



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 work generated by artificial intelligence as a student's own work.
- 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 acknowledgement, but leaving out quotation marks.
- Submitting materials which paraphrase or summarise other work or ideas without appropriate acknowledgement of the original source of the work or ideas. This includes the use of paraphrasing software.
- Submitting a digital image, sound, design, artwork, artefact, product, photograph or animation, altered or unaltered, without proper acknowledgement of the source.

Academic Integrity

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

(Definitions from BSSS Policy and Procedures Manual 2024)

Policy

This policy outlines the responsibilities of senior students regarding appropriate use of research, referencing and acknowledgement of source materials in all assessment and the procedures followed if plagiarism or academic dishonesty is suspected.

Non-test tasks that are completed outside of class time are to be submitted digitally. This digital submission signifies that the work presented is their own. Any incident of plagiarism or academic dishonesty 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 subject task cover sheet. These include, but are not limited to, submission through and submission through Turnitin or SEQTA. Practical tasks submission instructions will be included on a task cover sheet.

Procedures

If a teacher suspects plagiarism:

- Copies of the task, task sheet, rubric and plagiarised text/s will be given to the relevant Studies Coordinator and Deputy Principal Teaching and Learning, with supporting evidence that has been gathered.
- The Deputy Principal Teaching and Learning will consult with the relevant Studies Coordinator and will decide if there is a reasonable concern that plagiarism has occurred.
- If a concern is found to exist, the Studies Coordinator and/or teacher will meet with the student and ask her to verify the authorship of her work. This meeting could also include a request for the student to supply supporting documents that verify authorship.
- 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 Deputy Principal Teaching and Learning will determine the penalty following the BSSS Plagiarism and Dishonesty guidelines (section 4.3.12.5 Penalties: Advice to Colleges). The penalty imposed will be affected by any previous breaches of Academic Integrity in Years 11 and 12.

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 Teaching and Learning is to be informed if proven breach has occurred.
- If a breach of discipline is shown to have occurred, the Deputy Principal Teaching and Learning will 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	Penalties
1. First incident of breach of discipline	One or more of the following penalties to be imposed subject to the degree of the infringement: (a) to (f)
2. Subsequent breach(es) of discipline	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 Teaching and Learning and the incident recorded and kept centrally
- A letter outlining the breach and the penalty will be sent home by the Deputy Principal Teaching and 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 2024. 4.2.12 Plagiarism and Dishonesty

https://www.bsss.act.edu.au/_data/assets/pdf_file/0004/511078/P_and_P_Manual_2024.pdf

Academic Integrity Resources

https://www.bsss.act.edu.au/academic_integrity_information/academic_integrity_for_teachers

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