolment Form.
Victorian Curriculum and Assessment Authority (VCAA)	The Victorian Curriculum and Assessment Authority is a statutory authority of the Government of Victoria responsible for the provision of curriculum and assessment programs for students in Victoria, Australia.

5. Responsibilities

The College Board is responsible for authorising this policy.

The Executive Principal is responsible for monitoring compliance with this policy.

The Assistant Principal/Curriculum Leader is responsible for:

- ensuring teaching staff have read this policy and understand their responsibilities within it;
- informing teaching staff and students about the College's rules of assessment and the consequences of students breaking those rules;
- ensuring that students have received a copy of the Student & Parent/Guardian Handbook at the beginning of each year and/or on enrolment at the College;
- ensuring that teaching staff have received a copy of the Teachers' Handbook at the beginning of each year;
- setting up and facilitating Breach of Rules meetings with students and teachers; and
- notifying the student or parent of any decision/penalties and their rights of appeal in relation to a Breach of Rules.

Teaching staff are responsible for:

- taking active steps to identify cheating, collusion and plagiarism, including electronic and manual detection methods (such as detecting identical assessment responses, or identifying language style, grammar and/or spelling that is different from previous student work);
- providing students with verbal warnings where unintentional plagiarism or academic misconduct is detected; and
- collecting evidence and reporting any student suspected of intentional plagiarism/cheating/collusion to the Assistant Principal/Curriculum Leader.

Students are responsible for:

- being aware of the requirement of the College's rules of assessment;
- asking for assistance or clarification where needed in understanding what work must be submitted for assessment;
- adequately referencing the ideas and work of others;
- at the beginning of the year signing a declaration that they agree to abide by and observe the rules and instructions relating to the VCE/VPC assessment program (this declaration is contained in the VCAA Student Personal Details form);
- also signing an authentication record for work done outside class when they submit the completed task (Appendix 1: Authentication Record/Student Declaration) and;
- taking reasonable precautions to avoid other students copying their work.

6. Confidentiality and privacy

Access to any confidential information pertaining to this policy and in particular to personal information, will be restricted to the Executive Principal and those members of staff and the College board, on a need-to-know basis. Staff will follow the requirements of the College Privacy Policy in seeking, collecting and storing personal information.

7. Implementation

The College expects that all students will submit work that is their own and acknowledge the work of others in any assessment task they submit as part of their VCE or VPC program.

All students need to be aware that it is their responsibility to ensure that teaching staff have no difficulty in authenticating their work.

In seeking to minimise and prevent such behaviour, teachers will:

- make students aware of this policy and the College's rules for authentication of student work submitted for assessment
- clearly inform students of the expectation that students will only submit work for assessment that is their own work
- provide students with clear expectations around the submission of their own work, and clear explanations of when and how it is suitable to collaborate on work
- inform students about how group work will be assessed and how group performance will be measured
- inform students about the appropriate mechanism for referencing the ideas and work of others and set a good example in their own practice

- design and develop assessment tasks that minimise the possibility of plagiarism, cheating or collusion
- require students to complete and sign an Authentication Record/Student Declaration for any work submitted that has been completed outside of class.

Rules for assessment

The College sets down a number of rules which a student must observe when preparing work for assessment in their VCE or VPC program:

- A student must ensure that all unacknowledged work submitted for assessment is genuinely his/her own. A student must acknowledge all sources used, including text, websites and source material;
- The names and status of any person who has provided assistance, and the type of assistance provided; and
- A student must not receive undue assistance from any other person in the preparation and submission of work.

Acceptable levels of assistance include:

- The incorporation of ideas or material derived from other sources (e.g. reading, viewing or note taking), but which has been transformed by the student and used in a new context; and
- Prompting and general advice from another person or source, which leads to refinements and /or self-correction.

Unacceptable forms of assistance include:

- Use of, or copying of another person's work or other resources without acknowledgement;
- Corrections or improvements made or dictated by another person; and
- A student must not knowingly assist other students in a breach of rules.

Breach of Rules

- i. A breach of rules occurs when the teacher is unable to authenticate a student's work that has been submitted for assessment. The College must also respond to an allegation by any person with information that suggests the rules have been breached, for example, a teacher, a student, a parent or guardian, or an external party. If a teacher suspects that a breach of rules has occurred, they must inform:
 - the student of their suspicion; and
 - report the suspected breach of rules (plagiarism, cheating or collusion) to the Assistant Principal/Curriculum Leader.
- ii. On a school's receipt of an allegation, the student's work should not be accepted for assessment, pending the conduct of an investigation by the school. The original of the final version of the work is to be retained by the school. The student should be given a copy of the work.
- iii. Investigations must be handled sensitively and in accordance with the principle of procedural fairness.
- iv. Prior to a decision being made that a breach of rules has occurred the College will gather and consider any relevant evidence such as:

- any instructions given to students by the teacher about the conditions under which the school-based assessment was to be undertaken (including the VCAA examination rules)
 - the student's work
 - copies of specific notes or another student's work or any other evidence of copying or cheating, such as unacknowledged source material if such an allegation relates to the use of unauthorised notes or cheating or copying from other students
 - samples of other work by the student for comparison, if relevant
 - the teacher's record of authentication
 - the teacher's opinion about the student's work
 - accurate notes of conversations with witnesses, the teacher and the student.
- v. If the Assistant Principal/Curriculum Leader considers that there is sufficient evidence to justify a meeting or hearing to decide whether or not the allegations are proven, a meeting or hearing should be convened so that the evidence can be considered, and the student given an opportunity to be heard. The Assistant Principal/Curriculum Leader should reserve their judgment until they have heard from the student at the meeting or hearing.
- vi. A meeting with the student, Assistant Principal/Curriculum Leader and their teacher. will be conducted. The student will be given 24 hours' notice of this meeting and advised that a parent or friend may accompany them to the interview in a support role, but not as an advocate.
- vii. If the investigation finds that a student has submitted work that is not their own, the Assistant Principal/Curriculum Leader will ask the student to provide evidence that demonstrates that the work submitted is their own or was completed in accordance with VCAA requirements or both.
- viii. The student may be asked to:
- provide evidence of the development of the work
 - discuss the content of the work with the teacher and answer questions to demonstrate their knowledge and understanding of the work
 - provide samples of their other work
 - complete, under supervision, a supplementary assessment task related to the original task.
- ix. If the Assistant Principal/Curriculum Leader forms an independent view that the evidence against the student is insufficient to establish the allegations against the student, the decision-maker should confirm this in writing to the student and advise that no further action will be taken.
- x. The student will be notified in writing of the decision/penalties and their rights of appeal by the Assistant Principal/Curriculum Leader as soon as practicable. After the meeting or hearing, the school must write to the student to confirm:
- the findings of the investigation in relation to the allegation(s) against the student (setting out each allegation and corresponding decision)
 - the reasons for the decision on each allegation, and the supporting evidence
 - any penalty that will be imposed

- information about the student’s right to appeal to the VCAA under section 2.5.21 of the Education and Training Reform Act, including that the appeal must be lodged with the VCAA no later than 14 days after the student receives written notice of the decision from the school. The student should be provided with a copy of the VCAA procedures relating to appeals.

Penalties for intentional plagiarism or academic misconduct will be appropriate to the offence and include one or more of the following:

- a reprimand to the student; or
 - if there is sufficient time before the due dates designated by the College or VCAA, the student could be asked to resubmit the work; or
 - refusal to accept that part of the work which infringes the rules, and base a decision whether to award the outcome an N or an S on the remainder of the work; or
 - refusal to accept any part of the work, and an N will be awarded for the outcome.
- xi. The College will retain all material related to the allegation in case the student wants to appeal a decision.

8. Communication

The College will communicate this policy via the College website to the school community and to staff and students via the College intranet. This policy will be referenced in the staff and parent/student handbooks and during staff professional development.

9. Contacts

For questions about this policy, contact the College Executive Principal.

10. Approval and review

Document Owner:	Executive Principal
Approved by:	College Board
Approved date:	15 June 2024
Next review date:	June 2025 (and every 12 months thereafter)



Appendix 1: Authentication Record/Student Declaration

Authentication Record/Student Declaration
<p>Students who are submitting work for assessment completed outside of class must fill in this Authentication Record/Student Declaration.</p> <p>This form to be retained by the College.</p>

Instructions

This form to be:

- completed and signed by the student when assessments submitted are completed outside of class
- submitted by the student to the class teacher with the assessment work attached

Name of student	
Student class group	
Name of teacher	
VCE or VPC Unit	
Assessment task name	

STUDENT DECLARATION

I declare that all resource materials and assistance used have been acknowledged and that all unacknowledged work is my own.

Student Signature	Date