Related Merici Policies

Assessment
Homework

Rationale/Purpose

- To clarify plagiarism in the senior years: Year 11 and 12.
- To provide detail of the processes followed in determining and dealing with plagiarism.
- 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 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 documentation, but leaving out quotation marks
- Submitting materials which paraphrase or summarise another person’s work or ideas without appropriate documentation
- Submitting a digital image, sound, design, photograph or animation, altered or unaltered, without proper acknowledgement of the source.

Policy

This policy outlines the responsibilities of senior students regarding appropriate referencing of source materials in all assessment and the procedures followed if plagiarism is suspected.

Work submitted must include a statement from the student on each assessment item done outside class time to the effect that the work presented is their own. This form is to be stapled to the front of the task prior to submission. Any incident of plagiarism will be treated as a serious breach of discipline in assessment and significant penalties may be imposed.

Procedures

If a teacher suspects plagiarism:
- Copies of the task, task sheet, rubric and plagiarised text/s will be given to the Assistant Principal, Curriculum, with support evidence that has been gathered
The AP Curriculum will convene the Plagiarism Committee (Assistant Principal Curriculum; Senior School Coordinator; Studies Coordinator of the relevant subject area) who will decide if there is a reasonable concern that plagiarism has occurred.

If a concern is found to exist, the Studies Coordinator and teacher will meet with the student and ask her to verify the authorship of her work.

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 Studies Coordinator will consult with the teacher and determine the penalty following the BSSS plagiarism 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:

- Reprimand of the candidate, except in cases where the candidate would have derived benefit from such breaches
- The making of alternative arrangements for the assessment (e.g. through a reassessment)
- The assessment marked without the material subject to the breach being considered
- Imposition of a mark penalty appropriate to the extent of the breach
- Cancellation of the result in the particular component of the college assessment concerned
- Cancellation of the total college assessment result in the unit/course concerned
- 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.

<table>
<thead>
<tr>
<th>Categories</th>
<th>Penalties</th>
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</thead>
<tbody>
<tr>
<td>1. First incident of breach of discipline</td>
<td>One or more of the following penalties to be imposed subject to the degree of the infringement:</td>
</tr>
<tr>
<td></td>
<td>(a) to (f)</td>
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<tr>
<td></td>
<td>One of the following penalties to be imposed subject to the degree of the infringement and previous breach(es) of discipline:</td>
</tr>
<tr>
<td></td>
<td>(b) to (g)</td>
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</tbody>
</table>

- The outcome of the plagiarism investigation will be reported to the Assistant Principal Curriculum and the incident recorded and kept centrally
- A letter outlining the breach and the penalty will be sent home by the Assistant Principal Curriculum
- 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.
References

Board of Senior Secondary Studies: Policy and Procedures Manual 2012. 4.3.12 Plagiarism and Dishonesty

What’s plagiarism? How you can avoid it. Advice to Students

How you can avoid it. Advice for Teachers

Forms

Nil

Approved by: Merici Executive
Implementation Date: September 2007
Policy last Updated: 27 July 2012
Merici Contact Officer: Assistant Principal - Curriculum