



Academic Integrity Policy

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1.0 Purpose

- 1.1. Calvin Christian School (the School) is committed to the development and application of attitudes and practices consistent with the requirements of academic integrity. Our learner framework (Attributes of a Calvin Learner) identifies acting as 'people of integrity' as one of the key attributes that should be reflected through our learners and in our community. As a Christian learning community, we value and actively encourage our community members to act with honesty and integrity as followers of Jesus.
- 1.2. Academic integrity is treated very seriously by the School. It is the responsibility of all members of the School community, the individual in acting in accordance with this policy and the School in working to identify, establish and support academic integrity in an age-appropriate manner. This includes actions consistent with our requirements as a provider of TASC-accredited courses in Years 11-12. These requirements include acting to ensure the authenticity and academic integrity of folios, project work, coursework tasks, or examinations conducted for the purposes of assessment for students, including those undertaking TASC courses.
- 1.3. This policy and its procedures for TASC subjects should be read in conjunctions with the TASC document Academic Integrity Policy (TASC, 2023) and Academic Integrity Guide (TASC, 2023).

2.0 Scope

- 2.1. This Policy applies to all staff and students of Calvin Christian School. Members of our learning community are expected to conduct themselves honestly and ethically, carefully acknowledging the work of others in all their studies. This includes:
 - All members of staff in the modelling of appropriate academic conduct, including in the preparation and acknowledgement of class materials;
 - **Teachers** who have a responsibility to teach (and monitor) practices consistent with academic integrity as outlined in this policy. This should be done in a manner appropriate to the age and stage of students; and
 - **Students** in the appropriate acknowledgement of sources. Students must ensure that all work submitted at all times, but especially for the purposes of assessment, is their own or is appropriately referenced.

3.0 Definitions

- 3.1 **Academic Integrity** - to act with Academic Integrity is to act with honesty and respect for the work of others. It means taking responsibility for and giving credit or acknowledgement to the work and scholarship of others and includes, but is not limited to, sources such as images, documents, ideas, software, music or videos. It involves using a wide range of sources to demonstrate quality student research and preparation
- 3.2 **Assessment** – judgements based on evidence of a student's attainment of knowledge and skills against standards / criteria. Assessment includes the following categories:
 - Internal assessment - assessment of student achievement by a teacher or the School.

- External assessment - assessment of student achievement by TASC or an external body, either through folios or examinations.
- 3.3 **Breach of Academic Integrity** - conduct that deliberately or inadvertently claims ownership of an idea or concept without acknowledging the source of the information, for example, passing off the knowledge, ideas or concepts of others as one's own. This behaviour can be termed plagiarism. Specifically, it occurs when:
- other people's work and/or ideas are paraphrased and presented without a reference;
 - other students' work is copied or partly copied;
 - other people's designs, codes or images are presented as the student's own work;
 - a third-party (including an artificial intelligence tool) is engaged to develop assessment tasks for submission;
 - phrases and passages are used verbatim without quotation marks and/or without a reference to the author or a web page; and/or
 - class notes are reproduced verbatim without due acknowledgement.
- 3.4 **Collusion** - is a breach of academic integrity. Students should not knowingly allow their work to be copied.
- 3.5 **Recycling** – re-submitting work prepared for another assessment or purpose.
- 3.6 **SEQTA** - Calvin Christian School's Learning Management System.
- 3.7 **TASC** - Office of Tasmanian Assessment, Standards and Certification, the body responsible for the accreditation of courses and the assessment and certification of student results for those courses.

4.0 Responsibilities

- 4.1 The Principal, Senior Staff and TASC Liaison Officer will ensure that staff and students are informed of their responsibilities to ensure academic integrity.
- 4.2 It is the responsibility of all staff members to model, teach, and expect appropriate academic integrity and referencing techniques.
- 4.3 Individuals, staff and student, must avoid involvement in any activity which breaches or attempts in some way to circumvent copyright or licensing agreements.
- 4.4 All individuals must ensure that work submitted or presented as their own is original and not the work of another (either in part or as a whole).
- 4.5 Where individuals draw upon the work of others, this must be appropriately referenced in accordance with class guidelines (with age and stage-appropriate expectations).

5.0 Communication of Expectations

- 5.1 Teachers are responsible for the communication of the School's expectations of academic integrity. This includes the provision of referencing guidelines for students at the beginning of a year or course. These expectations should be reiterated through the year, particularly when assessments are being undertaken.

- 5.2 Students will receive age and stage appropriate instruction as they develop their understanding of academic integrity and related practices.
- 5.3 Senior Students enrolled in TASC subjects will be introduced to the TASC document Academic Integrity Guide at the start of the year by the Deputy Principal – Head of Secondary or TASC Liaison Officer.
- 5.4 All staff teaching TASC courses will:
- Adhere to the Calvin Checklist for TASC 2, 3 and 4 Teachers and ensure that referencing requirements and academic conventions relevant to their subject area, and in line with TASC guidelines for that subject, for the use of others' work including advice on how to avoid breaches of academic integrity;
 - Direct students and parents to the Calvin Academic Integrity Policy and all relevant documents pertaining to the authenticity and academic integrity of all work conducted for the purposes of assessment; and
 - Provide students with clear guidelines relating to group work and whether they are permitted to work on an assignment jointly and how this work is to be referenced.
- 5.5 The TASC Liaison Officer will ensure that students are informed of and directed to complete the Student Declaration, confirming that:
- the submitted work, except where explicitly acknowledged, is the student's own;
 - the work was submitted by the required date;
 - the provider's documented processes for authenticity and academic integrity have been followed;
 - the teacher has developed sufficient knowledge of each learner's work, knowledge and skills so that they have a sound and reasonable basis for endorsing a folio's authenticity. This is developed through regular assessment (at least 2 major tasks per term, as outlined in the Calvin Teaching & Learning Handbook), upload of student work onto SEQTA and use of a variety of assessment tools and feedback throughout the academic year;
 - they have followed TASC guidelines for monitoring the completion of folios, including: teacher-student conferences, submission of planning documents etc.;
 - there are good grounds for the office of TASC to have confidence in the authenticity and academic integrity of the work.

6.0 Suspicion of a Breach of Academic Integrity

- 6.1 When a breach of academic integrity is suspected by a staff member they must notify their Head of Learning Area who, in turn, will notify the Deputy Principal of the breach.
- 6.2 Teachers will ensure that they have a record of evidence and can clearly identify the nature and extent of the breach. Allegations of a breach of the Academic Integrity Policy must be based on evidence which should be readily available to senior staff.
- 6.3 For internally assessed Year 7-12 subjects, including TASC courses, the Deputy Principal – Head of Secondary is required to decide whether the allegation of a breach of academic integrity is upheld and, if upheld, what the consequences will be.

- 6.4 For those assessments forming a significant percentage of the final grade, or assessments held over extended periods of time, a teacher will:
- collect a draft or series of drafts (preferably uploaded onto SEQTA) and mark them; and/or
 - keep a diary of student progress at certain intervals.
- 6.5 For TASC courses with an assessment folio or other project work submitted for assessment the follow process (taken from TASC Standards for the Provision of TASC Accredited Senior Secondary Courses, 2020) must be followed. In particular:
- Teachers must develop sufficient knowledge of each of their learners' work, knowledge and skills that they have a sound basis for assurances that a folio or other project work satisfies the requirement for authenticity. This might include:
 - o Citing of drafts
 - o Use of Turnitin or other software during the writing process
 - o Maintaining a diary of meeting with the student throughout the folio creation process
 - When marking assessment tasks, identify evidence of possible cheating, collusion and breaches of academic integrity by observing changes in formatting, voice or typical language/style within a paper, including:
 - o a mixture of quotation marks;
 - o changes in writing style within a paper;
 - o suspicious/unexplained improved writing style;
 - o a paper veering away from the topic;
 - o lack of recent reference sources or unusual or anachronistic references;
 - o common phrases or expressions appearing in more than one paper; and
 - o sudden completion of tasks in a very short time (and with little evidence of the process).
 - Where a teacher is unable to sign an externally marked TASC folio declaration on the suspicion of breaches of academic integrity:
 - o the teacher must immediately inform the relevant Head of Learning Area who must, in turn, notify the Deputy Principal – Head of Secondary and TASC Liaison Officer.
 - o the student and their guardian/s must be made aware of their right to seek a review (see Section: Appeals and Learner Requests for Review).
 - Teachers of TASC courses may decide that all written work produced for the purposes of assessment be run through Turnitin as a matter of protocol. They will use Turnitin to detect the breach or search for a key phrase used in the student work on a search engine such as Google. Staff should also carry out checks on a random basis as a matter of course.
 - When a recognised program such as Turnitin does not provide clarity regarding the breach of academic integrity, the teacher should use additional assessment techniques

such as oral assessments or comparisons with work done under supervised test conditions.

- Use of information, images or text content produced by artificial intelligence tools may be appropriate in some contexts but this, like all sources, must be appropriately referenced.

7.0 Consequences of a Confirmed Breach of Academic Integrity

7.1 There are a number of factors that might be taken into consideration when deciding on the consequences, including:

- The age of the student,
- The relative size/scope of the breach,
- Prior warnings,
- Enrolled course (i.e. School or TASC-accredited course),
- Presence of other factors (cognitive, social or psychological impairments) that might explain the situation),
- Evidence that the student has been given information on academic integrity and knew that use of materials without acknowledgment was unacceptable

7.2 Primary students will be managed by their classroom teacher in consultation with their Head of Learning Area.

7.3 Secondary students

- Secondary students will be called to a meeting with the Head of Learning Area and/or Deputy Principal – Head of Secondary, where they are given particulars of the suspected academic integrity breach and given a chance to defend the allegation (an additional staff member may be present to take notes).
- Parents will be notified in writing or in person of suspected breaches by the Deputy Principal – Head of Secondary.
- The student and their parents will be informed of the penalties that may be applied if the allegation of breach of academic integrity is upheld.
- In cases where it is impracticable for a student to attend such a meeting, particulars of the breach of academic integrity will be put to the student in writing, and the student will be asked to respond within 7 working days from the date shown on the written communication.
- The Deputy Principal – Head of Secondary or Head of Learning Area will document all information pertaining to the breach of academic integrity and full records and minutes of the meetings and outcomes of the meetings. Information must be kept by the Deputy Principal – Head of Secondary and a copy placed as a pastoral note on SEQTA.
- Students may request a copy of all information pertaining to the charge of breach of academic integrity and the outcomes of the meetings.
- Consequences may include (but are not limited to):
 - o a warning,

- o a warning and an opportunity to resubmit,
 - o a warning and an opportunity to resubmit with a maximum grade awarded,
 - o a mark of 'zero / E / z' awarded for that task,
 - o the student may be withdrawn from the course for a period of specified time,
 - o a report of the incident maintained on a student's file (electronic SEQTA file).
- 7.4 In the case of externally assessed material (including External Folios), TASC will take responsibility for the consequences. However, teachers should endeavour to ensure that all submitted work is the student's own work.
- 7.5 Where necessary the teacher and student may need to work through the Christian Schools Tasmania (CST) Grievance and Dispute Resolution Process, to ensure the successful return of the student to the classroom.
- 7.6 A record of warnings and penalties will be kept on the student's file on SEQTA. The student shall also be advised of their right to appeal the finding of the breach of academic integrity and the penalty imposed.
- 7.7 The student and their parents shall also be advised of their right to appeal the finding and the penalty imposed.

8.0 Appeals Process

- 8.1 A student may appeal against a decision made under this procedure. In relation to TASC assessments made by the school in TASC courses there is no provision or recourse to TASC. All appeals must be made to Calvin Christian School using the process outlined in this document.
- 8.2 The grounds for appeal are that the decision is inconsistent with this procedure.
- 8.3 Appeals must be made in writing and lodged with the Principal within 7 days of the date shown on the written notification of the decision.
- 8.4 The Principal may ask the Senior Management Team to review the decision and all the documentation in regard to the appeal.
- 8.5 The Principal will normally respond to the appeal within 7 working days and may confirm or vary the decision.
- 8.6 The Principal's decision will be final.
- 8.7 Where the Principal upholds the appeal the teacher and student will be required to work through the Grievance and Dispute Resolution Process, to ensure the successful return of the student to the classroom.
- 8.8 Where the allegations are made with regard to an externally marked TASC folio, the student may appeal the decision using the TASC appeals process. In this instance the TASC decision will be final.

9.0 Related Documents

TASC (2023); *Academic Integrity Guide for Students*

TASC (2023) *Academic Integrity Policy*

Calvin Christian School Procedure for Reviewing a Suspected Incident of Plagiarism flowchart Calvin Christian School Assessment Policy

Calvin Christian School Guidelines Artificial Intelligence

CST Grievance and Dispute Resolution Policy

10.0 Publications of this Procedures

10.1 All relevant Calvin Christian School policy and procedure documents will be available on the CST and Calvin staff websites and relevant references in the Staff Handbook.

11.0 Implementation, Monitoring and Review

11.1 This document will be reviewed and updated within 12 months of implementation and 3 years thereafter or as determined by the Principal.

11.2 Implementation, monitoring and review will be conducted by the Deputy Principals (Primary and Secondary), TASC Liaison Officer or delegated authority.

11.3 The Principal meeting with the Senior Leadership will authorise the final draft of this policy or initiate the development of a new version.

12.0 References

TASC (2023), *Academic Integrity Policy*, retrieved 18 June 2023 from

<https://www.tasc.tas.gov.au/wp-content/uploads/2023/03/TASC-Policy-Academic-Integrity.pdf>

TASC (2023), *Academic Integrity Guide for Students*, retrieved 15 June 2023 from

<https://www.tasc.tas.gov.au/wp-content/uploads/2020/03/Academic-Integrity-Guide.pdf>

Calvin Christian School (2023), *Checklist for TASC Teachers*

Calvin Christian School (2023), *Teaching & Learning Handbook*