

RTO Authentication Policy & Procedure

AQTF REFERENCE

VRQA 2.2: The provider must demonstrate that it has measures in place to prevent and detect cheating and plagiarism amongst its students and to deal appropriately with any instances of these practices.

SCOPE

The purpose of this policy is to ensure that the Box Hill Senior Secondary College RTO has policies and procedures in-place including definitions of plagiarism and cheating and indicating forms of preventative and corrective actions.

POLICY STATEMENT

Students must only submit work for coursework SACs/SATs/Assessment Tasks that is clearly their own work and completed in the current year. The college will not tolerate **cheating or plagiarism in any form. Learning to think and work independently is part of the educational process.**

DEFINITIONS

Cheating

Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means. Cheating includes, but is not limited to: lying; copying from another's test or examination; discussion at any time of answers or questions on an examination or test, unless such discussion is specifically authorized by the teacher; taking or receiving copies of an exam without the permission of the teacher; using or displaying notes, "cheat sheets," or other information devices inappropriate to the prescribed test conditions; allowing someone other than the officially enrolled student to represent same.

Plagiarism

Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own without giving proper credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived through independent reasoning or logic or where the thought or idea is common knowledge. Acknowledgement of an original author or source must be made through appropriate references; i.e., quotation marks, footnotes, or commentary. Examples of plagiarism include, but are not limited to the following: the submission of a work, either in part or in whole completed by another; failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another; failure to use quotation marks (or other means of setting apart, such as the use of indentation or a different font size) when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof; close and lengthy paraphrasing of another's writing without credit or originality; use of another's project or programs or part thereof without giving credit.

A student 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

Acceptable levels of assistance include:

- the incorporation of ideas or material derived from other sources (e.g. by reading, viewing or note-taking) 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:

- the use of, or copying of, another 's work or other resources without acknowledgment;
- corrections or improvements made or dictated by another person.

A student must not submit the same piece of work for assessment in more than one study.

A student who knowingly assists other students in a breach of rules may be penalised.

A student must sign the declaration of authenticity for work done outside class at the time of submitting the completed task. This declaration states that all unacknowledged work is the student's own.

Work which cannot be authenticated will be dealt with as a breach of rules relating to assessment. Any breach of rules relating to assessment at the College will be investigated by a panel in accordance with VCAA guidelines.

A student awarded an 'N' for an outcome as a penalty for a substantive breach of rules will not be awarded satisfactory completion of that unit.

Students have the right of appeal to the College Principal against a decision not to authenticate work. This must be done in writing within 7 days of the Panel decision and include evidence the work has been sighted by the teacher during the period when the SAC or SAT was being undertaken.

RESPONSIBILITIES/PROCEDURE

TEACHER

To ensure that work submitted by students is their own work. If the teacher feels that the work is not the students work, they should raise this first with the student, prior to lodging a written report.

The student and teacher can either:

1. Agree that the work was the students work and then the work is assessed
2. Agree that the work is not the students work and the student completes the work again and resubmits
3. Disagree whether or not the students work is their own and the issue can be escalated as per the Student Grievances and Appeals Policy.

VET COORDINATOR

Box Hill Senior Secondary College RTO 6631



Provide advice and assistance to the Director of Curriculum/Assistant Principal in relation to VET unit complaints.

DIRECTOR of CURRICULUM/ASSISTANT PRINCIPAL

To handle any complaints arising from this policy – Student Grievances and Appeals Policy

RELATED DOCUMENTS

FEEDBACK AND COVERSHEET Compliance Template

Student Handbook