Academic Honesty Policy

RATIONALE
The College aims to encourage all students to be able to navigate the increasing sea of information that is available to them so that they can confidently talk or write about what they are learning, making visible and explicit how they have constructed their ideas and what views they have followed or rejected. Students are required to ensure that all work submitted for assessment is their own and that if referencing is required that this is completed in accordance with College requirements.

AIM
To ensure consistency of understanding, personal integrity and responsibility by all stakeholders including students, teachers and parents/guardians regarding what is academic honesty in terms of teaching, learning and assessment and the processes attached to this across the College.

PURPOSE
The purpose of this policy is to ensure the College's procedures for this practice are transparent, fair and consistent. It describes the rights and responsibilities of all members of the school community so that everyone understands what constitutes good practice, and misconduct, and what actions are to be taken if there are transgressions. This policy is dynamic and ensures that students are taught good practice in all aspects of their work.

PRACTICES AND PROCEDURES
Whenever possible, academic honesty must be treated in a positive way, stressing the benefits of properly conducted academic research and respect for the integrity of all forms of assessment in the Middle Years Programme (MYP), the Diploma Programme (DP) and the Northern Territory Certificate of Education and Training (NTCET).

All teachers are responsible for regularly promoting and reinforcing attitudes and behaviours leading to academic authenticity of work. Teachers are required to support students to develop the technical aspects of academic honesty, such as accurately citing and referencing.

To ensure all stakeholders are aware of the Kormilda College Academic Honesty Policy, all students and parents/guardians are required to sign an acknowledgement of student authenticity of work on an annual basis.

Middle Years Programme (Year 6 to 10):
For any student in the Middle Years Programme who engages in any form of malpractice, the relevant Year Level Team Leader/Head of Faculty and the MYP Coordinator are to be advised immediately by the teacher of the student in the particular subject. Appropriate action is then taken after consultation with parents/guardians, teachers and the student.

Resubmission can only be negotiated if the malpractice is the result of a poor understanding of correct procedures and that this is proven to the satisfaction of the appropriate Year Level Team Leader/Head of Faculty and MYP Coordinator.
Senior Years (Year 11 and 12):
For any student in either the IBDP or NTCET, the College is required to comply with the official sanctions as described by each of these authorities. In the first instance the relevant Coordinator should be advised by a teacher if there is any suggestion of malpractice in any assessment item.

Any teacher who suspects that a student has submitted an assessment item that is not all their own work should ensure that the following occurs.

• Inform the relevant Year Level Team Leader/Head of Faculty.
• Inform the relevant Curriculum Coordinator if required.
• Inform that parents of the issue and advise that they will be informed of any outcome and/or attend the College for an appointment to discuss and resolve the issue.

The Year Level Team Leader/Head of Faculty and Curriculum Coordinator undertake an investigation of the suspected breach of academic honesty or malpractice. Depending on the outcome, relevant sanctions as described under Practice and Procedures section should be followed.

MALPRACTICE
Malpractice is effectively academic dishonesty and generally takes the form of plagiarism, collusion and cheating in examinations. The following definitions have been adopted from the International Baccalaureate Organisation (IBO) and are taken as the accepted definitions of malpractice at Kormilda College. Malpractice is behaviour that results in, or may result in, a student or any other student gaining an unfair advantage in one or more assessment components. Malpractice includes the following:

• Plagiarism is the representation of the ideas or work of another person as a student’s own.
• Collusion is supporting malpractice by another student, as in allowing one’s work to be copied or submitted for assessment by another.
• Duplication of work is the presentation of the same work for different assessment components across different subject areas.
• Any other behaviour that gains an unfair advantage for a student or that affects the results of another candidate such as:
  • Using data that has been fabricated rather than developed through authentic means.
  • Taking unauthorised material into an examination.
  • Misconduct during an examination.
  • Distracting or disrupting the learning of another student.
  • Exceeding a deadline without valid reason.
  • Disclosure of information to and receipt of information from students about the content of an examination paper after a written examination).