

Cheating and Plagiarism Policy and Procedure

Ratification Date: RNS Board 01/09/2021	Next Review: 2022/23 or after an event or changes to the minimum standards as advised by the VRQA	Availability: <table><tr><td>Web</td><td>X</td></tr><tr><td>Office</td><td>X</td></tr><tr><td>On Request</td><td>X</td></tr></table>	Web	X	Office	X	On Request	X	Actions:
Web	X								
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1.0 POLICY

River Nile School is a Specialist Reengagement Senior Secondary School for young women who are Humanitarian Refugees and new arrivals to Australia. As such they are extremely vulnerable and generally have experienced significant trauma in their lives.

This policy is designed to ensure that the River Nile School effectively manages any form of cheating or plagiarism that may present. The River Nile School will also abide by the Victorian Curriculum Assessment Authority (VCAA) Regulations in regard to breaches in school-based assessments. The River Nile School will treat any detected case very seriously and students found to be cheating or committing plagiarism will be penalised accordingly.

2.0 SCOPE

This policy and procedure apply to teachers, parents/carers and students.

3.0 PROCEDURE

The explanation of the nature and definition of cheating and plagiarism, as described in this policy, will be an essential element in all learning programs in the River Nile School to ensure that all students understand what is required of them.

Cheating is the attempted or actual practice of dishonest acts for the purpose of gaining an unfair advantage such as improving one's result. This could be done alone or could also include assisting another student to do so. Some examples could be:

- Copying another person's work
- Claiming an assigned share of a team assessment, where insufficient or no contribution was made
- Pretending to have submitted an assessment to the teacher
- Stealing another student's assessment and submitting it as one's own work
- Depending upon others to complete practical demonstration assignments

Plagiarism is using someone else's ideas or phrasing and representing those ideas as your own. This includes written or spoken material from whole papers and paragraphs, sentences, phrases statistics and /or artwork. "Someone else" can mean a professional source, such as a published writer or critic in a book, magazine or journal; an electronic resource; another student or from an assignment-writing "service" (online or otherwise) which offers to sell written papers for a fee.

According to the VCAA the following are acceptable levels of assistance and does not constitute cheating and or plagiarism:

- The incorporation of ideas or material derived from other sources (for example, by reading, viewing or note taking), but which has been transformed by the student and used in a new context
- Prompting and general advice from another person or source, which leads to refinements and/or self-correction

Unacceptable forms of assistance according to the VCAA include:

- Use of, or copying, another person's work or other resources without acknowledgement
- Corrections or improvements made or dictated by another person
- A student must not submit the same piece of work for assessment in more than one study, or more than once within a study
- A student must not circulate or publish written work that is being submitted for assessment in a study, in the year of enrolment
- A student must not knowingly assist another student in a breach of rules

Students are required to acknowledge ideas, information and quotes from other sources using the correct approach described by the teacher.

Each student signs a student declaration which is part of the VCAL assessment (refer to **RNS VCAL Assessment Coversheet**) when handing in each assessment stating:

- That the assessment is their own work based on their personal study and or research and not the work of another student and or source
- That they acknowledge that all materials and sources used to prepare the assignment
- That they have not plagiarised or copied any part of this assessment from the work of any other student or source

Teachers are actively encouraged to review students work against each other, resources, common websites etc in an attempt to detect plagiarism and or cheating.

The following process will occur if an issue of authentication (cheating or plagiarism) is suspected:

- If either is detected the teacher will discuss this with the student in the first instance
- Teacher is required to provide evidence of the cheating and or plagiarism to the student
- Student is given an opportunity to explain
- If teacher is satisfied that the student is not in breach of guidelines, then no further action is taken.

If a breach is still suspected the teacher will refer this to the VCAL Coordinator and a panel may be formed to investigate the task in question.

- If necessary, a formal interview will be conducted. A parent of the student may attend in a support role, but not as an advocate
- A letter sent home, providing details of the interview to be conducted. At least twenty-four hours' notice is given
- Following the interview, a decision will be made in consultation with the Principal
- The student will be informed of the decision on the next school day. Written notification will follow within three days including details of the student's right of appeal.
- Records will be kept of each stage of the process. Each decision will be made on the basis of evidence collected. The River Nile School has the power to impose any of the following penalties for cheating, plagiarism, or for a substantive breach of the rules (which applies to the student who has breached as well as any student who has knowingly assisted the student to breach):
 - A written reprimand
 - Request that work be resubmitted
 - Refusal to accept a part of the work submitted
 - Refusal to accept the whole piece

The above consequences may be used singularly or in combination. This policy and procedure is also outlined in the Student and Staff Handbooks and explained to students at orientation sessions.

4.0 ASSOCIATED DOCUMENTS

- RNS Assessment, Reporting and Monitoring Policy and Procedure
- RNS VCAL Assessment Coversheet
- RNS Student Handbook
- RNS Staff Handbook