

# Academic Honesty Policy | Years 10–12



One of the core values at Ascham is: **Responsibility**—owning your own actions and recognising their potential influence.

We expect that Ascham students demonstrate academic honesty at all times. Academic honesty means that:

- your work is your own
- you do not benefit academically by misleading or being unfair to others
- you acknowledge information or resources that someone else has written or created.

There are two significant areas where academic honesty is compromised:

1. Malpractice and Collusion
2. Plagiarism.

## What is Malpractice and Collusion?

### Malpractice

- Malpractice is any attempt to gain an unfair advantage over other students.
- Student conduct amounting to malpractice may range from unintentional failures to comply with assessment rules and procedures to deliberate attempts to gain an unfair advantage involving intentional wrongdoing.
- Students who knowingly assist other students to engage in malpractice will be considered complicit in the malpractice
- Malpractice includes but is not restricted to:
  - copying someone else's work in part or in whole, and presenting it as their own
  - using material directly from books, journals, CDs or the internet without reference to the source
  - building on the ideas of another person's work without reference to the source
  - buying, stealing or borrowing another person's work and presenting it as their own
  - submitting work to which another person such as a parent, coach or subject expert has contributed substantially
  - using words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement
  - paying someone to write or prepare material
  - breaching School examination rules (this includes bringing in unauthorized notes and/or unauthorized electronic equipment)
  - using non-approved aids during assessment tasks
  - contriving false explanations to explain work not handed in by the due date

- making up journal entries for a project
- submitting falsified or altered documents
- referencing incorrect or non-existent sources
- assisting another student to engage in malpractice
- giving and/or obtaining unauthorised information about assessment tasks
- being absent from a lesson (on the day of the task) before the task in order to prepare for that task or remaining at home to sleep after submitting a task first thing in the morning.

Students should also note that in order to ensure the integrity of a task, students must not convey any information about the task to students who are yet to sit that task.

## Collusion

Collusion is when a student inappropriately collaborates with another student, group of students, person, organisation, or entity to produce work that was meant for individual assessment.

Collusion includes but is not limited to:

- sharing answers to an assessment with other students
- submitting work that has been substantially contributed to by another person, such as a student, parent, coach or subject expert
- contract cheating by outsourcing work to a third party
- unauthorised use of artificial intelligence technologies.

**If any malpractice or collusion is proven**, students may incur a penalty in the loss of marks or receive a mark of zero by having their paper disqualified. This may also lead to the student being disqualified from a course and even becoming ineligible for a Higher School Certificate.

In courses where classes are not timetabled parallel, departments may need to run the same assessment task at different times. This may also occur for students who were unwell on the day of a task. Any acts to convey information about the task to students who have not yet sat that task is considered collusion.

In the case of tasks that are largely completed out of school, the school reserves the right to ask for the student's notes, log, electronic copies of the completed task and/or other support material at any stage. If needed, the school may also wish to follow up a written take-home task with an oral interview with the student who will be given at least a day's notice.

It is the students' responsibility to be fully aware of and abide by the School's policy for assessments and department policies for all their subjects and courses. This particularly applies to subjects where students need to submit work that can be partly or entirely completed outside lesson time.

All students who are enrolled in the Higher School Certificate are required to have successfully completed the NESAs 'All My Own Work' modules. They are expected to comply with its good scholarship principles and practices in every respect.

It is a NESAs requirement that all instances of malpractice for HSC assessment tasks are logged with NESAs.

## What is Plagiarism?

Plagiarism is presenting another person's written or created work or ideas as if they are your own.

If you use another person's work or words without full acknowledgement, you are plagiarising.

## Types of Plagiarism

Negligent/unintended plagiarism is classified as:

- using text or artistic works directly from books, journals, databases or the internet, where little or no effort has been made in acknowledging the source
- failing to include reference details when making notes
- leaving out the reference in your assignment by mistake
- incorrectly referencing the material.

Dishonest/intended plagiarism is classified as:

- substantial copying, buying, stealing or borrowing someone else's work in part or in whole, and presenting it as your own by choosing not to provide a reference to show where the original ideas, words or data came from
- inappropriate paraphrasing by changing a few words and phrases while mostly retaining the original information without acknowledgement
- submitting work that contains a large contribution from
  - a. another person, such as a parent, tutor or another student, who is not acknowledged
  - b. a software or Artificial Intelligence (AI) program (e.g. ChatGPT, Andi etc) to write or create your work and presenting it as your own
  - c. paying someone to write or prepare material that is associated with a task, such as process diaries, logs or journals.

(See Appendix 1)

## Why Does Plagiarism Matter?

It is a breach of Ascham's *Academic Honesty Policy*.

Using another's work as your own is considered stealing and is unethical. Authors/creators own their words and ideas. They are not yours to take. When you research the writings of others, you must acknowledge the fact that you have used them.

It also means that you have failed to complete the learning process. You are not developing the skills and knowledge that are important for your learning development and life ahead.

## Strategies to Avoid Plagiarism

By providing the following you are showing where you have found your information; this is necessary because it shows your intention not to plagiarise other people's ideas.

- Use templates and scaffolds for note-making, note-keeping, drafts of work, logbooks etc.
- Write in-text references or footnotes in the body of your work to acknowledge quotations, summaries, paraphrasing and copies.
- Write a reference list.

- Write a bibliography.

You must acknowledge:

- all ideas and work of other persons
- word-for-word quotes
- books, journals, online databases, email messages, electronic media and websites
- sources of all photographs, maps, illustrations, computer programs, data, graphs and audio-visuals
- works of art including music, film, dance, theatre and visual arts
- any source that has provided you with information or inspiration that is relevant to the assessment task.

## How is Plagiarism Detected?

Plagiarism is detected:

- through lack of citation and referencing
- through lack of bibliographic depth
- through changes in the tone of writing
- if you've never written like this before
- if assessment tasks are very different in quality from supervised work
- by checking your reference list/bibliography. Teachers are experts in their subject matter and very likely will have used the same sources as you when setting the assessment task. They will be aware of the sources you use
- by searching online for suspected plagiarism, often using plagiarism-detection software
- by asking questions about your research to confirm that you have the indicated level of knowledge.

## Roles and Responsibilities Around This Policy

All staff at the School are expected to support this policy and to promote and model good academic practice.

The Director of Curriculum and Learning, and all Heads of Department, will ensure that all students:

- understand what constitutes an authentic piece of work and intellectual property
- receive guidance on study skills, academic writing, how to conduct research and how to acknowledge sources
- understand what constitutes plagiarism and know the consequences of being found guilty of it.

All teachers will:

- confirm that, to the best of their knowledge, all work submitted is the authentic work of the student
- utilise strategies to prevent and detect plagiarism
- design assessment criteria that value and reward the learning process, rather than simply the result
- ensure students are taught how to acknowledge sources.

All students will:

- understand this policy and act according to its principles

- ensure that all work submitted is authentic, with the work or ideas of others fully and correctly acknowledged
- be responsible for their own learning
- utilise proper documentation and citation to credit thoughts, ideas and examples of others and create work that is all their own.

## Support for Academic Honesty

At Ascham, students have access to a range of resources that support high standards of academic honesty. These include:

- regular and consistent guidance and instruction in the processes of academic research
- instruction in the use of *The Ascham Guide to Harvard Referencing*
- Year 10 students completing the NESA course 'All My Own Work' in Term 4
- the use of plagiarism software to raise awareness of academic integrity
- the designing of assignments that do not lend themselves to academic dishonesty
- the creation of tasks where students are able to submit and document their research in stages in order to show their progress
- requirements of tasks that provide evidence of the research process, e.g. an annotated bibliography, note-taking scaffolds etc

Students will attend an annual presentation from the Director of Curriculum and Learning or Director of Studies on this policy. To show that they have understood the policy, students will complete and pass a quiz on Canvas.

## Consequences of Plagiarism and Malpractice in Years 10–12

### Plagiarism

A teacher who identifies negligent or unintended plagiarism may:

- notify the student and ask them to correct their work or make the necessary changes or amend the acknowledgement of sources
- issue a Dalton Extra to show the student has outstanding work
- apply a penalty to the marks for the task.

If the plagiarism is considered to be dishonest or intended, the following will occur:

1. The teacher will notify the Head of Department.
2. The teacher and Head of Department will decide on the appropriate course of action (dependent on level of plagiarism) from these options
  - a. the student is required to resubmit the work AND/OR
  - b. the student to undertake another form of assessment AND/OR
  - c. the plagiarised work will be awarded zero and the student will only receive marks for the non-plagiarised portion AND/OR
  - d. the student's work may not be marked.

3. The teacher will meet with the student to clearly explain why their work has been identified as containing plagiarism.
4. The student will receive a Dalton Extra if the work is to be resubmitted.
5. The teacher will provide the student with a session on how to avoid plagiarism in the future and direct them to the *Academic Honesty Policy / Years 10–12*.

NB: In the case of tasks that are largely completed out of school time, the School reserves the right to ask for the student's notes, log, electronic copies of the completed task and/or other support material at any stage. If needed, the School may also wish to follow up a written take-home task with an oral interview, with at least a day's notice.

### **Malpractice & Collusion**

If any malpractice or collusion is proven, students may incur a penalty in the loss of marks or receive a mark of zero by having their paper disqualified. This may also lead to the student being disqualified from a course and even becoming ineligible for a Higher School Certificate.

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The Appeals Committee will review a student's course mark at the end of Term 3 in preparation for RoSA and the HSC grades/marks.

Please note that the penalty may also lead to a student being at risk of receiving an N determination of non-completion of the course.

# The Plagiarism Spectrum 2.0



The Plagiarism Spectrum 2.0 identifies twelve types of unoriginal work. Familiarity with traditional forms of plagiarism and emerging trends helps students develop original thinking skills and do their best original work.

