



| Connection | Diversity | Excellence

Academic Integrity and Malpractice

Policy, Procedure and Supporting
Documentation for Years 10-12

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Introduction

The Secondary College of Languages takes seriously any concerns of malpractice, breaches of academic integrity and dishonesty in assessment tasks, formal tests, examinations and submitted works.

The purpose of this document is to outline a clear and consistent process, and procedures related to investigating and identifying cases where a student is suspected of engaging in academic malpractice. This procedure ensures that honesty and fairness continue to underpin our school culture, while we maintain a high standard of academic integrity at the SCL.

This policy should be read in conjunction with the SCL's Stage 6 Assessment Policy and/or course specific requirements, including NESA documentation.

Malpractice is any intentional or unintentional attempt to gain an unfair advantage over other students. At the SCL we maintain academic integrity by adhering to ethical standards when producing original work, properly acknowledging sources, and avoiding dishonest practices in all academic activities.

Malpractice in any form, including plagiarism, collusion, misrepresentation, and breach of assessment conditions, is unacceptable. The SCL and NESA treat allegations of malpractice very seriously and detected malpractice will jeopardise a student's award and achievement of the [RoSA](#) or the [HSC](#).

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

- Secondary College of Languages Years 7- 10 Assessment booklet
- Secondary College of Languages Year 11 Assessment Booklet
- Secondary College of Languages Year 12 Assessment Booklet
- Secondary College of Languages Academic Integrity and Malpractice Policy
- [All My Own Work](#) (or its equivalent)
- [HSC Rules and Procedures Guide](#)
- [HSC minimum standard: Malpractice and breaches of test rules](#)
- [HSC practical exams](#)

Malpractice investigation process

Process

1. Class Teacher suspects malpractice by a student in an assessment task.
2. Class Teacher notifies Supervisor to open an investigation and, using the Malpractice Investigation Forms, logs all relevant information on DEMS. (Appendix 1 and 2)
 - a. The student's task is checked for plagiarism through an online detector to produce a Similarity Report and/or Artificial Intelligence Report via DEMS within one week of student submission and due date of the task. The reports are added to the information on DEMS
 - b. Class Teacher informs the student that a malpractice investigation has been opened, and a meeting has been scheduled for the following Saturday with the Supervisor and Class Teacher. Supervisor notifies parents/carers
 - c. The student has one week to prepare for the meeting. Including any evidence that the work they have submitted is their own work. Parents/carers are notified.
3. The student may admit to malpractice and/or breach of academic integrity prior to the meeting. This should be noted in DEMS. At the scheduled meeting, evidence is presented concerning the reported incident of malpractice (Appendix 1 and 2).
 - a. The student parents/carers may be present, or the student may have a peer as a support person
 - b. The student is provided with the opportunity to present evidence to prove that the task is all their own work
 - c. Class Teacher presents the evidence that supports malpractice. (Appendix 1 and 2)
4. The Supervisor logs meeting notes and all further relevant evidence on DEMS. Class Teacher reviews the DEMS entry to confirm that all relevant information has been provided and is accurate. The Supervisor makes recommendations. Additionally, the Supervisor makes a judgement on the penalty based on the severity of malpractice (Appendix 3)
5. Student has the right to appeal the decision and may appeal within 7 days. They complete a Malpractice Appeal Form
6. If student denies malpractice or wishes to appeal the Supervisors' decision, the Malpractice Review Panel, consisting of the Deputy Principal and Supervisor, is

convened. The panel reviews evidence and documentation to make a decision about malpractice, and the penalty if malpractice has been confirmed.

(Appendix 4)

- a. Class Teacher may be asked to attend the meeting to address any questions and/or queries about the evidence presented
 - b. The Panel reviews all evidence, including the student statement and the Supervisor's final recommendations
 - c. The Panel determines whether malpractice has occurred and, if confirmed, determines the penalty for the student
 - d. The Panel communicates the decision to the Principal, Class Teacher, the student and their parents/carers.
7. Class Teacher returns the task, marks and ranks to the class within two weeks, during which time the student receives formal notification of the decision and current rank standings.

Consequences for malpractice

The Malpractice Review Panel determines the penalty for malpractice. This may include, but is not limited to:

- **If the task has only one part/ component,** zero mark for the task for Stage 6 students and no grade for Stage 5 students. However, student will still need to resubmit the plagiarised task, but a zero mark will still apply.
- **If the task has multiple sections with separate marking criteria,** a partial mark for Stage 6 students and partial grade for Stage 5 students for the task may be awarded to those parts where malpractice has not occurred. However, student will still need to resubmit the plagiarised section of the task, but a zero mark/grade will still apply.

Note: Resubmission will require N Warning documentation and notification (as per NESA requirements).

Student appeals process for malpractice

A student has the right to appeal the decision made by the Malpractice Review Panel regarding discrepancies in following the process. The request for an appeal is to be made by completing the “Malpractice Appeals Form” (Appendix 5) and in writing, by email, to the Principal and Campus Supervisor.

An appeal must be requested **no later than one week** from the date of meeting with the Campus Supervisor and Class Teacher occurs. The request for an appeal must include grounds for the appeal and a summary of reasons for appealing the decision.

The Principal will convene an Appeals Panel to review the decision. The Appeals Panel for malpractice will consist of:

- Principal Malpractice Review Panel Nominee (Deputy Principal)
- Campus Supervisor not involved in the process

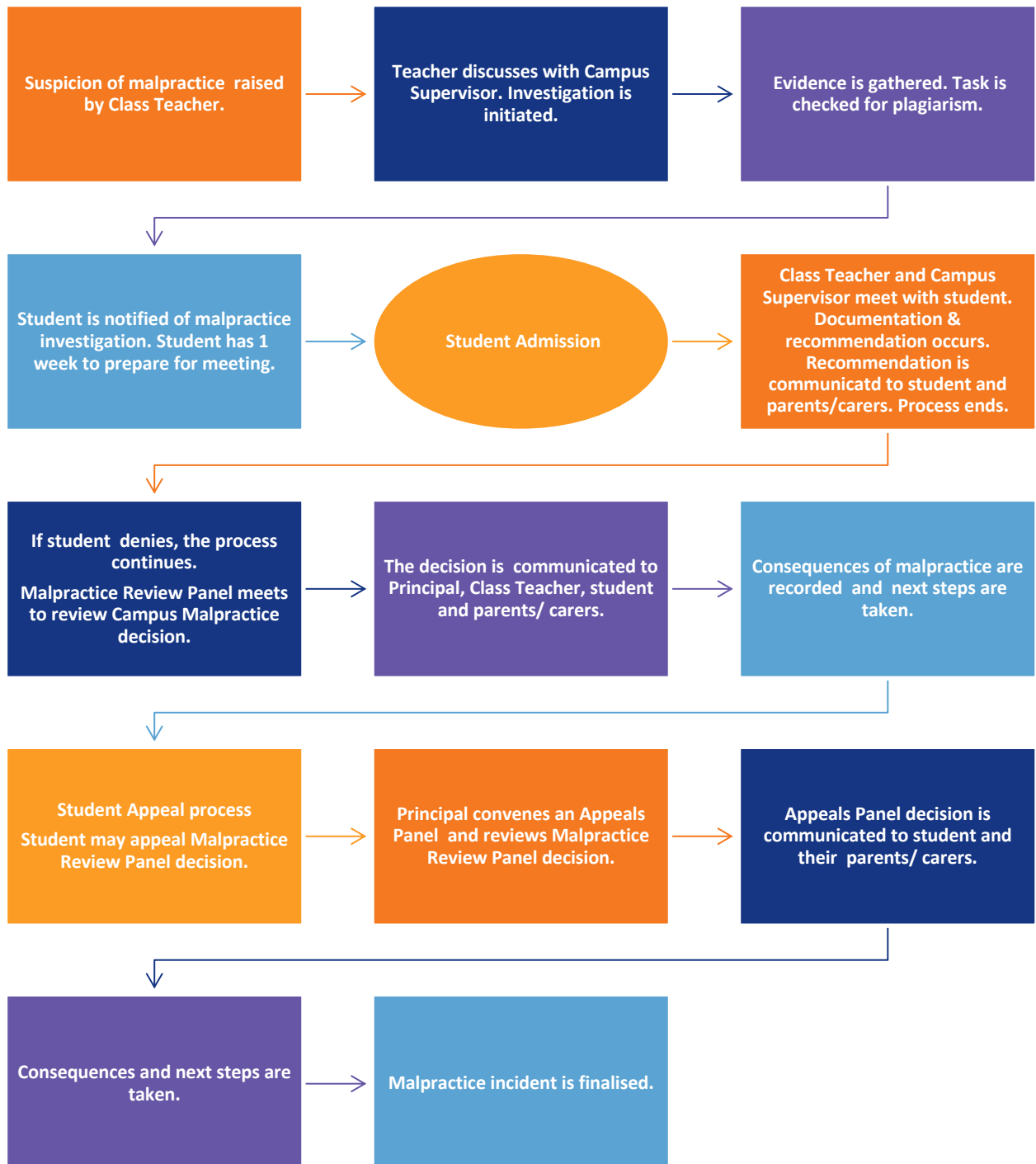
The Appeals Panel will ensure that the Malpractice Review Panel has complied with NESAs and SCL’s Academic Integrity and Malpractice policies and requirements and review the evidence and reasons for appeal. The Malpractice Review Panel Nominee will outline to the Appeals Panel the grounds on which malpractice was determined and the justification for the penalties imposed.

The decision of the Appeals Panel will be communicated, in writing by email, by the Principal to the student and their parents/carers.

- The Principal’s decision regarding incidents of malpractice is final
- If malpractice has been confirmed, the Principal adds the student to the NESAs malpractice register.

No further appeal can be made to NESAs on the basis of malpractice, as NESAs policy requires that all student appeals concerning malpractice in school-based assessment tasks must be resolved at the school level.

Malpractice investigation process flowchart



Upholding academic integrity: Student declaration

At the Secondary College of Languages, we believe it is essential to maintain academic integrity and ensure that all work submitted is a true reflection of the student's own understanding and abilities. This agreement outlines the expectations for students regarding the use of Artificial Intelligence (AI) and Plagiarism in Assessment.

Understanding Malpractice

Malpractice is 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 (NESA). Any use of plagiarism or AI content in formal assessment tasks is considered a breach of academic integrity and a violation of school policy and departmental rules around malpractice.

Understanding AI & Plagiarism

AI and Plagiarism are forms of malpractice as NESA states that "Unapproved use of AI in the completion of assignments is a breach of academic integrity".

- Artificial Intelligence refers to any software or tool that can generate text, rephrase or manipulate text, solve problems, or provide assistance. Examples may include chatbots, writing assistants, or any other automated tools
- Plagiarism involves using someone else's work, ideas, or intellectual property without proper attribution. This includes copying texts, images, or data from any source without acknowledgement
- Online tools for Plagiarism and AI detection and prevention to assess the originality of students' work and ensure academic integrity.

Expectations for Students

- Students must complete all assessment tasks independently and without the aid of AI tools
- All students' assessments must be **all their own work**
- It is the student's responsibility to ensure their submission does not contain plagiarised content
- Where appropriate, students must correctly reference any sources used in their work following the required citation style as outlined by their Class Teacher.

Understanding Consequences

Any breach of this declaration, ranging from unintentional failure to comply, to deliberate attempt to gain an unfair advantage, will result in consequences. An investigation by a Malpractice Review Panel will be conducted to determine whether malpractice has occurred in a task. If malpractice is confirmed, consequences may include:

- Award of a zero-mark, penalty mark or partial mark (Stage 6)
- Award of no grade, penalty grade or partial grade (Stage 5)
- Notification to NESA by the Principal for inclusion of the student on the Malpractice Register.

Declaration

As a Stage 5 or 6 Student at Secondary College of Languages, I,

hereby agree with the above guidelines. As a Stage 6 student, I will also adhere to rules and requirements regarding "All My Own Work".

I understand the meaning of Malpractice and its consequences.

Appendices

Malpractice Appeals Form

To appeal against a malpractice decision, this form must be submitted to the Campus Supervisor of the course by email, within 7 days of notification of the result.

Section 1: To be completed by student

Student name: _____ Year: _____

Course: _____ Task no. _____

Submission date: ____ / ____ / ____

Explain the reason for this application:

Supporting documentation **must** be attached (please tick):

- ☐ Original task ☐ Other

Campus Supervisor: _____ Date: ____ / ____ / ____

Section 2: To be completed by Campus Supervisor

☐ Mark awarded Revised submission date: ____ / ____ / ____

☐ Zero mark/ grade awarded (for task with one part)

☐ Task to be completed for demonstration of outcomes

Revised submission date: ____ / ____ / ____

☐ Partial mark/ grade awarded
(for task with multiple parts)

☐ Task to be completed for demonstration of
outcomes

Revised submission date: ____ / ____ / ____

Campus Supervisor: _____ Date: ____/____/____

Right of appeal to Malpractice Review Panel: A student has the right to appeal this decision, within 7 days of its notification. To appeal, the student must submit this form PLUS a written response stating the grounds for appeal, to the Malpractice Review Panel through the Campus Supervisor. The decision of the panel is final.

Section 3: To be completed by Malpractice Review Panel

Assessment review panel decision:

- ☐ **Appeal upheld**
- ☐ Student is awarded mark/ grade

- ☐ **Appeal denied.**
- ☐ ZERO/ grade mark awarded. (for task with one part). Task to be completed for demonstration of outcomes.
- ☐ Partial mark/ grade awarded (for task with multiple parts). Task to be completed for demonstration of outcomes.

- ☐ **Other**

Explanation:

Signed: _____ Date: ____/____/____



SCL

Secondary
College of
Languages

We acknowledge the homelands of all Aboriginal and Torres Strait Islander peoples. We pay our respect to the Elders, past and present, for they hold the memories, traditions, the culture and hopes of Aboriginal and Torres Strait Islander peoples across the state.

