

ST BRENDAN-SHAW COLLEGE



ATTENDANCE AND APPLICATION

ACADEMIC AUTHENTICITY AND INTEGRITY

2012

A. ATTENDANCE & APPLICATION

Rationale

The Christian understanding of personhood calls us to a relationship with God, self and others. It recognizes that fundamental freedom and rights are reciprocated by responsibilities which proactively promote peace, justice, ethics and reconciliation. It is aware of the cultural, social, educational and personal diversity of all.

This policy has been formulated to provide a coherent understanding and consistent practice with regard to attendance and application in classes at St Brendan-Shaw College

It serves as a document to implement the TQA's standard for the College's responsibility for the authenticity and academic integrity of senior students' work submitted for assessment.

It serves as a document to implement the College's responsibility for the authenticity and academic integrity of student work submitted for assessment in Years 7-12.

Aims

The aims of this policy are to:

- ensure that students respect the learning and teaching aims of St Brendan-Shaw College;
- provide an "umbrella" for the various reasons for absence and/or lack of application in class;
- validate the College value of "learning"; and
- ethically fulfill obligations in submitting work.

Implementation

1. Attendance and Application

Senior Classes

Courses are accredited by the Tasmanian Qualifications Authority (TQA) and have a Size Value and Design Time.

Size value indicates the amount of class contact time (or its equivalent) that the majority of students would require to complete the course. It gives students taking the course a reasonable opportunity to meet the requirements. The TCE requires 'a significant amount of learning at a set standard'.

TQA C courses have a size value of 15 and so the allocated Design Time for the class is 150 hours. A B course is allocated 100 hours.

While allowances are made for senior students who are ill or have some other acceptable reason for missing class, content is prescriptive and must be covered to complete the course. Hence, assignment tasks and subject content must be 'caught up' on the student's return.

While every assistance will be given by the teacher, it is the student's responsibility to do so within a designated time negotiated with the teacher.

For a student who enters a class late the same conditions apply. Assignment tasks and content delivered before entry must be 'caught' up and all conditions satisfied.

Students who miss more than 25% of class time for *any* reason will be required to attend an interview with the teacher and parent to decide if the student has satisfied the conditions necessary to receive an award in the subject.

Year 7-10

Courses are written, assessed and reported according to the Tasmanian Curriculum and/or the Australian Curriculum.

Design time is assigned by the College according to the amount of class contact time (or its equivalent) that the majority of students would require to complete the course and gives students a reasonable opportunity to meet the requirements. For example: In Years 9 and 10 design time for the subjects is approximately three hours per week (averaged over the ten day cycle).

Allowances are made for students who are ill or have some other acceptable reason for missing class. However, for short periods of absence, assignment tasks and subject content must be 'caught up' on the student's return. While every assistance will be given by the teacher it is the student's responsibility to do so within a designated time negotiated with the teacher.

For extended absences, students will be advised on an individual basis with an interview with the teacher and parent to decide if the student has satisfied the conditions necessary to receive an award in the subject.

Students who change an option within the designated period (usually within the first four weeks) are required to 'catch up' on all work and assignments missed.

Students who miss more than 25% of class time for *any* reason will be required to attend an interview with the teacher and parent to decide if the student has satisfied the conditions necessary to receive an award in the subject.

Summary for missing class in Years 7 -12

In summary, the following guidelines apply:

If a student misses a class, it is his/her responsibility to catch up with each of his/her teachers on his/her return to

- check on work missed in class;
- check up on assignments given and dates due;
- check college email and student work folders;
- negotiate with teachers for extensions or inquire if an assessment is essential; and

Teachers will be asked to

- negotiate with students (e.g. some assessment tasks can be missed without affecting results);
- leave student work in the student work folders (on the computer) whenever possible;
- email tasks where applicable;
- contact parents if absences are affecting students' progress.

The parents of students who refuse to work in class on a regular basis will be contacted by the teacher and an interview arranged, if required.

Further refusal will be referred to the Principal.

2. Failure to submit work

In Years 7 – 12

Once a class assignment has been marked and returned to students the teacher has the right to provide a Z rating (no work submitted) to late assignments for that task. The teacher may set an alternative assignment with negotiated deadlines.

Students may still ask for feedback on the late assessment piece which will be recorded by the teacher.

Teachers will contact parents if student work is more than a week late and no new date for submission has been negotiated.

If 25% or more assignments are late from a particular student, a parent- teacher interview will be arranged to discuss progress.

B. AUTHENTICITY AND ACADEMIC INTEGRITY

What is academic integrity?

Academic integrity is about being true to yourself and to your learning by displaying honesty and respect for knowledge in giving due acknowledgement to the work of scholarship of others.

There are acts which destroy such integrity. One example is plagiarism which means presenting the thoughts and works of another as your own.

What this policy means:

- All work presented whether written, spoken, dramatic, audiovisual, musical, artistic, items you construct and so on must show full acknowledgement of all thoughts and works by others that you have used.
- This includes not copying someone else's work, and also not allowing someone else to copy your work.
- It included not re-using your own work that you have done at another time (discuss with your teacher).

In your work you may have a direct reference such as

- Words in an essay
- Part of a video clip that is not yours
- A design in a project
- Maps and pictures

In your work you may have indirect references such as

- A summary of another's ideas and thoughts including paraphrasing
- Someone else's dramatic or artistic presentation.

You must state whose work you are using and where the reader/viewer/listener can find it. That is: you will be "citing a work".

Procedures and Processes for Years 7 -12

The policy on authenticity and academic integrity of student work submitted for assessment will apply to:

- all tasks and folios submitted by senior students
- major assessment tasks submitted by Years 7-10.

How and when students learn about requirements for authenticity and academic integrity

Years 7 -10

Students will be informed of the need to respect the intellectual property of others by not plagiarizing any other person's work and by acknowledging all sources and references.

This will necessitate effective lessons on referencing and the use of sources such as books, journals, magazines, television programs, movies, teacher notes, digital videos, multimedia, designs, performances, the internet, media and so on.

These lessons will be part of the English program in Year 7 and 8 and will be reinforced in other subjects as deemed necessary. Library lessons will be held.

Pathways classes in Year 10 will include referencing and plagiarism in the program. They will be supported by other subjects as needed.

In Years 7 and 8 the emphasis will be on how to add and reference pictures, write a list and so on.

By Year 10 students will be advised how to reference fully all work. It will be part of the marking rubrics for the subject involved.

Senior Students

Workshops will be run for senior students at the beginning of the year. All students will be given access to the document Academic Integrity: A Guide www.tqa.tas.gov.au

Senior students who enrol in subjects requiring a folio will also have introductory sessions as a part of the guidelines for submission of folios. Reminders will be introduced into each class for each major piece of analytical writing. There will be a progressive discussion of drafts between the student and the teacher

Information on Submission dates

Years 7 -10

Student Planner

Student file on shared

On the assignment sheet

Senior Secondary

Student file on shared

Email folio dates

Newsletter to inform parents

College website

Students will be given a handout of the TQA documents with dates due.

Turnitin will have dates

Teachers' Knowledge of Students' Work

Where possible, students will complete work for the folios/assessment tasks in class under close supervision.

Teachers will keep a checklist during the developmental process.

Three drafts of formal assessment tasks/folios will be required including the final draft.

As required, teachers will hold informal interviews discussing aspect of the work submitted in the assessment task/ folio in order to authenticate the work submitted.

If suspicious a teacher will

Use Google Advanced Search, Turn it in ...

Inform the HOF and make a decision together which may include

- Contacting parents;
- Providing an opportunity for students to be assessed either orally or complete another task under supervision;
- If it is a TQA folio, the teacher will not sign the declaration. The teacher may request extra time from TQA to conduct a check.

Students' Rights

- All students will be informed of internal ratings at least one week before the end of classes (seniors) or before report writing;
- Students may ask for a review of any rating;
- Students may ask for reasons why a teacher has not signed the *Commission of Declaration* form (see **process in Appendix**)
- Students may defend the suspicion if plagiarism is suspected;
- Students have the right to have another adult present when being reviewed;
- Senior Students will be required to supply and retain rough notes and drafts until after results have been received.

How Student work is collected and recorded

- Student work should be submitted to the teacher. Teachers should inform students how to submit work to them. Generally, all work should be submitted in class time on the due date or before. If ill and a class will not be held on the day of return to school, the student may submit the work at the Office. An Office person will stamp and date the assessment piece. The student will sign the date. Work should not be passed on to other teachers to place in pigeon holes. All student work is recorded in teacher's organizer on date of receipt.
- Matrices/ rubrics for all major assessment tasks are recorded and given to students prior to the assessment task being undertaken.
- All working notes and rough drafts for senior folios are kept until after awards are given. These should show progress over at least three stages.
- Drafts and notes should be stored on College property and be accessible to HOFs in case teacher is not available. Teachers must inform the HOF where the drafts are stored as soon as the time frame for the folio has begun.

Communication

- The policy will be available on the website and copies will be emailed to senior students at the beginning of the year. The policy will be published in the newsletter in March and July.
- It will be reviewed at the last LATT meeting in Term 2. This will be to improve outcomes and meet changing needs.

APPENDIX 1: Summary of procedures for requesting a review.

A student can request a review of a decision not to endorse the student declaration. The review process includes:

TQA essential processes in the procedure	St Brendan-Shaw College's response to TQA requirements
How are students made aware of their right to seek a review?	At the beginning of the process, students will be informed of their right to seek a review.
What is the process for a student to seek a review?	Students must follow the College's complaints procedure as for any review.
How will an independent assessment be made of the authenticity and academic integrity of the student's work?	The Deputy Principal of Learning and Teaching, together with the relevant Head of Faculty, will appoint an independent person to carry out an investigation. This will be usually a teacher or a House Head.
Who makes the final decision and how is this communicated to the student?	The Deputy Principal of Learning and Teaching will make the final decision in accordance with the advice and recommendations received from the independent person.
Can the student appeal this decision?	Final appeals can be heard by the Principal.
How long will the process be likely to take?	This process will not exceed two weeks.
What records of the process are maintained and for how long?	Any records pertaining to a student review will be kept for the standard operating procedure for retention of records – seven years.

St Brendan-Shaw College will retain records of processes and outcomes sufficient to show what practices have been undertaken, and sufficient to demonstrate the effectiveness of the procedures, in order to confirm confidence in the authenticity and academic integrity of student work.

The relevant Heads of Faculty will complete records that show not only that actions have taken place and decisions made but also the evidence on which these actions and decisions were made.

The College will retain these records for seven years in accordance with the requirements set by or under legislation such as the State Archives Act and Australian Archives Association's *Records Retention Schedule for Non-government Schools*.

These records will include:

- the documented procedure
- records of relevant meetings
- records of student requests for reviews and the actions of those reviews
- improvements made to practices.

References

TQA's *Academic Integrity: A Guide* (including authenticity, plagiarism and referencing)
www.tqa.tas.gov.au

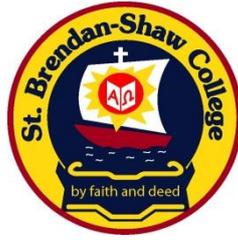
NSW's All My Own Work program <http://amow.boardofstudies.nsw.edu.au/>

Turnitin <http://turnitin.com.staic/index.php>

Search engines (E.g. Google Advanced)

TQA folio guidelines/due dates documents

Updated 27 February 2012
Next Review Date: September 2012



I _____ (print name)

have read and understand the policies on

Attendance and Application

and

Academic Integrity and Authenticity

I agree to abide by the conditions as set out by the Tasmanian Qualifications Authority and of St Brendan-Shaw College.

Date: _____

Signature: _____