



ACADEMIC INTEGRITY

AT GUILFORD YOUNG COLLEGE

Introduction

While the TQA's Standard for Providers' Responsibility for the Authenticity and Academic Integrity of Student Work Submitted for Assessment relates to the integrity of folio or other project work submitted for assessment for TQA level 3 courses, GYC takes a very serious view of issues pertaining to plagiarism and academic integrity. It is essential that all students are educated about the importance of academic integrity and the consequences of plagiarism. Accordingly, teachers of all courses offered at GYC will implement common procedures for academic integrity, and all students will be made aware of these and will be expected to follow the guidelines.

Drafted and presented to staff for feedback in 2011. Active 2012.

Review: January 2015

Version Control

Version control will be noted in a footer of the document. New versions will be authorised by the Principal or the Directors of Teaching & Learning. All staff will be informed electronically, and by their Teaching & Learning Managers, when a new version becomes available. Staff and students will be able to access the document via SIMON.

Procedure

The College has a legal responsibility to clearly articulate to learners and their parents the procedures involved in submitting externally assessed folios and or project work. The authenticity and academic integrity of all work submitted for assessment must be assured. This procedure allows the College to guarantee to the TQA that it can with confidence accept that, except where otherwise acknowledged, folio work submitted for external assessment is the work of the student submitting it and that all sources have been properly acknowledged.

All students will be informed about authenticity and academic integrity. They will be informed in the following ways:

- At the first Teaching and Learning Assembly for the year.
- Provision of an abridged copy of the TQA's *Academic Integrity & Plagiarism: A Guide*
- Students will sign a declaration confirming that they have read and understood the TQA Guide.
- Students will be given a copy of the Deadlines and Extensions Policy (also available on SIMON).
- Each subject teacher will cover the ways in which the procedure applies to that subject.
- Each teacher is required to provide students with written notification of summative assessment tasks, due dates and criteria being assessed. **This will be published in the SIMON calendar and is covered in the Scope and Sequence documents.**
- All students enrolled in TQA level 3 courses that require submission of folios will be supplied with a list of external assessment due dates once they are published by the TQA
- The TQA Academic Integrity Guide can be found at www.tqa.tas.gov.au/4675.

DEADLINES and EXTENSIONS POLICY

Rationale

- The policy reflects our College ethos of providing justice, support and equal opportunity for all learners.
- The College supports the rights of all students to be clearly informed of the requirements and expectations of the work they present for assessment.
- The consequences of the failure to comply with those requirements and expectations must be clearly articulated to students and parents.
- The policy supports quality assurance processes and accountability for academic integrity which are integral to the delivery and assessment of courses for the Tasmanian Certificate of Education as articulated by the Tasmanian Qualifications Authority.

Policy and procedure

It is the responsibility of staff and students to be fully informed of the assessment requirements of individual courses.

- Realistic deadlines will be set
- For all summative assessments, the due date, the task and criteria to be assessed must be clearly stated on the assignment document. This ensures that the student has been adequately informed in the case of non-submission of work.
- Work not submitted by the due date may be given 'z' ratings unless an extension has been negotiated with the subject teacher at least 48 hours prior to the due date.
- Extensions will only be granted for serious reasons and requests must be formally acknowledged by a parent/guardian/counsellor.
- Where some progress has been made but an assignment is incomplete by the due date, teachers will assess what is presented.
- In the case of externally assessed work, such as folios, it is a requirement of the Tasmanian Qualifications Authority that a medical certificate be provided if the due date cannot be met.
- In the case of foreseeable absences, such as College activities, it is the responsibility of students to notify the teacher(s) of their impending absence and to complete assessment requirements as negotiated.
- Students must be prepared to sit for any test they have missed at a time negotiated with the teacher. This may be an alternative test.
- Once marked work has been returned to other students, subsequent submission of that work for the purposes of obtaining ratings against criteria may not be possible.
- Ongoing failure to meet deadlines on a summative assessment task, without the appropriate request for an extension, will be communicated to parents/guardians.

Testing

Testing is an essential component of the learning process. In keeping with our quality assurance process, and to ensure the validity of tests and equity for all students, the College has in place the following protocol:

- If a student is absent due to illness on the day of a test and the College has been officially notified by a parent, the teacher may arrange with the student to sit the test at another time if appropriate. It may be an alternative test.
- If a student is absent and the College is not officially notified so that an SMS is sent then this is regarded as an unexplained absence and the student will receive 'z' ratings (unless there are exceptional circumstances which need to be communicated by a parent/guardian).
- Where there is a pattern of absences for tests, a medical certificate may be required.

Submission of work

- Individual teachers can decide as to the method of submission for assessment tasks (electronic or hard copy) and should inform students accordingly.
- If the teacher accepts an electronic version it is the responsibility of the student to ensure it has been received.

Notification of final internal assessment

- All students will be given their final ratings for TQA 3 subjects by the designated date in Study Week.
- At the discretion of teachers, students may complete additional work during the Study Week but this can only be used for the purposes of practice and feedback to assist students with their exam preparation. Such work must NOT be given ratings against criteria which are then used towards the internal assessment.
- In some special cases, such as where a student has had extended absence due to illness, teachers may choose to accept alternative work that was set earlier in the year but not submitted.

Folios

Folio is the term used by the TQA to mean work that students submit for external assessment in several TQA 3 subjects. A folio may be written work and/or a product.

- Information about the preparation and submission of a folio will be provided to students in relevant subjects. The TQA document *How to Submit a Folio or External Assessment* is available at <http://www.tqa.tas.gov.au/2043>
- It is the role of the subject moderator to ensure all subject teachers are aware of folio requirements for each subject.
- The College supports the right of a student to request a review of a teacher's decision not to sign the Teacher Declaration form.
- Students must consult the Director of Teaching and Learning if they wish to seek a review.
- The student (and a parent/guardian where appropriate) will meet with the teacher, a Teaching and Learning Manager and the Director of Teaching and Learning. The student will be required to bring evidence to support their case.
- The student will be notified in writing of the review panel's decision within one week.
- TQA will be notified of outcome of the review immediately by the Director of Teaching & Learning as necessary.

Authenticity

- If a student is detected cheating on a test or internal exam, the student will receive 'z' ratings. The student will not be permitted to re-sit that test, and their parents will be informed.
- If a teacher receives a final piece of work and suspects it is not the student's own work then they must take initial steps to ascertain authenticity (Google, Turnitin etc.)
- If these initial steps indicate plagiarism they must notify their Teaching & Learning Manager immediately.
- If further investigations by the teacher and the manager indicate plagiarism then the student must be interviewed.
- If plagiarism is detected, parents must be notified by letter.
- The student will receive a 'z' rating for the piece of work and will not be allowed to re-submit this particular piece of work.
- Notification must be made on the behavior management system.
- If the plagiarism is in the final draft of an externally assessed folio the Director of Teaching & Learning will be notified and will decide the course of action.

Record keeping

- All teachers will keep a record of their assessments in the electronic markbook for all of the courses that they teach. Teaching and Learning Managers will make regular checks that this is occurring.
- All teachers must keep electronic or hard-copy records of interview/student progress on folios for each student.
- If a CBA book is used as an additional record-keeping document, it must remain readily available at the College.