



ACADEMIC HONESTY POLICY

Date	December 2024	Review Cycle	2 Years	Approved By	Principal
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INTERPRETER SERVICE

If you need help to understand the information in this policy please contact our college on 9741 1822 or werribee.sc@education.vic.gov.au so interpreters may be arranged via VITS (Victorian Interpreting and Translating Service) or local services.



BACKGROUND

Our school assessment program provides feedback to students and families about academic progress, and prepares students for the requirements of assessment at the senior level as required by the VCAA (Victorian Curriculum and Assessment Authority), DE (the Victorian Department of Education) and IB (International Baccalaureate). Agreeing to the Academic Honesty requirements of VCAA or the IB is required before commencing senior study. Violations of Academic Honesty can risk students' graduation from VCE, VCE-VM or IB programs.

PURPOSE

The purpose of this policy document is to:

- clearly lay out a definition of Academic Honesty and what student behaviour violates Academic Honesty;
- maintain integrity in assessment and reporting so that students and families are accurately informed about student learning; and
- lay out the process and consequences for when students violate this policy.

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COLLEGE MISSION AND VALUES

At Werribee Secondary College we strive for success in all the chosen endeavours of our students. We nurture the values of **respect** and **responsibility**.

We **respect**, and are **responsible** for embracing our identity and that of others; taking care of our local and global communities, and valuing the right to learn.

We respect and are responsible for our:

Learning

I respect my own right to learn and that of others, and I recognise my responsibility to become a lifelong learner.

Identity

I respect the diverse cultures, religions, languages, beliefs, genders, sexual orientation and the specific needs of those around me. I respect my own role within this community and take responsibility to show respect for both myself and others.

Community

I respect the local and global communities within which I live. I understand my responsibility in protecting these communities to ensure a safe and sustainable future in which everyone feels they belong.

RELATED POLICIES

The below policies are available to view on the college website at werribeesc.vic.edu.au:

- Mobile Phone Use Policy
- Inclusion and Diversity Policy
- Student Wellbeing and Engagement Policy
- Digital Technologies
- DET Schools Privacy Policy

SCOPE

This policy applies to all Assessments at Werribee Secondary College. Where the VCAA Policy or IBO Policy differ from this policy, the VCAA Policy or IB Policy take precedence, as applicable. This policy will be valid from 2024. It will require review 2026.

POLICY STATEMENT

Academic Honesty is the expectation that teachers, students, and all members of the school community act with respect and responsibility. Breaching academic integrity is also known as 'academic misconduct' or 'academic dishonesty'.

Assignments and coursework are designed to enable students to learn and demonstrate new ideas. Grading and marking are designed to provide feedback to students on how they have progressed. Therefore, for the results and feedback to hold meaning, all assessment needs to result from **the student's own efforts and genuine attempts to engage with coursework and assignments**.

This policy emphasises the school's commitment to Academic Honesty and outlines the process for breaches of Academic Honesty.

DEFINITIONS

Academic misconduct is behaviour (whether deliberate or inadvertent) that results in, or may result in, the student or any other student gaining an unfair advantage in one or more components of an Assessment. Behaviour that may disadvantage another student is also regarded as academic misconduct.

Major academic misconduct is planned and/or deliberate. Examples of **major** academic misconduct include the following.

- Substantial plagiarism—the intentional representation of the ideas, words or work of another person as your own without proper, clear and explicit acknowledgment (see ‘Referencing’ below). This includes direct ‘copying and pasting’, quoting and paraphrasing the work or ideas of another person without adequate acknowledgement.
- The use of AI Tools (such as ChatGPT) to partially or substantially generate words, solutions, answers or other components of an Assessment and to present them as your own.
- Collusion—supporting academic misconduct by another student, for example, allowing one’s work to be copied or submitted for assessment by another, or providing answers or test materials to another student, even if this student goes to another school.
- Duplication of work—the presentation of the same work for different assessments.
- Misconduct during an examination (for example, taking unauthorised material or electronic devices into an examination, behaviour that disrupts the examination or distracts other students, or communicating with another student).
- The seeking out or sharing of examination content, or possessing knowledge of breaches of exam security/misconduct, either online or in person, with both WSC students or students from other schools.
- Failure to report any knowledge of academic misconduct to relevant school staff, even if it is rumours.
- Any other behaviour that gains an unfair advantage for a student or that affects the results of another student (for example, falsifying records or references, and disclosure of information to and receipt of information from students about the content of an examination paper).

Minor academic misconduct is accidental, inadvertent or careless. Examples of **minor** academic misconduct include the following:

- Inaccurate referencing (see below);
- Minor plagiarism which is inadvertent and which does not constitute a large proportion of the submitted assessment.
- Careless sharing of information which may give another student an advantage in assessment.

Referencing is a method of acknowledging the ideas, words and work of another person. It shows respect for the original owner’s words and ideas. When correctly done, referencing also demonstrates that a student is able to build upon the words and ideas of others to develop their own unique argument, approach or solution in an Assessment.

The College currently uses American Psychological Association 7th edition (APA 7) as its required style of referencing.

ROLES AND RESPONSIBILITIES

It is the role of the whole College community to understand, respect and practice Academic Honesty. The whole College community encompasses the principal class employees, teachers, education support staff, librarians, students and parents.

Expectations of Principal Class members:

- Establish and maintain a current Academic Honesty policy.
- Provide teachers with effective training opportunities.
- Support teachers and students to adhere to the school's Academic Honesty policy.
- Share with legal guardians the aim of the Academic Honesty policy.
- Ensure everybody understands Academic Honesty and consequences for students if they engage in academic misconduct.
- Ensure the WSC Academic Honesty policy aligns with both VCAA and IB regulations.

Expectations of the International Baccalaureate Diploma Programme Coordinator (IBDPC):

- Ensure that the school's Academic Honesty policy is aligned with IB expectations and undergoes a periodic review.
- Ensure that teachers, candidates and legal guardians are aware of IB requirements concerning Academic Honesty.
- Agree with IB teachers an internal calendar of all due dates for the receipt/submission of candidates' assessment material.
- Ensure candidates and invigilators are provided with relevant information about the conduct of examinations and related assessments.
- Ensure all student assessments are submitted through Managebac, using the Turnitin tool.

Expectations of Directors of Faculty and Sub-School Directors:

- Ensure that age and subject-appropriate Academic Honesty skills (correct citing, good researching etc) are included within the curriculum.
- Promote and support Academic Honesty within their team of teachers.
- Set clear expectations for course work and assignments and provide guidance to staff and students.
- Be a role model of academic integrity to other teachers and staff.

Expectations of Teachers:

- Set clear expectations for assignments and provide guidance to students on how to correctly cite the sources they have consulted.
- Discuss and promote the benefits of submitting assignments that are correctly referenced.
- Devote time to teach and practice these skills – making them “second nature”
- Be a role model - make sure all shared materials (i.e handouts, presentations) are correctly referenced.
- Design assignments that do not lend themselves to academic misconduct
- Assess student work objectively to the best of their ability.

Expectations of Students:

- Understand that Academic Honesty is best academic practice.
- Ensure that all work follows best Academic Honesty practices.
- Use the support provided by teachers to adhere to best academic practice.
- Correctly and adequately acknowledge sources.
- Where uncertain about how to demonstrate Academic Honesty, seek guidance from their teachers.
- Inform teaching staff or Directors of Faculty of suspected cases of academic misconduct.

Expectations of Parents/Guardians:

- Support their student.
- Understand Academic Honesty and the potential consequences of academic misconduct.
- Be aware of and understand the internal procedures at the college to confirm authenticity of work.
- Inform teaching staff or Directors of Faculty of suspected cases of academic misconduct.

PROCESS FOR SUSPECTED ACADEMIC MISCONDUCT

- **VCE:** See Appendix A for further information regarding the VCAA process.
- **IBDP:** See Appendix B for further information regarding the IB process

In a school setting, most acts of academic dishonesty are not intentional. The Werribee Secondary College community believes in seizing those opportunities to teach integrity, responsibility and honesty as such those incidents are teachable moments.

If there is a **suspected** or **minor** case of academic dishonesty:

- The class teacher will meet with the student to talk with them about the issue.
- The class teacher will ensure the student is aware of this policy and that the student understands their responsibilities.
- The class teacher will help to clarify assessment requirements and provide support to the student if help with referencing is required.
- If appropriate, the class teacher will work with the student to solve the issue (e.g. re-submission of work).
- If the suspected case of academic dishonesty is found to be major, the below process will be followed.

If there is a **clear major case of academic dishonesty**, and it is the first such instance for a student:

- The class teacher will meet with the student to talk with them about the issue and explain why the student's behaviour is academically dishonest. The teacher and student will work together to solve the problem, e.g. re-submit work, as appropriate.
- The class teacher will ensure the student is aware of this policy and that the student understands their responsibilities.
- The class teacher will inform the year level coordinator, record the incident on Compass and inform the parents by phone.
- Further escalation may be required depending on the severity of the incident, including those steps outlined in the 'further cases' section below.

If there are **further cases** of clear **major** academic dishonesty:

- The class teacher will meet with the student to talk with them about the issue and explain why the student's behaviour is academically dishonest.
- The teacher will inform the year level coordinator, record the incident on Compass and inform the parents through a chronicle entry.
- Parents will be contacted and the teacher will hold a meeting with both the parents and the student to discuss the incident and come up with a solution.
- If the class teacher deems it appropriate, the student will be asked to resubmit the assessment (this may be done via a detention). If the student fails to resubmit, or if the class teacher does not deem resubmission appropriate, the assessment will remain ungraded.
- Repeat and/or clear cases of major academic dishonesty may require consultation with the Faculty Head or sub-school Director.

If any member of the school community (teacher, student, parent/ guardian, tutor, etc) wishes to **report a suspected breach** of this policy:

- The student's year-level Coordinator or appropriate classroom teacher should be contacted in the first instance;
- The allegation will be assessed to determine if the case constitutes an instance of major or minor academic dishonesty: the appropriate steps outlined above will then be followed.

If it is **unclear whether there has been a case of major academic dishonesty**, an investigation may be carried out. Investigations will consider information and evidence (including work samples, opinions, unacknowledged source material, records, assessment instructions, etc) provided by:

- the student or students involved;
- parents/ guardians;
- relevant classroom teacher(s);
- any witnesses, including other students.

In **all cases of suspected major academic misconduct**, the student involved will be given an opportunity to demonstrate that the work submitted is their own and/or was completed in accordance with VCAA/ IBO requirements. The student may be asked to:

- provide evidence of the development of the work;
- discuss the content of the work with the teacher and answer questions to demonstrate their knowledge and understanding of the work;
- provide samples of their other work;
- complete, under supervision, a supplementary assessment task related to the original task.

Depending on the severity of the academic misconduct, the College Principal may decide to organise a hearing or meeting, including with VCAA or IBO representatives if appropriate. If a hearing or meeting is held the student and their parent/guardian will receive at least 24 hours' written notice of the meeting or hearing. The notice must include all relevant details including:

- the date, time, place and likely duration of the meeting or hearing;
- the allegation/s against the student;
- the name of the decision-makers;
- advice that the student may bring a support person to the meeting or hearing;
- the name of a contact person if the student has queries about the meeting or hearing;
- the possible outcomes, including penalties as outlined in the VCAA or IBO guidelines.

Possible outcomes of an instance of major academic dishonesty, an investigation and/or hearing/ meeting include the following, which must be communicated to the student and their parent/ guardian:

- a verbal or written warning;
- detention or suspension;
- refusal to consider the student's work, but giving the student the opportunity to re-submit the work if there is sufficient time before the due date for submission of results according to the assessment schedule (IB or VCAA);
- refusal to accept the part of the student's work found to have been completed in contravention of assessing body's (IB or VCAA) rules and determination of the appropriate result for the relevant outcome forming part of the VCE unit or IB course;
- refusal to accept any part of the work, awarding an N for the outcomes.
- The granting of 0 to the relevant subject, or the non-award of the student's entire IB Diploma (see IBDP Academic Integrity policy for further information regarding the consequences matrix).
- Where relevant, information about the student's right to appeal to the VCAA will be provided to the student and their parent/ guardian.

In major cases in which the College Principal believes a full hearing is not warranted they will nevertheless communicate by writing with the student and family the following:

- The manner in which the student has been found to breach the Academic Honesty Policy;
- The Principal or delegated decision-maker's decision as to consequences for this breach;
- The opportunities the student has been given to provide an explanation for their actions or describe any mitigating factors.

HOW THIS DOCUMENT IS COMMUNICATED

This Academic Honesty Policy has been developed collaboratively with staff at Werribee Secondary College in accordance with VCAA and IB regulations.

- All students will be alerted to the Academic Honesty Policy on the College website upon enrolment for new students, or during course confirmation of subjects for continuing students.
- An explanation of the policy will take place for Senior Students at the beginning of each year.
- The Curriculum, Assessment and Reporting (CAR) committee will monitor implementation of the Academic Honesty Policy with the goal of ensuring all students have the knowledge and skills to demonstrate Academic Honesty at all times.
- The Academic Honesty Policy is published on the Werribee Secondary College website (werribeesc.vic.edu.au), and in the school documentation section of Compass.

