



# **ACADEMIC INTEGRITY**

## **AT GUILFORD YOUNG COLLEGE**

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## **Introduction**

While TASC'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 Level 3 and 4 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.

Reviewed: December 2017

## **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 TASC 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 TASC's *Academic Integrity & Plagiarism: A Guide*
- Students will sign a declaration confirming that they have read and understood the TASC guide.
- Students will be given a copy of the Deadlines and Extensions Policy (also available on SIMON, our learning management system).
- 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 Level 3 and 4 courses that require submission of folios will be supplied via SIMON with a list of external assessment due dates once they are published by TASC.
- The TASC Authenticity and academic integrity guide can be found at: <https://www.tasc.tas.gov.au/students/academic-integrity>
- The link will be available on SIMON.

## **Folios**

Folio is the term used by TASC to mean work that students submit for external assessment in several Level 3 and 4 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 TASC document *How to submit a folio* is available at: <https://www.tasc.tas.gov.au/wp-content/uploads/2017/08/NEW-How-to-Submit-a-Folio.pdf>
- 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.
- TASC will be notified of the 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 will take initial steps to ascertain authenticity (Google, Turn it in etc.)
- If these initial steps indicate plagiarism they will notify their Teaching & Learning Manager immediately.
- If further investigations by the teacher and the manager indicate plagiarism, then the student will be interviewed.
- If plagiarism is detected, teacher and manager determine the ratings
- Parents will be notified and the process documented
- The student may receive a 'z' rating for the piece of work and will not be allowed to re-submit this work.
- Notification will 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.

## **Internal Assessment**

- Students will have electronic access to their internal ratings via the College's Learning Management System throughout the year.
- The Final internal ratings of all teachers are subject to a process of internal moderation, both within and across campuses, and are reviewed by the subject moderator before being submitted to TASC.
- Internal ratings are also made available to students prior to being submitted to TASC.
- The College supports the right of a student to request a review of their internal ratings.
- Students must consult their subject teacher if they wish to seek a review
- Should the student not be satisfied with the outcome, he/she must consult the Director of Teaching and Learning if they wish to seek a further review.
- Should the matter still be unresolved, the student (and a parent/guardian where appropriate) will meet with the teacher, a Moderator and the Director of Teaching and Learning.
- A final decision will be reached by the Director of Teaching and Learning in conjunction with the Principal.
- The student will be notified in writing of the decision within one week.
- Should the student remain aggrieved the TCEO Grievance policy will be invoked and the final determination made by the Director of Catholic Education.

## **Record keeping**

- All teachers will keep a record of their assessments in the electronic mark book for all of the courses that they teach. Teaching and Learning Managers will make regular checks that this is occurring.
- All teachers will 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 will remain readily available at the College.
- A one-page document will be made available in student documents on the College's learning management system (SIMON) at the end of the year detailing the review process for internal ratings
- In the case of a review related to the non-signing of a folio declaration or internal assessment all documentation of the process must be retained by the Director of Teaching and Learning.
- Records of processes and outcomes for any review would include: requests made for review, records of meetings, action of the review and subsequent revision of the process and any improvements made to practices.

## **Archival of student work samples**

- In scope and sequence meetings held at the start of the year, moderators will remind teachers, involved in delivering courses which require PA/SA borderline work samples, to keep samples throughout the year.
- Teaching and Learning Managers will monitor and ensure that the process is followed by all teachers throughout the course of the year.
- Archived samples will be moderated at qa meetings throughout the year. All samples will need to have the following requisite attachments: The task descriptor, rubric and notes indicating why it is borderline PA/SA.
- Those teachers who are the only teacher of a course will need to moderate any available samples with other providers. If necessary, the samples may need to be accessed from other providers.
- All moderated samples will be scanned and stored on the College's learning management system (SIMON) under staff documents, archived samples.
- These archived samples will be available for teachers delivering the course in the following year.