



## Academic Integrity Policy

**RATIONALE** - Hilliard Christian School recognises that it is responsible for:

- ensuring the authenticity and academic integrity of work submitted for assessment – whether internal or external; and
- having procedures that allow the School to assure the TASC that, unless otherwise acknowledged, work submitted for external assessment is the work of the student submitting it and that all sources have been accurately acknowledged.

**PURPOSE** - The purpose of this policy is to set out requirements that will ensure the authenticity and academic integrity of work submitted by students for assessment.

**POLICY** - The School will have documented and effective practices in place that provide the Office of Tasmanian Assessment, Standards and Certification (TASC) with sufficient evidence for them to have confidence in the authenticity and academic integrity of folios or other project work used in the assessment of student achievement for awards in TASC 3 courses. The Principal is responsible for ensuring there is an effective and documented procedure that is implemented and reviewed.

**POLICY BACKGROUND STATEMENT** - All students are expected to observe the highest standards of honesty and integrity in the work they submit for assessment: this is called *academic integrity*.

Using a wide range of sources of information shows that a student has undertaken good preparation and study. Teachers reading or viewing student work must be able to clearly see what parts of it are the student's own work, and what parts are from other people's work, and where they got the information.

If students hand in work for assessment that is not all their own work and not referenced appropriately, the teacher must adhere to the School's processes for dealing with this matter.

Students must understand that if they are found to be in breach of the School's plagiarism standards, they risk the cancellation of their external results and possibly all of their results for the year, for both internally and externally assessed subjects.

Students also need to understand that honesty in assessment extends to not copying another student's work, not getting others to complete work for them and not cheating in exams and tests.

**SCOPE** - This policy relates to the School's responsibilities for upholding the authenticity and academic integrity of folio or other project work submitted for assessment for TASC 3 courses.

**BACKGROUND** - This policy relates to the TASC Authenticity and Academic Integrity: A Guide, August 2017 <https://www.tasc.tas.gov.au/wp-content/uploads/2017/07/Authenticity-and-Academic-Integrity-Guide-1.pdf> for all TASC courses, but particularly for those courses which contain an assessment component that includes folio or other project work.

**PROCEDURES FOR STUDENTS** - Students need to learn about academic integrity and its importance and they need to develop the necessary study skills to avoid plagiarism. To this end there is a student unit of work on Academic Integrity which must be completed by students at the beginning of each year of Year 11 & 12. In addition to writing in their own words, students need to adopt good research and study skills and be able to reference correctly and acknowledge sources. This is also covered in the unit on Academic Integrity.

Students must take responsibility for acting honestly and ensuring their work meets the standards for academic integrity. This might include retaining early drafts, consulting regularly with their teacher and maintaining a learning log/journal.

Student must be aware of and sign a student declaration form – this is a document signed by the student, countersigned by a teacher (on behalf of the provider), and attached to a folio or other project work submitted to the TASC for external assessment. Work is not accepted for submission to TASC without this declaration. In signing the declaration, the student declares that the work, except where explicitly acknowledged, is the student's own work.

**PROCEDURES FOR TEACHERS** - Teachers must ensure that teaching and learning programs include the development of these skills and any others relevant to their course such as the use of specific referencing systems.

Teachers need to be vigilant and frequently view and discuss student work in progress, recording these discussions in student learning logs and/or class assessment records.

Teachers must assist students in developing their knowledge and understanding of academic integrity and provide guides to referencing and advice on web tools that can be used.

Teachers must use the appropriate declaration form for student work. In signing the declaration, the teacher (on behalf of the provider) is pledging that the work was submitted by the required date, that the provider's documented processes for authenticity and academic integrity have been followed and that there are good grounds for the Authority to have confidence in the authenticity and academic integrity of the work.

Teachers must be aware of the TASC Authenticity and academic integrity guides that provide information on how to reference (cite) other people's information, images, ideas and words and is accessed on:

<https://www.tasc.tas.gov.au/wp-content/uploads/2017/07/Authenticity-and-Academic-Integrity-Guide-1.pdf>.