

## INTRODUCTION

Bairnsdale Secondary College is committed to the achievement of academic excellence and the fostering of community and social responsibility in our students.

## AIM

The purpose of this policy is to set out the College's commitment to Academic Integrity, with particular reference to:

- a) the importance of acknowledgement practice
- b) responding to plagiarism and other forms of academic misconduct in a consistent and equitable manner, and
- c) the roles and responsibilities of staff and students in upholding the values of Academic Integrity.

## SCOPE

This policy applies to all internal assessments (SACs and CATs), including internal examinations for students in Year 7 to Year 12. This policy supports the guidelines contained in *the BSC VCE Delivery and Assessment Policy* and the *BSC VCAL Delivery and Assessment Policy*.

Where awarding bodies such as the Victorian Curriculum and Assessment Authority (VCAA) have their own published procedures and guidelines, these will take precedence over the College's policy.

## DEFINITIONS

**Academic Integrity:** Demonstrating the values of honesty, trust, fairness, respect and responsibility in all academic endeavours, including preparing and presenting work for assessment as part of coursework.

**Acknowledgement Practice:** Acknowledging the ideas, designs, words or works of other people in one's own work.

**Citation:** Directly quoting or paraphrasing and giving credit to another person's text, work or idea.

**Cheating:** A deliberate attempt to deceive in order to gain advantage in an assessed piece of work, including coursework, assessments and examinations.

**Collusion:** Presenting work as independent work when it was produced in whole or part in collusion with other people.

**Copying:** Using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks.

**Inappropriate citation:** Citing sources which have not been read, without acknowledging the 'secondary' source from which knowledge of them has been obtained.

**Inappropriate paraphrasing:** Changing a few words and phrases while mostly retaining the original structure and/or progression of ideas of the original, and information without acknowledgement.

**Plagiarism:** The act of using the ideas, words or images of another person and presenting them as one's own. Those ideas, words and images might be from sources such as the internet, a book, a photocopied handout or a recording of a speech.

## POLICY

At Bairnsdale Secondary College, all students are expected to adhere to the highest standards of personal honesty and integrity in their work. Submissions to teachers must be original, or respect the intellectual contributions of others through correct referencing. In all assessed work students should take care to ensure the work presented is their own and fully acknowledge the work and opinions of others. It is the responsibility of students to ensure that they do not undertake any form of cheating or other form of unfair advantage.

## IMPLEMENTATION

Learning to acknowledge other people's work through in-text citing and end-text referencing will help students to differentiate between their ideas and other people's. This is central to the idea of academic honesty.

### Student Responsibilities:

- Ensure all work submitted for assessment is genuinely their own and acknowledge all resources used.
- Clearly understand that plagiarism is the presentation of another person's work, ideas, or creations as their own, without acknowledging where those ideas came from. In other words - students take credit for someone else's work. In academic writing, this is the same as cheating in an exam. Specifically, plagiarism is:
  - copying phrases and passages word-for-word without quotation marks and without a reference to the author. This includes books, journals, reports, theses, websites, conference papers and course notes
  - paraphrasing an author's work and presenting it without a reference
  - copying any part of another students' work
  - submitting items of assessment that are written in conjunction with other students (without prior permission of the relevant staff member)
  - submitting a piece of work has already been submitted for assessment in another course
  - presenting other people's designs and images as your own work
  - submitting work as your own that someone else has done for you.
- Understand that it is unacceptable to use or copy another person's work without acknowledgment.
- Not knowingly assist another student in a breach of rules or breach of authentication.
- Acknowledge all resources used during any form of assessment according to individual subject referencing requirements.
- Do not allow others to copy their own work.
- Never hand in someone else's work as their own.

### Teacher Responsibilities:

- Educate students on acknowledgement practices and plagiarism, including the information contained in this policy.
- Ensure students know how to keep a record of the development of their own work.
- Monitor and record student's work on School-assessed Coursework (SACs) undertaken outside of class time.
- Be familiar with the College's *VCE Delivery and Assessment Policy* and *VCAL Delivery and Assessment Policy* if they teach any Year 11 or 12 Units of study.

In considering whether a student's work is genuinely their own, teachers will consider whether the work:

- is not typical of other work produced by the student
- is inconsistent with the teacher's knowledge of the student's ability
- contains unacknowledged material
- has not been sighted and monitored by the teacher during its development.

Bairnsdale Secondary College Document Name: Academic Integrity Policy Reviewer: SIT	Review Schedule: Every four years Date of policy review: 20/5/2020	
All College policies are available on Compass/Community/School Documentation/College Policies		Page 2 of 3

In the event that the student's work for assessment raises the suggestion that the work submitted is not their own, 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 other work
- complete, under supervision, a supplementary assessment task related to the original task.

If a teacher reasonably believes, based upon significant evidence, that a student has been guilty of plagiarism or assisted another student to do so, then that student may be subject to any of the following penalties, depending on the nature and extent of the plagiarism:

- Verbal warning.
- Reduction of marks for the assignment or no marks at all given for the assignment.
- Requirement to re-sit the assignment (or a similar one), using original ideas or style (for 'S' result only)
- Written notification to parents/guardians, possibly with interview.
- Referral to other a Principal for additional discipline/counselling.
- Incident recorded on Compass Chronicle.

Where awarding bodies such as the Victorian Curriculum and Assessment Authority (VCAA) have their own published procedures these will take precedence over the College's policy.

## **RELATED DOCUMENTS / KEY REFERENCES**

- BCE VCE Delivery and Assessment Policy
- BSC VCAL Delivery and Assessment Policy
- VCAA guidelines
- Melbourne University High Library Online Reference:  
<https://libguides.mhs.vic.edu.au/c.php?g=174589&p=1149976>