

	<h1>Oakleigh Grammar</h1>	
<b>Policy Document Name</b>	<b>VCE Academic Honesty</b>	
<b>Date Ratified by Board of Management</b>	July 2022	
<b>Date for Review</b>	July 2025	

## 1. Preamble

Respect for academic honesty is not confined to plagiarism, but also extends to proper conduct in written examinations and assessment in all its forms, collusion, duplication of work, any other behaviour that gains an unfair advantage for a candidate or that affects the result of another candidate.

Oakleigh Grammar is committed to the achievement of academic excellence and the fostering of principled actions in our students. Part of this process is recognising the intellectual property rights of others, and upholding principles of academic honesty that ground all aspects of scholarly work. Academic dishonesty is an ethical offence which undermines a trusting educational environment and impedes students' personal growth and development.

Oakleigh Grammar values a highly principled approach to all forms of research and assessment from all members of the school community, students, parents, teachers, leaders.

## 2. Purpose

All students are expected to adhere to the highest standards of personal honesty and integrity in their work. Submissions to teachers must be original or correctly referenced and any violations of this policy will have serious consequences.

This policy has been developed for the protection of the vast majority of Oakleigh Grammar students who observe honest authorship and is to be considered in conjunction with the other various documents on appropriate referencing and bibliography construction as produced by Oakleigh Grammar.

### **3. Categories of Academic Misconduct**

#### **a. Plagiarism**

Plagiarism is the use of the work of others without acknowledgement, or the submitting of someone else's entire work as your own.

Evidence of plagiarism, such as:

- Cutting and pasting from Internet sites or copying another student's work, will not be accepted. Student work should be original, using age appropriate language.

Failure to reference or acknowledge paragraphs, sentences or ideas, including paraphrasing from someone else's work, will result in a loss of marks for the section copied, or all of the marks, if the integrity of the submission is compromised by multiple inclusions of non-original ideas.

#### **b. Collusion**

Collusion is defined as supporting malpractice by another student, for example, allowing your work to be copied or submitted for assessment by another

#### **c. Definition of Duplication of Work**

This is defined by presenting the same piece of work for different assessment tasks.

#### **d. Other examples of Academic Misconduct**

Any other behaviour that gains an unfair advantage for a candidate or that affects the results of another student, for example:

- bringing unauthorised materials into an examination or assessment task
- misconduct during an examination

### **4. Consequences of Plagiarism**

If teachers find evidence of plagiarism in a student's work, it will be reported to the Head of Senior School. The piece of work will be reviewed by the subject teacher, relevant VCE Academic Leader and Head of Senior School. If the allegation is substantiated, the student will be awarded a 'UG' for the task. However, the student will be given an opportunity to repeat the same or undertake a similar task to obtain an 'S' for the task. Failure to complete the repeated task can result in students receiving an 'N' for an assessment task and, therefore, failing a unit of study. There is, however, no change to the UG grade originally awarded for the outcome.

### **5. Consequences of Academic Misconduct in an assessment task**

If a teacher reasonably believes, based upon significant evidence, that a student has been guilty of academic dishonesty such as plagiarism or assisting another student to gain an unfair advantage, then that student may be subject to any of the following penalties, depending on the nature and extent of the dishonesty:

- Verbal warning.
- Referral to Head of Senior School to attend Senior School Panel
- Written notification to parents/guardians, possibly with interview.

- Suspension of participation in designated school activities.

## **6. Conclusion**

All work completed by students must be deemed as both individual and wholly the student's own work. If any piece or section of a student's submission is not found to be 'original' it will be considered to be in breach of this Policy and not meeting the requirements specified by VCAA to obtain a satisfactory standard.

## **Related Policies and/or documents**

VCE Curriculum Handbook

VCE Policy

Senior School Guidelines for Referencing and Bibliographies