Distance Education

Authenticating Student Work

Policy Scope
This policy relates to ACC Marsden Park Ltd.

Policy
The school has procedures for distance education students to promote good scholarship and to protect the academic integrity of the school by discouraging malpractice and plagiarism.

The purpose of this policy is to:
1. Provide a common set of definitions so that students understand key terms relating to the idea of authentic work.
2. Outline the relevant policies & procedures that provide the framework for authenticating the work of distance education students
3. Outline the systems that the school uses to promote good scholarship
4. Document the processes that a teacher uses to authenticate student work
5. Document the processes for what happens when a distance education student has engaged in malpractice and/or plagiarism
Definitions as per All My Own Work

Good Scholarship
Good scholarship means three things. It means:
1. Being honest and ethical - You must be honest about what is your own work and what isn't, and about where you sourced your information.
2. Listing all your sources - Being an ethical researcher and a good scholar means listing all your sources and correctly citing each source.
3. Using your own words - Communicate what you have learnt in your own words.

Malpractice
Cheating or malpractice is about doing the wrong thing by behaving dishonestly.

Examples include:
1. copying in an exam from another student or using information secretly brought in
2. handing in work that someone else did and saying it is your own
3. making up journal entries for a research project
4. using information from the internet or elsewhere (eg books, journals, DVDs), and not acknowledging the source.

Plagiarism
Plagiarism is when you pretend that you have written or created a piece of work that someone else originated.

Relevant Policies & Procedures
1. Assessment Policy
2. HSC Policy
3. Preliminary Policy
4. ROSA Policy
Systems to Promote Good Scholarship in Distance Education

The school uses the following systems:

1. All Distance Education students learn through a Learning Management System (LMS)
   a. The name of the school’s LMS is Schoology
   b. Every student has their own unique identity on the LMS including a password that has been set by the school
   c. Every student uses their own name to post comments and to upload work

2. All Secondary Distance Education students complete a training course prior to commencing their education at the school
   a. The training course teaches the student about the key functions of the LMS
   b. The training course teaches the student about good scholarship and the definition of malpractice and plagiarism

3. All Distance Education students in the Preliminary/HSC cohort must complete the BOSTES training program entitled “All my Own Work” at the on campus orientation session before the commencement of Term 1.

4. All Distance Education students submit work through the Schoology Dropbox. The Schoology Dropbox has the following features:
   a. The ability to set a due date
   b. The ability to time stamp when a student submits work
   c. The ability to upload multiple revisions (where appropriate)
   d. The ability to retain all student work even after the course has completed for the term
   e. The ability to integrate with Turnitin

5. Distance Education students in Years 7-10 complete tests through the Schoology Test Module. The Schoology Test Module has the following features:
   a. The ability to set a password on the test
   b. The ability to limit the number of test attempts
   c. The ability to set a time limit for students to undertake the test
   d. The ability to randomise the sequence of the test questions

6. Distance Education students in Years 11-12 must complete all assessment tasks in the same manner as their on campus cohort to ensure authentic student work
   a. Projects & Essays are submitted via the Schoology Dropbox
   b. Mid-Course Exams, Trials & the HSC Examinations are to be held at the same time as the on campus cohort and proctored by an ACC teacher

7. When a Distance Education student submits work to school via the Schoology Dropbox, the work is assessed for malpractice and plagiarism by Turnitin. Turnitin is the industry leading solution for the detection of malpractice and plagiarism.
Teacher Procedures for Authenticating Student Work
DE teachers must know their students. By knowing the strengths and weaknesses of their students, they will be able to reflect on the nature of the work submitted and the potential for malpractice and plagiarism. Teachers professional judgment is the first step to authenticating student work.

Creating Assessment Tasks
1. Provide assessment task notifications to students as per the relevant academic policy (ROSA, Preliminary, HSC)
2. Use the systems provided by the school as described in this policy to discourage malpractice and plagiarism

Grading Assessment Tasks
1. The DE Teacher will use their professional judgment and knowledge of the student when assessing student work
2. The DE Teacher will use Turnitin for all assessment tasks submitted to the Schoology Dropbox to check for malpractice and plagiarism
3. The DE Teacher will record marks in the gradebook and provide feedback to the student

Grading Assessment Tasks with Suspected Malpractice and/or Plagiarism
1. When a DE Teacher has a reason to believe that there is evidence of malpractice or plagiarism:
   a. Establish the basis for the suspected malpractice and/or plagiarism
   b. Discuss the issue with the student who submitted the work so that they have an opportunity to provide further insight into the suspected malpractice and/or plagiarism prior to establishing a consequence
2. Refer to the relevant academic consequence in the policy documents (ROSA, Preliminary, or HSC)
3. Decide on an appropriate course of action
4. Communicate with the onsite supervisor of the student and document the communication in Quickschools.

Policy Review
On change of legislation or at the discretion of the School Board of ACC Marsden Park Ltd.

Policy Version
4.0