

Title:	Academic Integrity and Malpractice Policy (Stage 6)
Summary:	Overview of what constitutes malpractice, procedures for investigation, potential penalties, student appeals process.
Intended Audience:	Students, Parents, Staff
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Academic Integrity and Malpractice

BACKGROUND

The honesty and integrity of students in completing assessment tasks, examinations and submitted works, and of teachers and others in guiding students, underpins the integrity of the Higher School Certificate (HSC). We take seriously any concerns relating to students producing work that is not their own, plagiarising another's work as their own and plagiarising work through the unauthorised use of artificial intelligence software. The Armidale School supports the New South Wales Education Standards Authority (NESA) whereby "the honesty of students in completing assessment tasks, exams, and tests underpins the integrity of the HSC." Dishonest behaviour carried out for the purpose of gaining unfair advantage in the assessment process undermines the standard of scholarship represented by the award of the HSC and constitutes malpractice (NESA 2024).

This document outlines the policy and procedures associated with Academic Integrity and Malpractice. This policy should be read in conjunction with the Stage 6 Assessment Policy and any course specific requirements outlined in individual NESA Syllabus documentation.

The Armidale School is obligated to provide students with written advice about our school's policies and procedures for Stage 6 school-based assessment, including the school's malpractice policy.

ACADEMIC INTEGRITY

Each student's mark will be determined by the quality of the work produced by the student only. Any component of a student's work that has been written, created or developed by others (including friends, family or tutors) must be acknowledged in accordance with NESA subject-specific documentation. The use or inclusion of material from other sources, such as books, journals and electronic sources, including the internet and use of artificial intelligence software, must be acknowledged. General teaching and learning do not require formal acknowledgement.

Dishonest behaviour carried out for the purpose of gaining unfair advantage in the assessment process constitutes malpractice, or cheating. Malpractice in any form, including plagiarism (both deliberate and unintentional), is unacceptable. NESA and The Armidale School treats allegations of malpractice very seriously and detected incidences of malpractice will limit a student's marks and may potentially jeopardise their ability to be eligible for the award of the Higher School Certificate.

Students are responsible for knowing and complying with NESA's ACE Rules and policies regarding malpractice, including:

[All My Own Work](#)

[HSC Rules and Procedures Guide](#)

[HSC Minimum Standard: Malpractice and breaches of test rules](#)

[HSC Practical Exams](#)

MALPRACTICE

NESA (2024) defines malpractice as 'any attempt to gain an unfair advantage over other students'. Malpractice in any form including plagiarism, collusion, misrepresentation, and breach of assessment conditions is unacceptable. Student conduct amounting to malpractice may range from unintentional failures to comply with assessment rules and procedures to deliberate attempts to gain an unfair advantage involving intentional wrongdoing. Students who knowingly assist other students to engage in malpractice will be considered complicit in the malpractice.

Types of malpractice include:

Misrepresentation is when a student misleads or deceives others by presenting untrue information through the fabrication, alteration, or omission of information. Misrepresentation can include, but is not limited to:

- making up journal entries for a project
- submitting falsified or altered documents
- referencing incorrect or non-existent sources
- contriving false explanations to explain work not handed in by the due date
- taking time off school prior to a task's due date without good reason.

Patterns of absence when connected to assessment dates will run the risk of being considered malpractice.

Plagiarism is when a student pretends to have written, created or developed work that has originated from another source. When using work that has originated from another source, students must acknowledge the source material in accordance with course specific requirements. Plagiarism includes but is not limited to:

- copying someone else's work in part or in whole, and presenting it as their own
- using material directly from books, journals, the internet, or any other offline/online resources, without appropriate acknowledgement of the authors and/or source
- building on ideas or words of another person without appropriate acknowledgement
- using ideas, designs or the workmanship of others in practice and performance tasks without appropriate acknowledgement

Collusion is when a student inappropriately collaborates with another student, group of students, person, organisation or entity to produce work that is meant for individual assessment. Collusion includes but is not limited to:

- sharing answers to an assessment with other students
- submitting work that has been substantially contributed to by another person, such as a student, parent, coach, subject expert or tutor
- contract cheating by outsourcing work to a third party (paying someone to write or prepare material)
- assisting another student to engage in malpractice, such as lending your work to another student
- unauthorised use of artificial intelligence technologies
- parent-condoned absences from school to complete or prepare for an assessment task

All students must comply with the rules and expectations of formal in-class assessment tasks and examination conditions. A **breach of assessment conditions** may constitute malpractice when a student breaches the conditions set for an assessment in an attempt to gain an unfair advantage. This includes but is not limited to:

- breaching school examination rules
- using non-approved aids in an assessment task
- having any notation written on the body, clothing or any object brought into an assessment room, communicating with any person other than a supervisor during a task, e.g. speaking, signing, use of unapproved electronic devices, passing notes, making gestures or sharing equipment with another student.
- not following the direction and supervision of an examination invigilator, including when assembling for, undertaking or leaving an exam or assessment session

All students undertaking an HSC Exam or HSC Minimum Standards Test must comply with the assessment conditions as set by NESA. A breach of assessment conditions also includes any breach of HSC Exam Rules and Procedures and HSC Minimum Standard Test Rules and Procedures.

SECTION 2 – Procedures for Investigating Malpractice

The principles of procedural fairness underpins any investigations of malpractice at The Armidale School.

If a class teacher suspects malpractice, the process will be:

- Class teacher notifies the Head of Department of the alleged malpractice and provides the Head of Department with evidence that supports the allegation of malpractice in relation to the work submitted.
- If the Head of Department believes that there are grounds to the allegation, based on the evidence provided, they will consult the Director of Teaching and Learning to confirm that the investigation process will move to the next steps.
- The student, with a support person, will meet with the Head of Department and Director of Teaching and Learning where they will be provided with the evidence that supports the alleged malpractice.
- The student will be provided with an opportunity to provide evidence that the work they have submitted is their own work.
- Parents/Carers will be contacted and will be provided with the same evidence used to allege the malpractice.
- A panel, convened by the Director of Teaching and Learning, that consists of The Director of Teaching and Learning, Assistant Director of Teaching and Learning and another Head of Department (not the subject area in which the malpractice has alleged to occur), will review all evidence, including evidence provided by the student, to make a determination if malpractice has occurred.
- If the panel determines that no malpractice has occurred, this will be communicated in writing to the students and parents/carers by the Director of Teaching and Learning. No record will be made on the student's file.
- If the panel determines that malpractice has occurred, the panel will determine the outcome and penalty for the student. This will be communicated in writing to the students and parents/carers by the Director of Teaching and Learning.
- The student and/or their parents/carers may appeal the panel's decision by writing to the Director of Teaching and Learning and Deputy Principal within 3 days of the original decision being communicated.

PENALTIES FOR MALPRACTICE

Ultimately, the decision of any penalty for malpractice will be determined by the panel convened to make a decision on the allegations of malpractice. Penalties for malpractice may include, but are not limited to:

- Award a mark of zero for the task and the student/s involved
- Student/s to resubmit the task with a mark penalty applied
- Student/s to resubmit the task, but a mark of zero still apply
- Student/s to submit an alternative task

If a student is required to resubmit an assessment task, this will be accompanied by the appropriate N Warning documentation as required by NESA.

The Director of Teaching and Learning will complete the required Malpractice Register entry with NESA for any cases of upheld allegations of malpractice in Year 12.

SECTION 3 – Student Appeals Process

Students have the right to appeal the decision made by the Director of Teaching and Learning to the School's Appeals Committee. An appeal must be requested **in writing** no later than 3 days following the decision being communicated. The request for an appeal is to be written to Deputy Principal and Director of Teaching and Learning. The request for an appeal must include:

- Grounds for the appeal
- Summary of reasons for appealing the decision

The Deputy Principal will convene an Appeals Committee to review the decision. The Appeals Committee will consist of a Head of Department (not involved in the process) and two teaching members of the School's Executive. The Appeals Committee will ensure that the Director of Teaching and Learning has complied with the published Stage 6 Malpractice Policy and review the evidence and reasons for appeal. The Director of Teaching and Learning will outline to the Appeals Committee the grounds on which malpractice was determined and the justification for the penalties imposed. The decision of the Appeals Committee will be communicated to the student and their parents by the Deputy Principal.

Students have the right to then appeal the determination of the Appeals Committee to the Principal within 3 days of the Committee's decision being communicated to the student. This must be requested in writing directly to the Principal.

The Principal's decision on the matter is final.

There is no further appeal to NESAs on the basis of Malpractice, as NESAs policies require that all student appeals concerning malpractice in school-based assessment tasks must be resolved at the school level.