



MacKillop
CATHOLIC COLLEGE

2023

ACADEMIC INTEGRITY PROTOCOL

excellence compassion service

ACADEMIC INTEGRITY PROTOCOL

VERSION:	2.0	APPROVED BY:	College Leadership Team; Teacher Librarian; Learning Leaders
DRAFTED BY:	Deputy Principal - Learning and Teaching	DATE APPROVED:	June 2022 February 2023
BREACHES REPORTABLE TO:	Directors of Junior and Senior School; TASC Liaison Officer; Deputy Principal: Learning & Teaching Committee	SCHEDULED REVIEW DATE:	October 2023

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Introduction

Academic integrity is a very serious issue, and all students at MacKillop Catholic College are expected to have academic integrity. Equally, all teachers at the College have a responsibility to ensure that students do conduct their studies in an honest and fair way. There are significant penalties for academic dishonesty, so it is important that all students and staff are familiar with the expectations and procedures outlined in this document.

All secondary students are expected to undertake their studies in a way that is honest and fair.

This means that:

- All your work you submit for marking must be your own work
- You must acknowledge where you have borrowed or used some else's work
- You must not help other people to be dishonest, for example, by giving them your answers or your assessment to copy.

Whenever you use someone else ideas, images, information, words, data or music in your work, you must acknowledge where you got that idea (or image, information, etc.) from. This is done by including accurate references throughout your work.

Referencing allows makers to clearly see what parts of your work are your own, what parts you have borrowed from other people's work, and where you found it.

(TASC Academic Integrity, <https://www.tasc.tas.gov.au/students/academic-integrity>)

Procedure:

Year 7 – 10 Students

The development of procedures for Academic Integrity in Years 7 – 10 are underpinning for the expectations of TASC in Year 11 and 12.

This protocol recognises that our students need to be taught the necessary referencing skills so that they can acknowledge the ideas of others.

All students will be involved in learning about academic integrity. Listed below are the steps in the 7-10 procedure that will be followed each year:

1. Early in the year, each teacher will reinforce the importance of academic integrity and authenticity with each of their classes. This will include introduction to, or revision of, the processes for acknowledging sources in assignments.
2. Referencing support will be given to every student via subject teachers supported by the Resource Centre Manager and the Director of Senior Schooling.
3. Students will be expected to submit all work, aside from practical pieces to the College's Learning Management System: SEQTA.
4. SEQTA runs academic integrity software called Turnitin. Teachers can use the Turnitin report to determine whether a student's work has breached academic integrity. If the determination is that plagiarism is evident the steps outlined in '*Breaches of Academic Integrity*' will be followed.

Year 11 – 12 Students

Guidance for Academic Integrity is provided by [TASC's Academic Integrity Guide](#).

All teachers of Year 11 and 12 students are required to advise students about academic integrity, referencing correctly and using the Student Declaration for externally assessed work.

By signing this form, you are declaring that you will follow the external assessment rules. This includes the obligation to make sure that any material you submit for external assessment, except where the source of the information, image, ideas, or works is explicitly acknowledged, is your own work. A copy of the external assessment rules is available on the TASC website.

Listed below are the steps in the 11/12 procedure that will be followed each year:

1. All Senior Students will have access to the Academic Integrity Protocol via their SEQTA dashboard.
2. All Year 11 students, and new students in Year 12, will be required to attend an information session on Academic Integrity. This will be run by the Resource Centre Manager and the Director of Senior Schooling. The session will cover the following:
 - a. The importance of academic integrity.
 - b. The significance of breaches of academic integrity; and
 - c. The support and resources available for students at the College.
3. It is expected that all course teachers will cover the expectations of this Protocol.

4. All students will have access to written notification of assessment tasks, expectations, and consequences of plagiarism.
5. Students will be expected to submit all work, aside from practical pieces to the College's Learning Management System: SEQTA. As part of the submission process, students must sign an electronic declaration to state that...
 - a. the work is all their own; and
 - b. the piece contains no unacknowledged source material.
6. SEQTA runs academic integrity software called Turnitin. Teachers can use the Turnitin report to determine whether a student's work has breached academic integrity. If the determination is that plagiarism is evident the steps outlined in 'Breaches of Academic Integrity' will be followed.

Procedure For Folios:

Several Level 3 and 4 TASC subjects are assessed externally through the submission of folios of work. These folios can comprise written pieces and/or material products.

- The TASC subject moderator will ensure that all teachers of a subject have the necessary information regarding folio requirements.
- This information will then be passed on by the subject teacher to the students enrolled in the course.
- Where possible, students will complete work for the folios/assessment tasks in class under close supervision.
- Teachers will keep records of discussions and consultation relating to drafts. These records will serve as evidence of the developmental process and the authenticity of the student's work. Ideally, there should be three records of these drafts.
- Students must keep their own notes and drafts from the developmental process until the final awards are distributed by TASC at the end of that calendar year of study.
- Final copies of folio works must be stored at the College and be accessible to the Deputy Principal: Learning and Teaching and Director of Learning and Teaching (in case the subject teacher is absent).
- Students are required to sign the **Student Declaration** when submitting their folio to TASC. This declaration certifies that the work within the folio is entirely original and authentic, except where the student has explicitly acknowledged sources of information, ideas, or content.

- If a teacher is satisfied that a student's folio is original and authentic, they endorse the Student Declaration with their signature. If the teacher believes that a folio has breached academic integrity, they will not sign the declaration, thereby not endorsing the body of work. If a folio is not endorsed the process below will be followed:
 - All students have the right to request a review of a teacher's decision not to endorse a folio of work. These requests need to be made in writing and directed to the Director of Senior Schooling.
 - The student will then meet with the teacher, the relevant Learning Leader, and the Director of Senior Schooling. The student will need to bring any available evidence to support their case.
 - The panel conducting the review will complete this process within one week. The student will then be notified of the result in writing.
 - The TASC Liaison Officer will then alert TASC to the outcome of the review as soon as possible.

Potential Consequences of a Breach of Academic Integrity:

Year 7 - 10

BREACH 1:

- A. The teacher will communicate the student to the breach of academic integrity and discuss it with them. The student will be able to respond to the concern with their understanding of the alleged breach.
- B. A note will be made of the breach in SEQTA under 'Academic Major'. The teacher should, where possible, attach a copy of the plagiarised work. The source material should also be included if it can be done so **without** detailing other students' names. If this cannot be achieved, this step must be avoided.
- C. The student should be given the chance to resubmit the assignment if there is a commitment to abide by the expectations of academic integrity.

BREACH 2:

- A. The teacher will alert the relevant Learning Leader, who will then arrange a meeting with the student and the teacher to discuss the breach.
- B. The Learning Leader will contact the student's parent(s)/guardian(s) to discuss the ongoing concern and the associated procedures.
- C. Details of the breach and the meeting notes will be logged in SEQTA under 'Academic Major' by the Learning Leader.
- D. Only the sections of the assessment item that are not deemed to be a breach will be marked. The assignment feedback in SEQTA should note that there was a breach in academic integrity.

BREACH 3:

- A. The teacher and Learning Leader will alert the Director of Junior/Senior School. A meeting will be arranged for the student, parent(s)/guardian(s), Director of Junior/Senior School to discuss the breaches.
- B. Should the breach of academic integrity be confirmed, the student will serve an academic detention, at which they will be required to complete the Breach of Academic Integrity Task.
- C. Details of the breach and the meeting notes will be logged in SEQTA under 'Academic Major' by the Director of Junior/Senior Schooling.
- D. The student will receive a mark of 'No Evidence' for the submitted assignment. They will not be allowed to resubmit.

Year 11 – 12

The consequences for a potential breach will be specifically guided by the [TASC Academic Integrity Guide](#).

Internal Assessment

- A.** The teacher and Learning Leader will alert the Director of Senior School. A meeting will be arranged for the student, parent(s)/guardian(s), Director of Senior School to discuss the breaches.
- B.** Should the breach of academic integrity be confirmed, the student will serve an academic detention, at which they will be required to complete the Breach of Academic Integrity Task.
- C.** Details of the breach and the meeting notes will be logged in SEQTA under 'Academic Major' by the Director of Senior Schooling.
- D.** The student will receive a mark of 'Z' for the submitted assignment. They will not be allowed to resubmit.

External Assessment

If it is found that you breached the external assessment rules and have not maintained academic integrity when submitting your externally assessed folio or other project work, a penalty may be applied.

The severity of the penalty will depend on the severity of the offence, and may include:

- a formal warning
- all unacknowledged material being disregarded when your work is marked
- a cap on the maximum rating you can achieve for the external assessment for that course (for example, markers may be instructed to give no higher than a 'C' rating for each criteria)

- the cancellation of all internal and external ratings for that course, or
- the cancellation of all ratings for all your TASC-accredited courses.

Glossary

Academic integrity

Academic integrity relates to the moral code surrounding academic work. To be a College community of academic integrity we need to act with honesty and responsibility in our academic endeavours, always completing our own work and always acknowledging any sources that we have used through accurate referencing.

Authenticity

Authentic means genuine/not a copy. In other words, authentic work means work that is genuinely your own and not the work of another.

Breach

As a verb, breach means to break a code, law or agreement.

External assessment

An external assessment is an assessment of achievement conducted by an external agency, such as The Office of Tasmanian Assessment, Standards and Certification (TASC)

Internal Assessment

An internal assessment is an assessment of achievement conducted by the College.

Student Declaration

Student declarations are mandatory (i.e., compulsory) with work folios, or project pieces, submitted to TASC for external assessment. These declarations must be signed by both the student and their teacher, on behalf of the College. TASC requires these declarations so there can be confidence that...

- the work is the student's own;
- any sources used by the student have been appropriately acknowledged;
- the work was submitted by the required date; and
- MacKillop College's processes for authenticity and academic integrity have been followed.

<https://www.tasc.tas.gov.au/teachers/academic-integrity/>

Appendices

Appendix 1:

Link to The Office of Tasmanian Assessment, Standards and Certification Academic Integrity Guide:

[**ACADEMIC INTEGRITY GUIDE**](#)