

Disciplinary Procedures for Academic Misconduct

1. Academic misconduct is defined as any attempt by students to gain an unfair advantage in assessments. An allegation of academic misconduct may be made by a member of staff against a student.
2. Any attempted or actual malpractice will not be tolerated
3. Academic misconduct may include, though not be limited, to:
 - a. Plagiarism
Plagiarism is using others' ideas and words without clearly acknowledging the source of that information.
 - b. Falsifying or fabricating data
Falsification or fabrication of data consists of the misrepresentation of the results of experimental work or the presentation of fictitious results.
 - c. Collusion
Collusion involves two or more students working together, without the prior authorisation of the subject teacher, to produce the same piece of work, and then attempting to present this as entirely their own work.
 - d. Copying
Copying is when one student copies work from another student, with or without the knowledge of the first student.
 - e. Bribery or attempted bribery
Bribery is the paying, offering or attempted exchange of an inducement for information or material intended to advantage the recipient in an assessment.
 - f. Personation
Personation involves one person undertaking an assessment on behalf of another. This may involve the purchase of assessment material or downloading it from a website and then attempting to present this as entirely their own work.
 - g. Failing to follow the instructions of an assessor particularly in, but not limited to, the use of resources that are not permitted by the terms and nature of the assessment and regardless of the method by which they are introduced to the assessment.
 - h. Any other willful deception in any element of an assessment.
 - i. The alteration of any results document.
4. A student who aids and abets a fellow student to commit academic misconduct shall be deemed to have committed academic misconduct and will be dealt with accordingly.
5. When a case of suspected academic misconduct has been identified:
 - a. The teacher involved will collect the evidence and bring the matter to the attention of the Head of the Department and the Assistant Head (Assessment). They will examine the evidence, interview the student, consult with other staff and students as appropriate and establish the nature and extent of the misconduct.
 - b. If, as a result of this investigation, the Assistant Head and Head of Department are satisfied that no academic misconduct has taken place, no further action will be taken against the student and the student and the subject teacher will be informed as soon as possible.
 - c. Where the student admits to the academic misconduct, the Assistant Head will re-interview the student in the presence of the Head of Department, make a written record of the interview and request the student to sign the notes as representing an accurate record of the meeting. The Assistant Head will decide the appropriate penalty in accordance with the Behaviour Policy, taking account of the extent of the misconduct, whether willful deception as involved and the extent to which the assessment would have contributed to the final award.
 - d. The Assistant Head (Assessment) will ask the Parent(s)/carer(s) of the student to come to the school to discuss their son/daughter's misconduct and the penalty. The penalty for academic misconduct will include a disciplinary sanction and will require the student to repeat the assessment under the supervision of the Head of Department within a specified timeframe. Failure to comply will result in a zero mark.