



ACADEMIC INTEGRITY - BSSS

Related Merici Policies

Assessment
Homework

Rationale/Purpose

- To clarify plagiarism and dishonesty in the senior years: Year 11 and 12.
- To provide detail of the processes followed in determining and dealing with plagiarism and dishonesty.
- To ensure that appropriate documentation is provided to meet BSSS requirements.

Definitions

Plagiarism

Plagiarism is the copying, paraphrasing or summarising of work, in any form, without acknowledgement of sources, and presenting this as a student's own work.

Examples of plagiarism could include, but are not limited to:

- Submitting all or part of another person's work with/without that person's knowledge
- Submitting all or part of a paper from a source text without proper acknowledgement
- Copying part of another person's work from a source text, supplying proper documentation, but leaving out quotation marks
- Submitting materials which paraphrase or summarise another person's work or ideas without appropriate documentation
- Submitting a digital image, sound, design, photograph or animation, altered or unaltered, without proper acknowledgement of the source.

Dishonesty

Any cheating, plagiarism, dishonesty, alteration of results or improper practice in relation to any school-based assessment in any subject accredited or registered by the BSSS shall constitute a breach of discipline. This includes any tampering with the assessment data on computer files by a student.

Policy

This policy outlines the responsibilities of senior students regarding appropriate referencing of source materials in all assessment and the procedures followed if plagiarism is suspected.

Work is submitted digitally that has been completed outside class time. This digital submission signifies that the work presented is their own. Any incident of plagiarism will be treated as a serious breach of discipline in assessment and significant penalties may be imposed.

Students must submit work through the channels designated by the school, and as articulated on the specific task cover sheet. These include, but are not limited to, submission through the assessment box (book room) and submission through Turnitin or SEQTA,

Procedures

If a teacher suspects plagiarism:

- Copies of the task, task sheet, rubric and plagiarised text/s will be given to the Deputy Principal Learning, with support evidence that has been gathered
- The Deputy Principal Learning will convene the Plagiarism and Dishonesty Committee (Deputy Principal Learning and Studies Coordinator of the relevant subject area) who will decide if there is a reasonable concern that plagiarism has occurred
- If a concern is found to exist, the Studies Coordinator and teacher will meet with the student and ask her to verify the authorship of her work
- If the student is unable to verify her authorship the Studies Coordinator or teacher will contact parents to inform them of the breach and offer the opportunity for the parent, student and teacher/Studies Coordinator to meet to discuss the breach, including assistance available to the student
- If plagiarism is deemed to have occurred, the Studies Coordinator will consult with the teacher and determine the penalty following the BSSS Plagiarism and Dishonesty guidelines (section 4.3.12.5 Penalties: Advice to Colleges).

If a teacher suspects dishonesty:

- Evidence of dishonesty is to be discussed with the student by either the teacher and/or Studies Coordinator
- If a concern is found to exist, the Studies Coordinator and/or teacher will make contact with parents to inform them of the breach and offer the opportunity for the parent, student and teacher/Studies Coordinator to meet to discuss the breach, including assistance available to the student
- The Deputy Principal Learning is to be informed if proven breach has occurred
- If a breach of discipline is shown to have occurred, the Plagiarism and Dishonesty Committee will convene and determine the penalty taking into account the BSSS principles and the penalty schedule of BSSS Plagiarism and Dishonesty guidelines (section 4.3.12.5 Penalties: Advice to Colleges).

Any one or more of the following actions could be taken for a breach of discipline in relation to assessment:

- a) Reprimand of the candidate, except in cases where the candidate would have derived benefit from such breaches
- b) The making of alternative arrangements for the assessment (e.g. through a reassessment)
- c) The assessment marked without the material subject to the breach being considered

- d) Imposition of a mark penalty appropriate to the extent of the breach
- e) Cancellation of the result in the particular component of the college assessment concerned
- f) Cancellation of the total college assessment result in the unit/course concerned
- g) Cancellation of all the candidate's results for years 11 and 12 in assessments conducted.

The following is a guide to the penalties to be imposed by the College. These penalties apply irrespective of the unit/subject/course in which the incident(s) occur.

Categories

1. First incident of breach of discipline
2. Subsequent breach(es) of discipline

Penalties

One or more of the following penalties to be imposed subject to the degree of the infringement:

(a) to (f)

One of the following penalties to be imposed subject to the degree of the infringement and previous breach(es) of discipline:

(b) to (g)

- The outcome of the investigation will be reported to the Deputy Principal Learning and the incident recorded and kept centrally
- A letter outlining the breach and the penalty will be sent home by the Deputy Principal Learning
- If the student appeals the outcome, the Appeal Committee consisting of the Principal and a curriculum expert (e.g. curriculum coordinator from outside the College) will review the case and make a finding.

Forms

Nil

References

Board of Senior Secondary Studies: Policy and Procedures Manual 2018. 4.3.12 Plagiarism and Dishonesty
http://www.bsss.act.edu.au/_data/assets/pdf_file/0010/313777/P_and_P_Manual_2018_V6_without_act.pdf

What's plagiarism? How you can avoid it. Advice to Students

http://www.bsss.act.edu.au/information_for_students/whats_plagiarism_how_to_avoid_it

How you can avoid it. Advice for Teachers

http://www.bsss.act.edu.au/information_for_teachers/whats_plagiarism_advice_for_teachers

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