

Wavell State High School

Policy on Academic Misconduct

Introduction

Students must conduct their studies at Wavell State High School honestly, ethically and in accordance with accepted standards of academic conduct. Any contrary behaviour is academic misconduct, for which the School may penalise a student. Specifically it is academic misconduct for a student to:

- present copied, falsified or improperly obtained data as if it were the result of laboratory work, field trips or other investigatory work;
- include in the student's individual work material which is the result of significant assistance from another;
- assist another student in the presentation of that student's individual work in a way that is unacceptable according to the instructions or guidelines for that work;
- cheat – (Cheating is dishonest conduct in assessment);
- plagiarise – (Plagiarism is knowingly presenting the work or property of another person as if it were one's own- including work the ideas, interpretations, words or creative works of another and may be in the form of published and unpublished documents, designs, music, sounds, images, photographs, computer codes and ideas gained through working in a group.)

Examples of cheating

- Communication with other students during an exam, including talking, gestures, notes, facial signals, noises or codes
- Being in possession of, or using notes or prompts in written, electronic or any form giving an unfair advantage during an exam
- Allowing others to view or copy your responses
- Stealing or accessing exam questions or topics prior to the exam.

Examples of plagiarism

The following are examples of plagiarism where appropriate acknowledgement or referencing of the author or source does not occur:

- Direct copying of paragraphs, sentences, a single sentence or significant parts of a sentence;
- Direct copying of paragraphs, sentences, a single sentence or significant parts of a sentence with an end reference but without quotation marks around the copied text;
- Copying ideas, concepts, research results, computer codes, statistical tables, designs, images, sounds or text or any combination of these;
- Paraphrasing, summarising or simply rearranging another person's words, ideas, etc without changing the basic structure and/or meaning of the text;
- Offering an idea or interpretation that is not one's own without identifying whose idea or interpretation it is;
- A 'cut and paste' of statements from multiple sources;
- Presenting as independent, work done in collaboration with others;
- Copying or adapting another student's original work into a submitted assessment item.

Reporting of Academic Misconduct

All teachers have a professional responsibility to report suspected Academic Misconduct to the relevant Head of Department. All reports of suspected academic misconduct from the school community or wider community should be referred to the relevant Head of Department. These cases should always be investigated thoroughly with evidence gathered.

Consequences of Academic Misconduct

- Cheating – If cheating in a test or examination is established, then students will be given an E standard for that part of the test/exam or whole depending upon the circumstances. Students who knowingly allow another student access to their work during a test or examination will be similarly penalised.
- Plagiarism – The plagiarised section of work will be clearly labelled as plagiarised on the script and will be disregarded in the awarding of criteria standards. Plagiarised work shows very little evidence of content, skill or process.
- All incidents of Academic Misconduct should be communicated to Parents/Guardians, and both an Academic Infringement and a Record of Contact should be recorded on the school database.
- In the most serious of incidents, other disciplinary action including Suspension may occur.

The following considerations can be used to assist in assessing whether the academic dishonesty is minor or major:

Extent - how important is the case to the overall Level of Achievement of the student and how much is involved - words, paragraphs, half an assignment etc

Level - at what level is the student in school? Year 12 compared with Year 8.

Knowledge - student's exposure to the accepted practices; cultural issues (eg ESL, Learning Support, Wavell Support Centre)

History - whether the student has been found guilty of academic dishonesty in the past

Review of Consequences

If students, parents or teachers feel that the case has not been dealt with fairly or consistently, they should appeal to the Deputy Principals or Principal.

This policy has drawn from the guidelines of Education Queensland and the policies of University of Queensland, Queensland University of Technology and Griffith University. It is consistent with the guidelines and policies of these major Educational Institutions.

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