



POLICY AND PROCEDURES MANUAL

Fairness in Student Work

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1. OVERVIEW

It is important that all students are treated fairly in the assessment of their work, and that students are assessed for work they have done and not for work done partly or wholly by someone else. Work submitted for assessment should be your own work. Students need to be very careful about working together with other students, or using the work of other students or any other written material in completing **assessable work**. There are certain rules which must be followed.

This policy statement is to make clear to you the extent to which working together is permissible, and the penalty for copying or cheating. The words usually used to describe these actions are **co-operation**, **collusion** and **plagiarism**.

2. RATIONALE AND SCOPE

This policy applies to all students. Its purpose is to make clear to students the extent to which working together is permissible, and the penalty for copying or cheating (co-operation, collusion, and plagiarism).

3. ATTACHMENTS AND REFERENCES

This section lists any external supporting documentation and/or other College policies or guidelines to which the current policy or procedure either refers to or should be read in conjunction with. For example, Cyber Bullying is covered in the Bullying Policy, so the Student ICT Policy refers the reader to the Bullying Policy for that information.

4. DEFINITIONS

Assessment: Or **assessment item** or **assessable work** means any piece of work for which the marks will count towards the student's grade for the subject concerned.

Co-operation: Refers to the working of students together on a task, where this is done with the permission or encouragement of teachers. There may be sections of the syllabus which allow co-operative work to be submitted for assessment, and if so your teacher will make this clear. Unless students are specifically instructed by the teacher that co-operation is permitted for a particular piece of assessable work, students should assume that it is not permitted.



Collusion: Refers to the situation where a student works together with another student, or with some other person, on an assessable piece of work, when this is not done with the teacher's permission but the work is submitted as the student's own. This is never allowed and will always receive a penalty if detected.

Plagiarism: Refers to the case where a student copies someone else's work and passes it off as his or her own. This may be done either by copying directly, without acknowledgment, or by re-wording the ideas and not giving credit to the original source. This is never allowed and will always receive a penalty if detected.

Co-operation is often a good way of learning, where it is permitted by the teacher, but **collusion** and **plagiarism** both have the intention to deceive the teacher and to gain credit for someone else's work. This is dishonest and has no place in a Christian College. Universities and colleges do not allow such practices either, and penalties can be severe.

5. REFERENCING SOURCES OF INFORMATION

Any sources of information which you use should be listed at the end of your piece of work for assessment, and referred to where you use the information. See **Appendix A** for the correct way of doing this. The sheet has been updated to show you how to refer not only to books and magazines, etc., but also to electronic media such as television, CD-ROMs, the internet, and so on.

6. PENALTIES

Where **collusion** or deliberate **plagiarism** is discovered, the Principal (for upper school) or Deputy Principal (for lower school) will be informed and shown the assessment. The student(s) concerned will be interviewed by the Principal or Deputy Principal and will be given a mark of zero for that piece of work. The assessment will be corrected as usual, but the reason for giving a mark of zero will be written on the assessment by the teacher.



7.2 In the middle of a piece of work

Any information taken from another source must be acknowledged in the following way, whether you have altered the wording or not. After the information, in your piece of work, write in brackets the author's surname, the publication date of the source, and the page number on which the information is found. The correct layout is as follows: (Comstock, 1990: 125)

Any information taken **directly from another source** must be written inside inverted commas and then acknowledged. For example:

"The Canadian people own about 12 million television sets, or 474 for every 1,000 people", (Comstock, 1990: 125).

Any information taken from another source **where you have altered the wording slightly** should not be written in inverted commas, but must still be acknowledged as shown. For example:

There are about 474 television sets for every 1,000 people in Canada, (Comstock, 1990: 125).