



## Academic Misconduct Policy

### Rational

Academic misconduct is a serious breach of school rules and includes **cheating, collusion and plagiarism**.

**Cheating** involves situations where students gain an unfair advantage during a testing situation.

Cheating may include, but is not limited to:

- accessing unauthorised information during a test or exam (electronic or written)
- bringing unauthorised equipment or materials into the test room.
- a student having any notation written on their body, clothing or other object brought into the test room.

**Collusion** is when a student uses someone else's work that is not his or her own for assessment. It may include, but it not limited to, the following:

- copying work from another student or allowing your work to be copied;
- sharing details of questions, answers or other information on an exam/test/assessment item with other students.
- communicating with any person during an exam/test other than a supervisor, e.g. through talking or whispering, passing notes, making gestures or sharing equipment with another student.

**Plagiarism** is the action or practice of taking and using, without acknowledgement, as one's own, the thoughts, data, image, sound, movie or writing of another. It may include but is not limited to, the following:

- the practice of using other people's ideas/text/graphics etc and presenting them as your own.
- the exact copying word-for-word or the summarising of someone else's ideas into your own words without acknowledgement.
- producing assignments in conjunction with other people (eg parent, another student or tutor, etc) which are supposed to be the student's own independent work.
- piecing together different sections of the work of others into a new whole i.e. 'cutting and pasting', especially from the internet or CD-Rom encyclopedias, etc.
- buying or obtaining a paper from an Internet research service provider or 'paper mill' and handing it in as original work.
- failing to provide a comprehensive bibliography for a project that requires research.

In cases where there is evidence of **cheating, collusion or plagiarism**, teachers MUST refer to the relevant Head of Department. Management of such incidents will be in accordance with QCAA policy on authenticating student work for learning and assessment and the school's Responsible Behaviour Management Plan.

### Policy Guidelines

#### QUEENSLAND CURRICULUM AND ASSESSMENT AUTHORITY (QCAA) POLICY

##### **Late submission and non-submission of student assessment in Authority and Authority Registered subjects**

- Where students do not submit a response to an assessment instrument by the due date, judgements should be made using evidence available on or before the due date. The practice of awarding a lower standard as a penalty for lateness is not valid in a standards-based system of externally moderated school-based assessment.
- A standard can only be awarded where evidence has been demonstrated. In classes on non-submission of student responses, an "E" standard cannot be awarded where there is no evidence for it.
- Judgements of student achievement are made by matching a body of evidence provided by students' responses to assessment instruments to the standards descriptors outlined in the relevant syllabus.
- The consequence for cheating and plagiarism may result in the student being asked to resubmit. However, their

result will be reflective of the portion of work originally submitted which can be verified as their own.

#### **QCAA – QCS test Academic Misconduct sections - 2016**

“Academic misconduct includes, but is not confined to:

- making it possible for another student to copy responses — deliberately or knowingly. Students should be vigilant about covering responses, particularly MC response sheets that are separate from the testpaper. A response sheet should be covered or turned face down unless it is being written upon
- looking at another student’s work
- copying another student’s work
- plagiarising someone else’s work. A student’s response must be the student’s own work and not a reproduction of someone else’s writing
- beginning to write during perusal time or continuing to write after the instruction to stop work was given. Either of these would constitute having an unfair advantage over other students
- bringing unauthorised equipment or materials into the test room. Students must remove mobile phones from their pockets before entering the test room. Phones must be left outside Queensland Core Skills (QCS) Test Guideline Queensland Curriculum & Assessment Authority February 2016 Page 11 of 18 or handed to a supervisor immediately upon entry to the test room. Only permitted materials that are needed for a particular test session are to be brought into the test room
- a student having any notation written on their body, clothing or other object brought into the test room. Students’ own paper is not permitted for any of the subtests
- communicating with any person other than a supervisor, e.g. through talking or whispering, passing notes, making gestures or sharing equipment with another student.

A student who engages in academic misconduct will not receive a QCS Test grade nor will their test results be included in the scaling parameters for their school.”

#### Procedures

##### **Consequences of Academic dishonesty**

- The section of assessment that is proven to be a result of **cheating, collusion or plagiarism** will not be marked for all students knowingly involved. Remaining sections of work will be used to determine a result.
- In cases where the entire work is proven a result of **cheating, collusion or plagiarism**, students may be required to resubmit the assessment in order to meet assessment requirements.
- HOD may request the student(s) to complete the assessment again in an in-class withdrawal during the next available lesson. In these circumstances, students are not permitted to bring in work to submit or information that assists them with the required task.
- If a student(s) is/are suspected of **cheating or collusion** during an exam/test, the assessment completed should be removed immediately and annotated with time and details. New paper should be issued so the student can complete the remainder of the paper with integrity and the grade may be awarded based on the remainder of the paper.

In all cases, students will be required to meet with the relevant HOD and Deputy Principal to determine further appropriate punishment.

##### **Consequences may also include, but are not limited to, the following:**

- Re-submit work (their result will still be reflective of the portion of work originally submitted which can be verified as their own);
- Loss of Credit – (No QCE point -Senior student);
- An “N” result recorded for the assessment item;
- Detention;
- Suspension;
- Such other consequence as deemed appropriate;

depending on the severity of the **cheating, collusion or plagiarism** in the discretion of the relevant HOD and Deputy Principal.

#### Support