ACADEMIC INTEGRITY POLICY
YEARS 10 - 12 2024

Academic Integrity refers to undertaking research honestly and producing authentic personal pieces of work.

This allows students to build on the work of others, which is the foundation of academic growth, but respect is paid to their rights and intellectual property. An academically honest student will give credit to the original author of works used by citing their contributions in the body of work.

A breach of academic integrity results in academic misconduct. Academic misconduct is a behaviour that results in, or may result in, the student or any other student gaining an unfair advantage (or a behaviour that disadvantages other students) in one or more assessment components.

This includes, but is not confined to:
- Plagiarism which may be defined as the representation, intentionally or unintentionally of the ideas, words or work of another person, group of people or artificial intelligence program, without proper, clear and explicit acknowledgement.
- Collusion which may be defined as supporting academic misconduct of another student or group of students. This includes allowing one's own work to be copied or submitted by another; intentionally or not.
- Misconduct during a test or examination includes taking unauthorized materials into the testing room, disruptive behaviour and communication with others, physically or virtually during the examination.
- Communication about the content of a test or examination is considered to be academic misconduct.
- Duplication of work which may have been used in another subject or topic is considered 'double dipping' and is deemed to be academic misconduct.
- Paraphrasing is defined as a restatement of someone's work in another form. In order for this to be acceptable, the source must be suitably acknowledged.
- Fabrication of Data is the manufacturing of data for an experiment or for an exploration or project.

Examples of Malpractice
- Submitting someone else's work
- Submitting work generated from an AI program such as ChatGPT without acknowledgment as per the SACE Guidelines for using AI
- Copying the work of another student
- Allowing a peer to copy your work
- Not acknowledging sources
- Receiving undue assistance in the completion of work, particularly by peers, family members or tutors
- Asking (or paying) another person to write your work
- Falsifying data used in an assignment
- Falsifying records and journals
- Stealing examination material and/or exam papers
- Bringing unauthorized material into the examination room. Examples: notes, unauthorised software on a graphic calculator, mobile phones
- Disruptive behaviour during exams

Avoiding Malpractice

It is rare for a student to deliberately set out to achieve grades by improper means. Most often a lack of organisation and planning leads to pressure to complete a task without devoting an appropriate amount of time to it.

Students must take responsibility for their learning. It important to note that the onus of proof of originality lies with the student which makes it imperative that the teacher is able to see development of the work and supporting notes and drafts of key documents.

Student Responsibilities

At Woodcroft College students are expected to ensure that:

- All work submitted is the student's own work
- All sources are fully and correctly acknowledged including sources taken from websites, audio- visual, emails, CD.s, photographs, graphs and similar
- When required by teachers and/or by the relevant Curriculum Coordinator, students must submit their work to Turnitin
- Internal deadlines are respected
- A citation style is correctly and consistently used. At Woodcroft College we have adopted the Harvard citation style
- When submitting their work to teachers or SACE, the student is ultimately responsible for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged
- Before submitting their work to SACE, students may be required to sign a declaration of authenticity form

Teacher Responsibilities

At Woodcroft College teachers are expected to:

- Negotiate deadlines and timelines with students in conjunction with external deadlines and student work- load
- Talk to students about plagiarism and how to properly conduct a research paper or prepare an oral presentation
- Set clear expectations for assignments and provide guidance to candidates on how to correctly cite sources
- Be vigilant for changes in writing style, and in noticing that a student's work is more complex or of a standard inconsistent with what a student has previously demonstrated
- Read the final version and check for authenticity of any work submitted to SACE
- Make use of Turnitin when organising the submission of majorassignments
- Although the student is ultimately responsible for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged, it is the responsibility of each teacher to confirm that, to the best of his or her knowledge, all candidates' work accepted or submitted for assessment is the authentic work of eachcandidate. Teachers will not verify work over which there is doubt.
- Be role models of academic honesty and integrity

Consequences of Malpractice

Year 10

All incidences of malpractice will be reported to the Head of Senior School, Head of Faculty, Year Level Manager and the Deputy Principal – Quality Learning and Teaching.

SACE

Incidences of academic misconduct are treated seriously in all cases under SACE Breaches of Rules (Page 7 Supervision and Verification of Work Policy) and a sanction appropriate to the situation will be applied. This may have impact upon the final assessed grade for that subject. Where academic misconduct occurs in an external assessment task, the College will notify SACE.

All incidences of malpractice will be reported to the SACE Coordinator, Head of Faculty, Year Level Manager and the Deputy Principal – Quality Learning and Teaching.

This document is an amalgamation of the following document provided by the SACE Board.

- SACE: Supervision and Verification of Students' Work Policy and Procedures Ref: A761852

Full details of the SACE Supervision and Verification of Work Policy may be found here.

- SACE Guidelines for using Artificial Intelligence in SACE Assessments can be found here.
- SACE Guidelines for Referencing can be found Guidelines for referencing.doc