

### Preamble

In order to mirror the conditions/ requirements of VCE exams as stated by the VCAA the outline below are conditions under which all classes should operate in conducting SACs. These conditions ensure equality and consistency for all students across all Unit 3 & 4 studies. The following policy has been developed according to guidelines published in the most recent VCE Administrative Handbook.

### Policy Statement

1. All staff and students shall follow an Authentication procedure for all studies.
2. Students need to be aware that it is their responsibility to ensure that the teacher has no difficulty in authenticating their work. They should understand that teachers cannot authenticate work about which they have doubts, until further evidence is provided.
3. The Authentication Process is designed to ensure that all unacknowledged material submitted for SATs and SACs is the work of the student.
4. Sanctions may be applied when it is established that there are clear breaches of College authentication rules.

### Rules and Procedures for Students

1. Students must ensure that all unacknowledged work submitted for assessment is genuinely their own work. This includes:
  - text and source material including web sites
  - the name(s) and status of any person(s) who provided assistance and the type of assistance provided.
1. Students sitting for SACs are only permitted to bring basic stationary into the classroom. This includes pens, pencils, highlighters, erasers, sharpeners and rulers.
2. Any stationary items (with the exception of Mathematics reference materials and Physics pre-written notes) must not be brought to the classroom. No 'cheat sheets' should be allowed in conducting SACs. Students may be allowed to take notes for SACs as notified by learning areas.
3. Students must not receive undue assistance from any other person in the preparation and submission of work. Acceptable levels of assistance include:
  - the incorporation of ideas or material derived from other sources (eg. by reading, viewing or not-taking) but which has been transformed by the student and used in a new context
  - prompting and general advice from another person or source which leads to refinements and or self-correction.
5. Unacceptable forms of assistance include:
  - use of, or copying of, another person's work or other resources without acknowledgment
  - actual corrections or improvements made by another person
  - Use of an electronic device capable of storing, receiving or transmitting information or electronic signals (e.g. mobile phones and electronic devices such as iPods, recorded music and video players, organisers, dictionaries and computerised watches) **during the SAC**. Students **must place such items in front of the supervising teacher** before the SAC begins.
6. A student must not submit the same piece of work for assessment in more than one study.
7. Students who knowingly assist other students in a Breach of Rules may be penalised.

### Procedures for Suspected or Possible Breaches of Authentication

There will be instances where the authenticity of student work needs to be checked. In particular, teachers must satisfy themselves about the authenticity of any student work that:

- is not typical of other work produced by the student;
- is inconsistent with the teacher's knowledge of the student's ability
- contains unacknowledged material;
- has not been sighted and monitored by the teacher during its development.

Teachers should not accept such work for assessment until sufficient evidence is available to show that the work is the student's own. In such cases the onus is on the student to provide evidence that the work submitted is the student's own and was completed in accordance with the VCAA and College requirements.

In order to obtain the necessary evidence, students may be required to:

- provide evidence of the development of the work,
- discuss the content of the work with the teacher and answer questions to demonstrate their knowledge and understanding of the work;
- provide samples of other work;
- complete, under supervision, a supplementary assessment task (or test) related to the original task;
- attend an interview or complete a test to demonstrate his or her understanding of the work.

Any such interview or test will take place only after 24 hours notice. An interview panel will consist of the subject teacher and House Leader. An Assistant Principal will be involved as appropriate. If, as a result of the above procedures, part or all of the work cannot be authenticated, then the matter must be dealt with as a Breach of Authentication.

Should the college be satisfied, on the basis of evidence, that there has been a substantial Breach of Rules, then the principal or his delegate has the power to determine what action should be taken.

### **Sanctions for Breaches of Authentication**

The principal or delegate has the power to

- refuse to accept that part of the work which infringes the rules
- refuse to accept any of the work
- reprimand
- call for resubmission if this can occur within dates designated by the Board of Studies
- If a decision is made to impose a penalty, the student must be notified within 14 days. This notification will include full reasons for the decision and advice about appeal rights.

### **Appeal**

Students may appeal against the decision of the principal on one or both of two grounds:

1. that a breach of the rules set out in Section 1 by the student had not occurred;
2. that the penalty imposed was too severe.

### **Process When a Teacher Suspects Cheating They:**

1. Remove the cheating materials or electronic device informing the student you will speak to them at the end of the lesson
1. Allow the student to complete the SAC using the timeframe allowed for other students being sure to clearly indicate on the student's work the point at which the breach was noted.
2. Immediately following the lesson, report the student's indiscretion in conducting SACs to the House Leaders, handing over the evidence of cheating
3. Complete the Breach of Authentication form with the student supplied by the House Leaders
4. Enter the incident on SiMs
5. Mark the SAC as normal and alter the result as appropriate when informed of the penalty determined and communicated by the House Leader. This result will be entered into VASS.

### **House Leaders will:**

1. Interview the student and inform parents/guardians as appropriate.
2. In the case of Year 12 students, **refer the matter to the Assistant Principal: Curriculum** who will ensure consistency of process across all such referrals and determine if an infraction has occurred and if so the nature of the penalty. This may result in cancellation of any marks for the particular SAC, a percentage of the total SAC assessment and/or suspension or repeat of the SAC. The decision of the Assistant Principal will be given to the House Leaders who will inform the teacher and ensure that the amended result is recorded on VASS.
3. For year 10 and 11 subjects the House Leaders will ensure consistency of process and penalise the student for their indiscretion according to the severity of their actions. This may result in cancellation of any marks for the particular SAC, a percentage of the total SAC assessment and/or suspension or repeat of the SAC
4. The student and their parent/guardian will be informed of the final outcome in person and/or via telephone and then in writing as appropriate

### **Appeal**

Students may appeal against the decision of the principal on one or both of two grounds:

- That a breach of the rules by the student had not occurred; and/or
- That the penalty imposed was too severe.

## Breach of Authentication/or Cheating

<b>Student Name:</b>			
<b>Subject:</b>			
<b>Teacher Name:</b>			
<b>Authentication Breach (<i>Detail Below</i>)</b>			
<b>Date:</b>		<b>Time:</b>	
<b>Events:</b>			
<b>Student Signature:</b>			
<b>Teacher Signature:</b>			
<b>Date:</b>			