



Gilgandra
High School

Malpractice Procedures

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Document History

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1. Rationale and Purpose

At Gilgandra 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 or through the use of artificial intelligence applications.

We strive to provide our students with the skills required to be good scholars, as outlined by New South Wales Education Standards Authority (NESA)

<https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/hsc-all-my-own-work/scholarship-principles-practices/1-good-scholarship> :

- 1.1. Being honest and ethical about what is their own work and what is not, and about where they got their information.
- 1.2. Researching a variety of different sources and citing them in their work.
- 1.3. Communicating what they have learnt in their own words.

2. Supporting policy and procedures

The following policies and procedures underpin the GHS Malpractice Procedures:

- 2.1. NSW Department of Education: Behaviour code for students
<https://education.nsw.gov.au/content/dam/main-education/policy-library/associated-documents/pd-2006-0316-01.pdf>
- 2.2. New South Wales Education Standards Authority (NESA): What is malpractice?
<https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/hsc-all-my-own-work/scholarship-principles-practices/3-malpractice>

3. Malpractice

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 New South Wales Education Standards Authority (NESA).

In an examination malpractice or cheating might involve:

- Copying in an exam from another student or using information secretly bought in;
- 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;
- Handing in work that someone else did and saying it is your own;

- Using information from the internet or elsewhere and not acknowledging the source, including the use of artificial intelligence (AI) applications.

4. Plagiarism

Plagiarism is pretending 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 *Appendix 1: Bibliography and Reference List*. It is easy to be tempted into downloading material from the internet. It is also very easy to find out that this has happened.

5. Malpractice process

GHS will ensure that procedural fairness is followed in any instances where malpractice is suspected or evident. Refer to *Appendix 2: Malpractice Process*.

The process will be:

- 5.1. Class teacher notifies Head Teacher of alleged malpractice and provides all documentation in relation to the submission of the work/assessment task.
- 5.2. If the Head Teacher believes that the allegation can be substantiated they will consult with the Deputy Principal on the next steps:
 - 5.2.1. The student, with a support person, will be provided with the evidence used to allege malpractice.
 - 5.2.2. The onus is on the student to provide evidence that the work they have submitted is their own work.
 - 5.2.3. Parents will be contacted and will have access to the evidence used to allege malpractice.
- 5.3. A panel consisting of a faculty Head Teacher (not from the KLA involved) and the Deputy Principal will review all documentation, including evidence provided by the class teacher and student to determine if malpractice has occurred.
 - 5.3.1. If malpractice is not evident, all records of the investigation will be removed from the students electronic record. All hard copies of evidence will be stored in a secure location by the Principal.
 - 5.3.2. If malpractice is proven, the panel will decide on the outcome:
 - 5.3.2.1. A zero award for the student/s;
 - 5.3.2.2. Student/s to re-submit the task with a mark penalty applied;
 - 5.3.2.3. Student/s submit an alternate task.

- 5.3.3. The Panel will provide the decision and outcome back to Head Teacher to communicate with parents and the student.
- 5.4. Students and their parents/carers may appeal the decision of the Panel by submitting an **Appeal of a malpractice decision** form (Appendix 3) in writing to the Principal, within 3 days of the decision being handed down.

Appendix 1: Bibliography and Reference List

A **reference list** contains details of all sources that you cite in your work.

- A reference list is arranged alphabetically by author. If an item has no author, it is cited by title, and included in the alphabetical list using the first significant word of the title.
- A reference list is generally placed at the end of a work.
- Commas are used to separate each item of the reference/citation.
- If you have more than one item with the same author, list the items chronologically, starting with the earliest publication.
- For electronic sources, use angle brackets (<>) to isolate the web address/URL from the rest of the reference.

A **bibliography** includes all sources that you consulted for background reading, even if they are not cited in your work.

The same method of presentation is used for both a references list and a bibliography.

BOOKS

- Author (surname first, followed by first name or initials)
- Title of publication (underlined, or using Italics)
- Publishing company
- Place of publication (usually a town or city)
- Year of publication

This information can usually be found on the first two pages of a book.

Examples: (note punctuation): **Collier, A. (2008). *The world of tourism and travel*.
Rosedale, New Zealand: Pearson Education New Zealand.**

Author: Surname first, then initial or first name Title underlined or in italics Place of publication Publisher Year of publication

ARTICLES IN BOOKS, NEWSPAPERS, MAGAZINES etc.

- Author's name (as above)
- Title of article (in inverted commas)

For articles in books:

- The title of the book and publication details (as above)

For articles in newspapers, magazines, journals:

- The title of newspaper, magazine or journal; date or volume number; page(s)

Examples: Gabbett, T., Jenkins, D., & Abernethy, B. (2010). *Physical collisions and injury during professional rugby league skills training*. *Journal of Science and Medicine in Sport*, 13(6), 578-583

PAMPHLETS

For pamphlets, you should include at least:

- The name of the organisation producing the pamphlet
- Title
- Date of publication

Example: Tamihana, B. (2007). *Gambling health promotion: Mate petipeti whakapiki hauora* [Brochure]. Palmerston North, New Zealand: Best Care (Whakapai Hauora) Charitable trust

AUDIOVISUAL SOURCES

For sources such as videos, you should provide:

- The Production Company (usually found on the label)
- Title
- Date of production. If you can't find the production date, the convention is to put 'nd' (not dated)

Example: Gardiner, A., Curtis, C., & Michael, E. (Producers), & Waititi, T. (Director). (2010). *Boy: Welcome to my interesting world* [DVD]. New Zealand: Transmission.

MATERIAL FROM THE INTERNET

Include information in the following order:

- author (the person or organisation responsible for the site)
- year (date created or revised)
- site name (in italics)
- name of sponsor of site (if available)
- accessed day month year (the date you viewed the site)
- URL or Internet address (between pointed brackets). If possible, ensure that the URL is included without a line-break.

Example: Department of Social Services 2020, *Department of social services website*, Australian government, accessed 20 February 2020, <<https://www.dss.gov.au/>>.

EXAMPLE REFERENCE LIST

References

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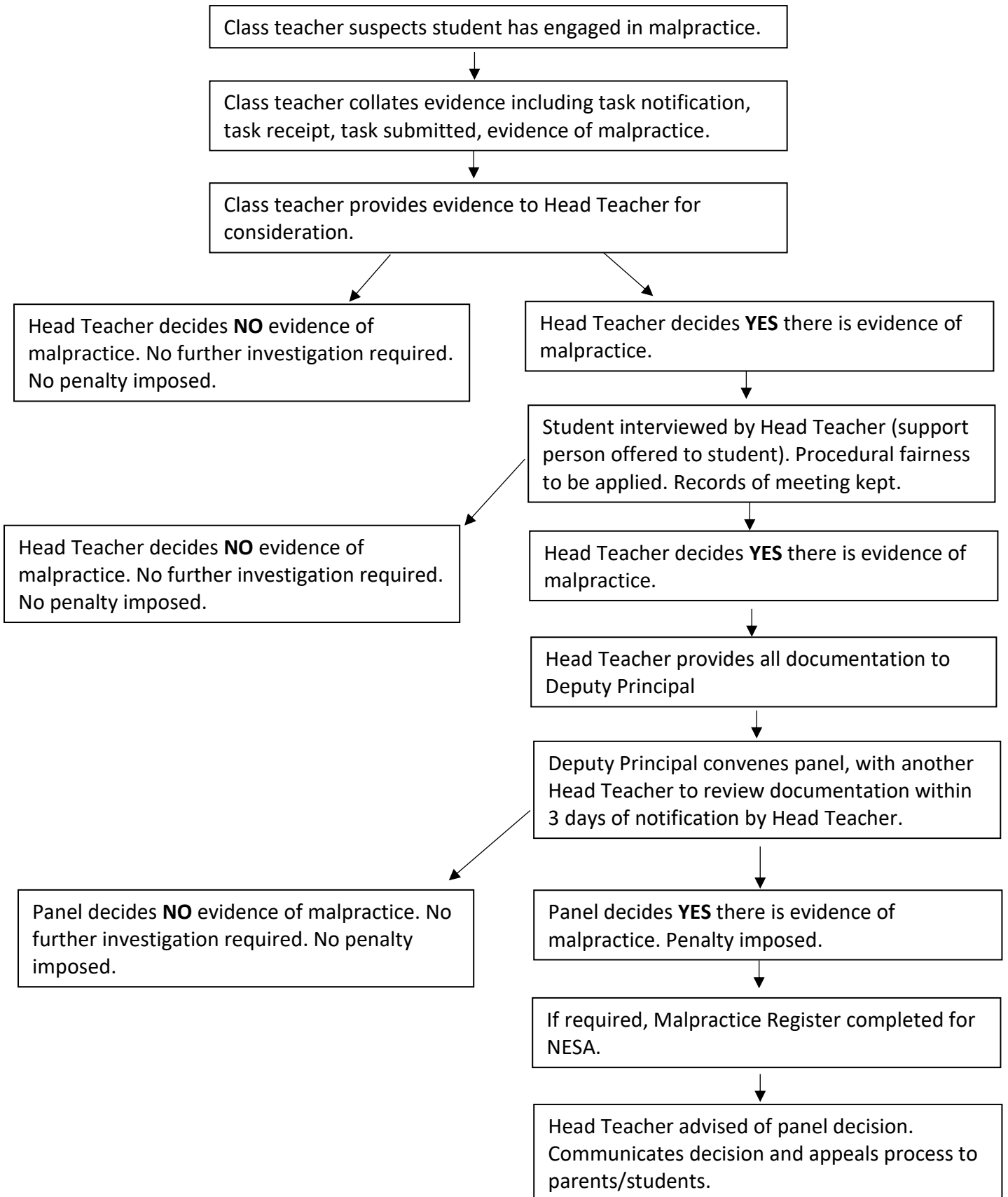
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Cengel, YA & Boles, MA 1994, *Thermodynamics: an engineering approach*, 2nd edn, McGraw Hill, London.

Donahue-Wallace, K & Chanda, J 2005, 'A case study in integrating the best practices of face-to-face art history and online teaching', *Interactive Multimedia Electronic Journal of Computer-Enhanced Learning*, vol. 7, no. 1, viewed 30 January 2009, <<http://imej.wfu.edu/articles/2005/1/01/index.asp>>.

Huffman, LM 1996, 'Processing whey protein for use as a food ingredient', *Food Technology*, vol. 50, no. 2, pp. 49-52.

Appendix 2: Malpractice process



Appendix 3: Appeal of a malpractice decision

Please complete this form and submit within 3 days of the decision being made. Appeal forms are to be submitted to The Principal, Gilgandra High School via:

- Hand delivered to Administration Office
- Email to gilgandra-h.school@det.nsw.edu.au marked Attention: Principal

| | |
|--------------------------------|--|
| Student Name | |
| Year | |
| Person making appeal | |
| Relationship to student | |
| Address | |
| Phone numbers | |
| Email address | |

This appeal is on the grounds that (please tick relevant boxes):

| | |
|--------------------------|---|
| <input type="checkbox"/> | Correct procedures have not been followed |
| <input type="checkbox"/> | Unfair decision |

Reasons for appealing (summary only)

- Describe why the decision was unfair and/or how the procedures were not followed
- You may attach supporting documents to this form. It is important that all matters you want to be considered in the appeal are mentioned.

| |
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Signature and date of person making appeal:

| |
|--|
| |
|--|

Checklist:

| | |
|--|---|
| | Have you attached a copy of the task/work? |
| | Have you attached any additional information? |