



MacKillop
CATHOLIC COLLEGE

ACADEMIC INTEGRITY PROTOCOL

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ACADEMIC INTEGRITY PROTOCOL

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Purpose

The purpose of this protocol is to set out the requirements for the documented procedure that MacKillop Catholic College (MKC) will implement for the effective assurance of the authenticity and academic integrity of work submitted for assessment by students at the College. This protocol applies to all MKC students, and informs teachers who are responsible for the authenticity and academic integrity of MKC students.

Definitions

Academic integrity is the undertaking of study in a way that is honest and fair. All MKC students are expected to have academic integrity. Students must always complete their own work and always acknowledge any sources that they have used through accurate referencing. Whenever students use someone else's ideas, images, information, words, data or music in their work, they must acknowledge where they got that idea (or image, information, etc.) from. This is done by including accurate references throughout your work.

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

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. Any material assistance or other substantial contribution from another person must be identified.

A Breach of Academic Integrity is when a MKC student is found to have breached the MKC Academic Integrity Protocol. Breaches of academic integrity include, but are not limited to: the submission of another's work as one's own, intentionally or unintentionally, without appropriate reference to the source of the works. This includes presenting the works of another student/individual/group as their own work.

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 is a document signed by the student, countersigned by a teacher on behalf of the School or its provider and attached to a folio or other project work submitted to TASC for external assessment. The work is not accepted for assessment without this declaration. In signing the declaration, the student is promising that the work, except where explicitly acknowledged, is the student's own work. In signing the declaration, the teacher on behalf of the School or its provider is promising 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.

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

Academic Integrity Procedure: Year 7 – 10 Students

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 Library Manager and the Director of Curriculum and Pedagogy.
3. Students will be expected to submit all work, aside from practical pieces via the College's Learning Management System: SEQTA.

4. SEQTA runs academic integrity software called Turnitin. Teachers can use the Turnitin report to assist in determining 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.

Academic Integrity Procedure: 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.

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 Library Manager and the TASC Liaison Officer. 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 early in the year will reinforce the importance of academic integrity and authenticity with each of their classes. This will include demonstrating the most appropriate way to acknowledge others' sources in assessments, and if a specific referencing style must be used in that subject such as MLA (Modern Language Association) in TASC English Literature (ENL315114).
4. Referencing support will be given to every student via subject teachers supported by the Resource Centre Manager and the Director of Curriculum and Pedagogy.
5. All students will have access to written notification of assessment tasks, expectations, and consequences of plagiarism.

6. Students will be expected to submit all work, aside from practical pieces via the College's Learning Management System: SEQTA.
7. SEQTA runs academic integrity software called Turnitin. Teachers can use the Turnitin report to assist in determining 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.

Additional Academic Integrity Procedure For Year 11 - 12 Students Folio or other Project Work Submitted to TASC for External Assessment:

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

- All teachers of a TASC subject should be aware of the necessary information regarding folio requirements, as outlined in subject syllabus documentation.
- 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.
- Conferencing notes on the student's progression and a final copy of the works must be stored on College property and accessible to the Head of Learning and Director of Curriculum and Pedagogy in the event the subject teacher is not available to sign the student declaration.
- 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 Curriculum and Pedagogy.
 - The student will then meet with the teacher, the relevant Head of Learning, and the Director of Curriculum & Pedagogy / TASC Liaison Officer. 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. TASC will be advised of the outcome of the review via a TRACs task under the student's name.
 - A record of the investigation and outcome will be maintained on the student file. Records of the evidence, review and outcome will be held in accordance with relevant legislative requirements.

Breach of Academic Integrity Procedure: Year 7 - 10

If a teacher deems student work to be in breach of academic integrity based on their awareness of the skills and knowledge of individual students and the Turnitin report, the teacher will follow the below procedure:

BREACH 1:

1. The teacher will communicate the breach of academic integrity to the student and discuss it with them. The student will be able to respond to the concern with their understanding of the alleged breach.

2. A note will be made of the breach in SEQTA under 'Academic Major Breach of Academic Integrity'. 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.
3. 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:

1. The teacher will alert the relevant Head of Learning, who will then arrange a meeting with the student and the teacher to discuss the breach.
2. The Head of Learning will contact the student's parent(s)/guardian(s) to discuss the ongoing concern and the associated procedures.
3. Details of the breach and the meeting notes will be logged in SEQTA under 'Academic Major Breach of Academic Integrity' by the Head of Learning.
4. 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:

1. The teacher and Head of Learning will alert the Director of Curriculum and Pedagogy. A meeting will be arranged for the student, parent(s)/guardian(s), Director of Curriculum and Pedagogy to discuss the breaches.
2. Should the breach of academic integrity be confirmed, the student will serve an academic catch-up, at which they will be required to complete the Breach of Academic Integrity Task.
3. Details of the breach and the meeting notes will be logged in SEQTA under 'Academic Major Breach of Academic Integrity' by the Director of Curriculum and Pedagogy.

4. The student will receive a mark of 'No Evidence' for the submitted assignment. They will not be allowed to resubmit.

If a student contests the teacher's view that that assessment is in breach of academic integrity, the student may be offered additional assessment techniques (such as oral assessment or work completed under test conditions).

Breach of Academic Integrity Procedure: Year 11 – 12

If a teacher deems student work to be in breach of academic integrity based on their awareness of the skills and knowledge of individual students and the Turnitin report, the teacher will follow the below procedure:

Please note: If the student has a learning plan please include the Director of Learning Enhancement in any breach of academic integrity.

Internal Assessment

1. In the first instance of a breach of academic integrity;
 - a. the teacher will speak with the student regarding the requirements of academic integrity and alert them to the breach of academic integrity in the concerned assessment (students will also be offered an opportunity to reply to the identified breach with their view as to the authenticity or otherwise of the assessment at this time);
 - b. the teacher will notify the student's parents via email. NOTE that teachers can attach a copy of concerned work to the email but not a copy of the Turnitin report if it includes other students' names;
 - c. the teacher will log the breach of academic integrity on SEQTA under 'Academic Major' - 'breach of academic integrity';
 - d. the student will attend an academic catch-up, at which they will be required to complete the Breach of Academic Integrity Task, and finally;
 - e. the student is permitted to resubmit the assessment provided there is a commitment by the student to refrain from further breaches of academic

integrity; and it will be noted in the assessment comment on SEQTA that there was an initial breach of academic integrity.

2. In the second instance of a breach of academic integrity:
 - a. the teacher will notify the Head of Learning who will arrange a meeting with the student and teacher to discuss the breach (students will also be offered an opportunity to reply to the identified breach with their view as to the authenticity or otherwise of the assessment at this time);
 - b. the Head of Learning will contact the parents/guardian/s of the student to discuss the breach of academic integrity and inform them of the associated procedure;
 - c. the teacher will log the breach of academic integrity on Seqta under 'Academic Major' - 'breach of academic integrity; and
 - d. the student is to write to the Head of Learning, explaining their understanding of academic integrity and why authenticity and acknowledgment of others' sources is vital in academic works; and finally
 - e. the student will receive a mark of 'Z' for the criteria relevant to the plagiarised sections of the submitted assignment. They will not be allowed to resubmit.

3. In the third instance of a breach of academic integrity:
 - a. the teacher will notify the Director of Curriculum & Pedagogy and TASC Liaison Officer who will arrange a meeting with the student, parent/guardian/s to discuss the breach (students will also be offered an opportunity to reply to the identified breach with their view as to the authenticity or otherwise of the assessment at this time);
 - b. the student is to write to the Director of Curriculum & Pedagogy and TASC Liaison Officer, explaining their understanding of academic integrity and why authenticity and acknowledgment of others' sources is vital in academic works; and
 - c. the teacher will log the breach of academic integrity on Seqta under 'Academic Major' - 'breach of academic integrity; and finally
 - d. the student is to receive a final assessment of "Z" for the concerned assessment and is not permitted to resubmit the task.

The student may also be offered additional assessment techniques (such as oral assessment or work done under supervised test conditions) if they contest the teacher's view that the assessment is in breach of academic integrity.

Appendix 1:

BREACH OF ACADEMIC INTEGRITY TASK

Academic integrity is an essential aspect of student work at MacKillop Catholic College. As a student of the College, you are expected to observe the highest standards of academic integrity in your work. The Office of Tasmanian Assessment, Standards and Certifications (TASC) requires that all senior students adhere to the following rule:

Any material submitted by a candidate for external assessment must, except where the source of the information, images, ideas or words is explicitly acknowledged, be the work of the candidate.

(TASC, 2017, p.3)

Academic integrity means that you are being honest about your work. It is essential that you acknowledge what you have read to protect yourself against possible charges of plagiarism. It is not plagiarism to use another person's work to help you construct your assignments. It is plagiarism when you take another person's work or ideas and do not reference them.

The best way to avoid plagiarism is to take careful notes while carrying-out your research, including where you found the material. Any material referred to in your completed assignment must then appear with an in-text citation and also in a reference list (Harvard/APA), works cited list (MLA), or bibliography (Oxford/Trad. Note) at the end of your work.

If you are still not sure why you have to make this effort, think about it from the content creator's point of view. By supplying a reference to a person's work you are rewarding them for going to the trouble to research and publish their ideas. Without this acknowledgment people may choose not to publish their work. This would discourage new ideas and research being developed and made available.

It is also your responsibility to ensure your work is true, accurate and clearly presented. This applies to both the body of your work and the citations and references you refer to in the construction of your assignment. If you require any help with your research or with referencing your work remember you can ask the Mary MacKillop Library staff who are always willing to help.

Both MacKillop Catholic College and TASC treat breaches of academic integrity seriously and there are consequences if you do not follow the academic integrity standards. These consequences can vary in severity depending on how bad the breach of academic integrity is, from simply removing an unreferenced source of information from an assignment, to capping the grade of an assignment a C, to regarding entire folios of work as not submitted for serious breaches in externally assessed subjects.

The following pages of this document offer you a chance to recap the academic integrity requirements of the College. Please complete all questions and tasks and submit them to the Director of Curriculum and Pedagogy for the Senior School.

TASC (2017), *Authenticity and Academic Integrity: A Guide*.

ACADEMIC INTEGRITY TASK

Q1 - ACADEMIC INTEGRITY

Why is academic integrity an important aspect of your work?

Q2 - PLAGIARISM

You have one day left until an assignment is due. You know your older sibling studied the same course, so you find their completed assignment and decide to copy sections of it to make your job easier. You do not acknowledge this or reference the work as it has not been published. Is this plagiarism? Why?

Q3 - SOURCES OF INFORMATION

You are having trouble answering a question for your homework. Your friends are talking about it on social media and you decide to copy their answers without checking where the information came from. Is this a good source of information? Why?

Q4 - IN-TEXT CITATION

You submit an assignment that includes images. You add the images to the reference list correctly but get marked down for not including an in-text citation with the image. What should you have done?

Q5 - REFERENCING

Here are two different references in a Harvard reference list. Which reference is correct? Why?

A. McNeill, S 2020, *We can't say we didn't know*, HarperCollins Publishers, Sydney.

B. R. Bowles 2019 *Death on the Derwent* Scribe Publications
