

# Senior Policy

Students are expected to exhibit honesty and ethical behaviour in undertaking their assessment requirements. The purpose of all assessment is to obtain a true measure of the student's knowledge and ability at the time of the test.

PLAGIARISM is the act of taking and using another person's work as one's own. This is cheating. A student shall not cheat or incite or assist another student to cheat.

Cheating is stealing and will be dealt with as a serious offence. Students found to be cheating face a range of penalties, the least of which is to receive no score for the piece of work submitted.

Any of the following is plagiarism unless the original author is acknowledged:

- Copying some or all of the work of another student
- Directly copying any part of another person's work
- Substantially copying (changing only a few words) some of another person's work
- Summarising the work of another person without acknowledgement.

Students should read their College diary carefully on how to acknowledge quotations, or amended copies, or summaries from other people's work so that they do not plagiarise by mistake. Ignorance of this information will not be accepted as an excuse for plagiarism.

In assignments, students may be asked to submit drafts (or notes developed from sources) at various stages in the work. These drafts give the teacher the opportunity to help the student and enable the teacher to monitor the student's input. If drafts are not submitted or if the work submitted for assessment is quite different from the drafts, a suspicion of plagiarism may arise. It is obviously to the student's advantage to keep all notes and rough work so as to be able to establish their authorship beyond doubt.

Teachers have a responsibility to the Queensland Studies Authority, and to all other students, to ensure that students' work is their own. They are required to certify to this when students' folios are sent to panels for monitoring or verification of the levels of achievement given.

Unity College's responsibility, when the authenticity of work is in doubt must be, "Can I certify this is the student's work?" If the teacher is unable to satisfy themselves that the work is the student's unaided effort, the student may be asked to satisfy the teacher that the work is the student's unaided effort, therefore, students may be asked to answer additional questions on the work without notice or to repeat the work under supervised conditions.

In cases where the authenticity of work is unable to be certified, the assessment criteria cannot be applied and the grade of zero will be recorded. The student's folio will be annotated with the following advice to the Authority: *Significant use of uncited quotations.*

The requirements of the relevant Queensland Studies Authority approved work program will apply. For example, students may be required to do an additional piece of similar work under supervised conditions.

Students should also be aware of the following:

- Overall term or semester levels of achievement are awarded on the basis of the whole folio. Grades are not just averaged. An aberrant grade, good or bad, may be discounted.
- Students may do better in an assignment than a test because of the opportunity to polish their work. Test grades may be used as a standard in arriving at a final level of achievement.
- Teachers are trained to distinguish one style of writing from another. (Students' style is developing and, hopefully, will improve over their school years but does not change dramatically from one piece of assessment to the next). A significant improvement in student style will need to be demonstrated developmentally.
- In-school assessment of senior students' folios is checked, by a moderating panel made up of very experienced teachers from a range of schools in the region. They will rightly amend the results of any folio where it is believed that there are inconsistencies in the quality of a students' work, without an acceptable reason.
- Students should be aware that, at university, plagiarism may result in a zero grade and expulsion.

Honesty is, indeed, the best policy. When in doubt about how to use a source, students should consult their class teacher.