



XAVIER

HIGH SCHOOL ALBURY

Malpractice Policy

Rationale

At Xavier High School we put learning first. As such, we take very seriously any concerns in regards to students producing work that is not their own or attempting to gain credit where it is not deserved through plagiarising the work of another person. Malpractice or cheating occurs when a student attempts to claim that work that is not theirs as their own or when a student attempts to gain an unfair advantage over other students. It is unfair to your fellow students, and it is taken extremely seriously by the school and NESA- New South Wales Board of Studies.

In an examination Malpractice or cheating might involve:

- taking notes into the exam room,
- communicating with another person,
- having prior knowledge of the paper, if this is not permitted.

In non-examination tasks, Malpractice or cheating would include:

- making up journal entries for a project
- using ideas or information or words which are the work of someone else, whether a student or not, without giving appropriate credit.

This is called “plagiarism”. To do this is to pretend that the ideas, information or language is your own, when it is not. It is not necessarily wrong to get material from elsewhere—that would depend on the exact nature of the task—but it is always wrong not to make clear where the material came from. All work must be appropriately referenced. Students are referred to the ‘How to Reference and creating a Bibliography’ guide to prevent plagiarism. It is easy to be tempted into downloading material from the internet. It is also very easy to find out that this has happened.

It is also wrong to help another student to cheat. Outside of an examination, there is obviously no objection to sharing ideas or even completed tasks. However, to allow someone else to simply copy your work is to participate in cheating. Students who engage in cheating are liable to receive zero for the task. The task will then need to be re-submitted honestly. The same penalty applies to any misconduct or non-serious attempt, in any task.

Students in Year 10 at Xavier High School complete the All My Own Work program which ensures that students follow the principles and practices of good scholarship. Students must complete this program satisfactorily to be eligible to sit the HSC. Students complete 5 areas of the Program- Scholarship Principles and Practice, Acknowledging Sources, Plagiarism, Copyright and Working with Others. NESA requires the school to report any cases of malpractice to the Board. You are encouraged to revisit the site “All My Own Work” at [NESA Malpractice 1.3](#)

Malpractice Process

When an instance of malpractice has been identified:

1. Teacher communicates to student his or her belief that there has been malpractice.
2. KLA Coordinator is notified. In case of a dispute between student and teacher, the KLA Coordinator has the final say as to whether or not malpractice has occurred. The student may appeal to the AP (Learning and Teaching).
3. When the truth of the matter has been established, parents are notified by the teacher of the malpractice and appropriate penalties applied.
4. Marks are deducted from the student's result in proportion to the extent and seriousness of the malpractice. In effect only the portion of the task that is properly done will be marked.
5. In a serious case the task is to be done again, although the penalty will stand.

[There is a view that malpractice in an examination should always be penalised by a loss of all marks, rather than by a pro-rata penalty.]

References:

Retrieved from:

<http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/hsc-all-my-own-work>