



Unfair Academic Advantage

Rationale

The purpose of this policy is to set out Macleod College's response to plagiarism and other forms of academic misconduct in a consistent and equitable manner.

In all assessed work students should take care to ensure the work presented is their own and fully acknowledges the work and opinions of others.

Scope

This policy and procedure applies to all internal assessments, including internal examinations. Where awarding bodies such as the Victorian Curriculum and Assessment Authority (VCAA) have their own published procedures (see appendix 1) these will take precedent over the College's policy.

Definitions: Forms of unfair academic advantage

Cheating

Cheating is a deliberate attempt to deceive in order to gain advantage in an assessed piece of work, including coursework, assessments and examinations.

Collusion

Presenting work as independent work when it has been produced in whole or part in collusion with other people. Collusion includes students providing their work to another student before the due date, or for the purpose of them plagiarizing at any time, paying another person to perform an academic task and passing it off as your own, stealing or acquiring another person's academic work and copying it, offering to complete another person's work or seeking payment for completing academic work. This should not be confused with academic collaboration.

Copying

Using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks. This includes copying materials, ideas or concepts from a book, article, report or other written document, presentation, composition, artwork, design, drawing, circuitry, computer program or software, website, internet, other electronic resource, or another person's assignment, without appropriate acknowledgement.

Inappropriate citation

Citing sources which have not been read, without acknowledging the 'secondary' source from which knowledge of them has been obtained.

Inappropriate paraphrasing

Changing a few words and phrases while mostly retaining the original structure and/or progression of ideas of the original, and information without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.



Plagiarism

The act of using the ideas, words or images of another person and presenting them as one's own. Those ideas, words and images might be from sources such as the internet, a book, a photocopied handout or a recording of a speech.

Implementation

Plagiarism, cheating and other forms of unfair academic advantage

It is the responsibility of students to ensure that they do not undertake any form of cheating or other form of unfair advantage. (See appendix 2 for strategies to avoid plagiarism) In light of this, All forms of unfair academic advantage are treated as a serious academic offence which carries a range of consequences.

Macleod College reserves the right to submit any assessable task to a screening process to check for plagiarism. Students may also be asked to verify written work via interview and/or a test. This could be completed either orally or written.

Consequences

All incidents of cheating, collusion, inappropriate citation/paraphrasing and plagiarism will be dealt with on a case by case basis. If a teacher has evidence that a student has cheated or plagiarized work they should contact the relevant student manager/team leader. The classroom teacher, student manager and a member of principal class team will address the issue.

Prep to Year 10:

Students may be asked to resubmit part or all of the task after discussion with the teacher. Marks may be deducted. All reports of plagiarism need to be reported to the student manager. This could lead to involvement of the Principal and parents. Students will receive a zero for tasks until a task has been resubmitted with the plagiarized sections addressed.

Years 11 and 12

The College has the power to impose any of the following penalties for plagiarism, or for a substantive breach of the rules (which applies to the student who has breached as well as any student who has knowingly assisted the student to breach):

- A written reprimand
- A score of zero may be awarded and the student will be required to sit a redemption task to achieve a 'Satisfactory' for that piece of work.
- Request that work be resubmitted for an S only and no points towards Study score
- Refusal to accept a part of the work submitted and give a score on the remainder
- Refusal to accept the whole piece and give a zero.
- The above consequences may be used singularly or in combination

Staff are encouraged to work in close partnership with the relevant student manager, VCE manager and principal class member with any plagiarism matters.



Evaluation

Evaluation will occur annually

Endorsement

Leadership and Student Managers:

Appendix 1: VCAA Guidelines

VCAA prescribe rules which students must observe when preparing work for assessment. These rules apply also to School-assessed Coursework (SACs) and School-assessed Tasks (SATs).

1. A student must ensure that all unacknowledged work submitted for assessment is genuinely his/her own
2. A students must acknowledge all resources used, including:
 - text, websites and source material;
 - the name(s) and status of any person(s) who provided assistance and the type of assistance provided.
- 3 A student must not receive undue assistance from any other person in the preparation and submission of work.
 - Acceptable levels of assistance include:
 - the incorporation of ideas of material derived from other sources (e.g. by reading, viewing or note taking) but which has been transformed by the student and used in a new context;
 - prompting and general advice from another person or source which leads to refinements and/or self-correction.
 - Unacceptable forms of assistance include:
 - use of, or copying of, another person's work or other resource without acknowledgement;
 - actual corrections or improvements made or dictated by another person.
4. A student must not submit the same piece of work for assessment in more than one study, or more than once within a study.
5. A student must not circulate or publish written work that is being submitted for assessment in a study, in the year of enrolment.
6. Students who knowingly assist other students in a Breach of Rules may be penalized.



Appendix 2: Guidelines on Avoiding Plagiarism

1. If working individually, do not allow your work to be copied by anyone else.
2. If you see another student's work, do not attempt to submit that work as your own.
3. Do not work with someone else if you are supposed to hand in your own independent work.
4. When you collect information, keep a record of where that information came from so you can correctly reference it.
5. Use multiple sources where possible. Instead of relying on one source of information for your assignment, find and read a number of sources.
6. Try to come up with your own ideas on the subject matter. Do not copy and paste into your assignment. Instead, put the ideas into your own words (this is paraphrasing), summarise the ideas or quote directly. When quoting, paraphrasing or summarising, plagiarism will be avoided by properly referencing your sources of information or ideas.
7. 'Common knowledge' is information which is widely known, cannot be contested and can generally be found in numerous sources. Such information does not have to be cited. Examples include 'Sydney is the capital city of 'New South Wales' and 'Shakespeare's character of Macbeth is a Scottish noble who kills his ruling monarch, King Duncan.'
8. You must also include a reference list. This will include more information about your sources than you used in your citations and will assist a reader to find the sources you have used.
9. Properly referencing an assignment takes time. You need to factor this time into your study plan.