Belong to
something bigger.

Secondary Academic Integrity Policy

S A I P

Ilim
College

ADVANCE THROUGH KNOWLEDGE

Est. 1995
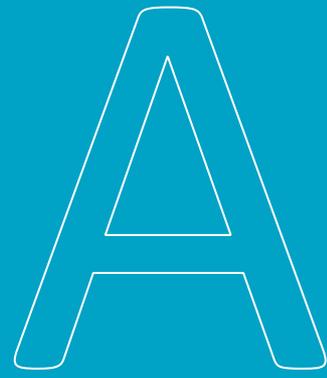
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Rationale

In line with established Islamic principles on the importance of honesty and the prohibition of cheating, Ilim College places high value on student integrity. The College invests in the formation of strong relationships and is committed to a culture of collaboration, valuing excellence, curiosity and experimentation in learning. Students are encouraged to co-operate and collaborate on projects, share materials or data collected and discuss the interpretation of such material. Ilim College recognises and encourages the educational value of legitimate collaboration between students, but the honest and professional production of assessable work is the independent responsibility of each student.

Part of this process is recognising the intellectual property rights of others and accepting that the act of plagiarism is dishonest and unethical. It impedes students' personal growth and development. A student who plagiarises is dishonest with themselves, their teachers and their fellow students. Ilim College endorses the view that plagiarism is not acceptable behaviour.

Maintaining academic honesty is the responsibility of all members of the College community, and students are held to the highest standards of conduct in this regard. The College views all academic dishonesty as unacceptable and this policy aims to uphold the standards of ethics and integrity in the teaching and learning of the College.

All students at Ilim College are expected to submit work that is original and follow the correct referencing procedures. By doing this they will be respecting the intellectual rights of others and demonstrating their personal adherence to our code of conduct.

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The key principles of this policy are:

Assessment is an aid to learning and involves obligations on the part of students to make it effective.

Academic honesty is an essential component of teaching, learning and research and is fundamental to the very nature of schools.

All assignments, written and oral, completed by a student for assessment must use that student's own language and expression.

Work of others must be acknowledged and not claimed or presented as one's own, either deliberately or unintentionally.

Ilim College Assessment Rules and Policy Scope

The rules set out below are to be observed by all students in preparing/completing work for assessment. These rules apply to all examinations, tests, assessment tasks, homework tasks, VCE School Assessed Coursework and VCE School Assessed Tasks.

Academic Dishonesty

Academic dishonesty means seeking to obtain, or, whether intentionally or not, obtaining an unfair academic advantage or assisting another student to do so, and includes but is not limited to:

1) Plagiarism, where students present work for assessment, publication or otherwise that is not their own, without appropriate attribution or reference to the original source. Plagiarism is defined as stealing or using the ideas and words, or pictures of another person as one's own. The original source may be written, oral or electronic, and includes copying/pasting and the retrieval of research/resources from the Internet. Plagiarism can include:

▶ a) paraphrasing or copying published and unpublished work without appropriate attribution, including:

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- – using plots, characters, theories, opinions, concepts, designs from other sources like short stories, novels, TV shows, films etc and present them as original work.

- – ii) piecing together different sections of the work of others into a new whole i.e. 'cutting and pasting'.

- – iii) failing to indicate with quotation marks another person's exact written words or symbols, regardless of how few were used.

- – iv) failing to name a person whose exact words are used in an oral report, or to indicate by verbal inflexion that you are quoting.

- ▶ b) adopting the ideas or concepts of others, including the structure of an existing analysis without due acknowledgement by way of reference to the original work or source.

- ▶ c) submitting someone else's work as your own (with or without their knowledge).

- ▶ d) producing assignments in conjunction with other people (e.g. another student, tutor), which is supposed to be independent work.

- ▶ e) allowing someone else to copy your work and submit it.

- ▶ f) failing to provide a Bibliography for a project that requires research.

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2) Collusion, where students present work as independent work when it has in fact been produced in whole or in part with others unless prior permission for joint or collaborative work has been given by the teacher. Collusion can include:

- ▶ a) a student inappropriately assisting with or accepting assistance with the production of an assessment task;

- ▶ b) submitting work which is the same or substantially similar as another student's work for the same assessment task.

3) Recycling and/or duplication, where students reuse work which has previously been used for assessment in another subject and/or faculty.

4) Cheating, where a student acts in such a way as to seek to gain unfair advantage or assist another student to do so. Cheating can include:

- ▶ a) submitting falsified, copied or improperly obtained data or other work as if they were genuine; submitting an assessment task with the intention of deceiving or misleading the teacher about the student's contribution to the work;

- ▶ b) submitting an assessment task written or answered for the student by another person or which the student has copied from another person ("impersonating");

- ▶ c) a student falsely indicating that they have been present at an activity where attendance is required;

- ▶ d) completing an assessment task outside the conditions specified for that task.

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5) Cheating in Assessments/Examinations
means engaging in dishonest practice or breaching the rules regarding assessments/examinations, which can include:

▶   a) communicating (using verbal or non verbal gestures) in any way during an assessments/examination with any person who is not an examination supervisor inside or outside the examination venue.

▶   b) giving or accepting assistance from any person who is not an assessment/ examination supervisor whilst in the examination venue;

▶   c) reading, copying from or otherwise using another student's work in an assessment/ examination or knowingly allowing a student to do so. This includes copying or glancing at other students' work during an assessment.

▶   d) possessing, referring to or having access to any material or device containing information directly or indirectly related to the subject matter under assessment/ examination. This includes notes and electronic devices such as smart watches and airpods.

▶   e) acquiring, or attempting to acquire, possess or distribute assessment/ examination materials or information without approval;

▶   f) permitting another person to attend an assessment/ examination on a student's behalf or attending an assessment/ examination on behalf of another student.

▶   g) a student must adhere to the times specified on the test/exam paper. Writing/scribbling/using calculators/using other materials during the reading time is not permitted.

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Students must stop writing when the test/exam/SAC writing time is over

6) Other dishonest acts including, but not limited to:

▶ a) altering or falsifying any document or record for the purposes of gaining academic advantage;

▶ b) offering or giving money or any item or service to a staff member or any other person to gain academic advantage for the student or another person;

▶ c) deliberate attempts to deceive about assessment lodgement times or word counts; d) inventing references.

Identifying, Reporting and Investigating Academic Dishonesty

Managing incidents and breaches:

▶ If an alleged breach is detected during a test, the student **must be permitted to complete the assessment** and any discussion must be conducted privately when the assessment has finished.

▶ If a student has written on their body, the student should be sent outside where the teacher takes a photo of the notes. The student should then be asked to wash the notes off and be permitted to complete the assessment.

▶ If students are communicating, they should be quietly/quickly separated and permitted to complete the assessment.

▶ **It is imperative that teachers remain calm and do not alert/disrupt other students.**

▶ If unauthorised materials have been detected, the supervising teacher must approach the student, without talking, and remove the material. The teacher must also indicate (red asterisk) on the assessment task which questions/section was answered prior to the removal of the material.

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▶ The student must be informed at the end of the assessment that the alleged breach will be forwarded to the Year Level Manager who will allow the student an opportunity to provide a statement about the circumstances surrounding the incident.

▶ If the breach is reported by another student, a signed statement from the student witnessing the incident must be completed at the time of report.

Teachers must report to the appropriate Year Level Manager & HOTL when a breach of rules is apparent. Level Managers will apply the consequence.

Consequences for Breaching Assessment Rules

Should a student breach assessment rules, consequences will apply, as set out below:

Years 7-10

▶ If a student attempts, or is found to be cheating/plagiarising during an assessment, they will receive zero for the assessment. A student who knowingly assists other students in a breach of rules will be given the same consequences.

VCE

▶ A student must observe the VCAA Examination Conditions that apply to each subject; anything outside these conditions constitutes cheating.

▶ The work that infringes the rules will not be accepted and the decision to award the outcome **N (not satisfactory)** or **S (satisfactory)** will be made upon the remainder of the work.

▶ A teacher can refuse to accept any part of the work if the infringement is judged as a serious authentication issue and
• N will be awarded for the outcome
• Zero will be submitted for the School-

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Assessed Coursework or School-Assessed Task.

▶ This may result in a change of the original outcome result from S to N. At VCE level, if N is awarded for an outcome, then, as a consequence, N will be awarded for the unit concerned.

▶ Similarly, the detected breach of rules may result in a score change for the task. In the case of VCE units, this score change is to be communicated to the VCAA.

▶ If there is sufficient time before the due dates designated by the School or the VCAA, the student may have the opportunity to resubmit work for satisfactory completion. This does not apply to SACs/SATs.

▶ Students who plagiarise a SAC/SAT, once given a zero grade, will not be given an opportunity to redeem their SAC/SAT performance.

Appeals

Appeals can be made to the teacher concerned, Year Level Manager and the Head of Teaching and Learning.

Confidentiality

All investigations of academic dishonesty will remain confidential.

Review

This policy will be reviewed every three years, or as required by the College.