



HSC and RoSA Malpractice in Assessments Policy

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Policy Statement

All work presented in assessment tasks and external examinations (including submitted works and practical examinations) must be a student's own work or must be acknowledged appropriately. Malpractice, including plagiarism, could lead to students receiving zero marks and could jeopardise their overall results. (<https://ace.nesa.nsw.edu.au/ace-9023>)

Purpose

1. To outline what constitutes malpractice in the school setting
2. To determine what processes are used to investigate suspected cases of malpractice
3. The possible penalties for malpractice
4. The student appeals process.

Definition

Malpractice is any attempt to gain an unfair advantage over other students. Malpractice in any form including plagiarism, collusion, misrepresentation, and or a breach of assessment conditions is unacceptable. NESA treats allegations of malpractice very seriously and detected malpractice will jeopardise a student's award and achievement of the HSC or RoSA.

For NESA's definitions of plagiarism, collusion, misrepresentation, and breach of assessment conditions, please refer to the link below.

https://curriculum.nsw.edu.au/ace-rules/ace10/malpractice#acerule=n10_1_types_of_malpractice&part=content_0

Guidelines

ET Australia Secondary College assessment policies and procedures adhere to NESA's assessment requirements, which clearly outlines that all students must submit their own work in assessments.

The honesty of students in completing assessment tasks, examinations and submitted works, and of teachers and others in guiding students, underpins the integrity of school education. Throughout the assessment process, the highest level of honesty is required.

Each student's mark will be determined by the quality of the work produced by the student only. To demonstrate honesty, any component of a student's work that has been written, created, or developed by others, must be acknowledged in accordance with NESA's subject-specific documentation. Use or inclusion of material from other sources such as books, journals and electronic sources, including the internet, must be acknowledged. General teaching and learning do not require formal acknowledgement.

Dishonest behaviour carried out for the purpose of gaining unfair advantage in the assessment process constitutes malpractice, or cheating. Malpractice in any form, including plagiarism, collusion, misrepresentation, or a breach of assessment conditions is unacceptable. ETASC and NESAs treat allegations of malpractice very seriously and detected malpractice will limit a student's marks and overall grades. Should malpractice be suspected, students will be required to demonstrate that all unacknowledged work is entirely their own. Serious and deliberate acts of malpractice amount to corrupt conduct and, where appropriate, NESAs will report matters to the Independent Commission Against Corruption.

These requirements should be read in conjunction with NESAs syllabuses and policies in related areas such as malpractice and satisfactory completion of a course. They include:

- Rules and Procedures Guide
- HSC: All My Own Work Program

Process of Investigation

Students who produce work that is contrary to the ethos of the College or are guilty of any other form of malpractice during an assessment task will be investigated and where appropriate penalised.

Teachers who suspect that a student has submitted work that aligns with, but is not limited to, any of the malpractice activities listed below are to present the work and the original source to the Curriculum Coordinator.

The Curriculum Coordinator will investigate the claim by reviewing the work, reviewing past grades, classroom work and discussing the assessment with the student using the process of producing evidence listed below. Programs such as Turnitin or other filters will be used when investigating work submitted electronically to determine if the work has been generated by AI programs (for example, ChatGPT).

In the case of suspected plagiarism, students will be required to provide evidence that all unacknowledged work is entirely their own. Such evidence might include, but is not limited to, the student:

- providing evidence of and explaining the process of their work, which might include diaries, journals or notes, working plans or sketches, and progressive drafts to show the development of their ideas.
- answering questions regarding the assessment task, examination or submitted work under investigation, to demonstrate their knowledge, understanding and skills.

With the increase in use of the internet as a source of information in the completion of Assessment tasks, students must ensure that any work that they submit has been adequately referenced. Plagiarism will be deemed as malpractice and students who plagiarise another person's work may receive a mark of zero for that task. The penalty will be determined by consultation between the Curriculum Coordinator, Assistant Principal and/or Deputy Principal.

Malpractice is any activity that allows students to gain an unfair advantage over other students. It includes, but is not limited to:

- copying someone else's work in part or in whole and presenting it as their own
- using material directly from books, journals, CDs or the internet without reference to the source
- building on the ideas of another person without reference to the source
- buying, stealing or borrowing another person's work and presenting it as their own
- submitting work to which another person, such as a parent, coach or subject expert, has contributed substantially
- using words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement
- paying someone to write or prepare material
- breaching school examination rules
- using non-approved aids during an assessment task
- contriving false explanations to explain work not handed in by the due date
- assisting another student to engage in malpractice
- submitting work that has been generated using artificial intelligence, for example, ChatGPT.

Possible Penalties for Malpractice

Penalties for malpractice will be determined by the Principal in consultation with the Deputy Principal, Assistant Principal, and Curriculum Coordinator. The severity of the malpractice and the advantaged gained by the student will be taken into consideration along with the supporting evidence when determining a penalty.

Possible penalties include:

- Specific sections found to contain malpractice will be awarded a mark of zero
- A mark of zero being awarded for that task, assessment or examination
- An N determination for the task, assessment or examination if the work is not re-submitted with the student's own work.
- Expulsion from the school for breaching the expected behaviour and consequences as signed at enrolment – I am doing or contributing to an act of dishonesty, including cheating in work required.

All possible penalties will be determined on the severity of the malpractice and the supporting evidence. The penalty will be determined by consultation between the Assistant Principal, Deputy Principal, and Principal. All penalties for malpractice will be confirmed via email to parents/carers.

Process for Appeals

If a resolution could not be reached at a class level, students wishing to appeal against the grade(s) in any subject awarded to them by the school should submit a written appeal, together with evidence, to the Principal or delegate.

To be successful in such appeals, students will need to substantiate how the submitted assessment and supporting evidence does not constitute malpractice according to this policy.

If the appeal is upheld and a resolution at class level is not successful, the Curriculum Coordinator will refer this matter to the Principal or delegate. An investigation will occur with a review of the assessment marks, the grade, reporting procedures and where possible work samples.

If the appeal is not upheld, the Curriculum Coordinator will inform the student and teacher.

If the appeal is upheld, the Principal or delegate should send notification of the new grade(s) to NESAs if required.

Where possible, all reviews of malpractice in assessment in any subject should be resolved within the school. However, provision has been made for subsequent appeals to NESAs based on the grade applied to the assessment.

NESA will consider only whether:

- The school review process was adequate for determining whether the procedures used by the school for determining if malpractice took place and therefore awarded grade(s) conform with NESAs advice and the school's policy regarding the grading of student achievement.
- The conduct of the school review was proper in all respects.

Since the appeal is directed to the progressive reporting by the school, NESAs will not revise individual tasks or test marks.

If the appeal is upheld, NESAs will refer the matter back to the school for further review.

ETASC Malpractice in Assessment Policy & Procedure			
Version Number	Purpose / Change	Author	Date
0.1	Policy and procedure created	Kimberley Wheeler	17 September 2024
0.2	Reviewed and changes made to include: <ul style="list-style-type: none"> - Whole school policy - Addition of roles and responsibilities in investigation malpractice and determining penalties - Addition of possible penalties - Inclusion of appeals process 	Lachlan Scott	03 October 2024
1.0 APPROVED BY:		Tony Mylan	14 October 2024