



Academic Integrity Overview

Queensland Curriculum and Assessment Policy 2019

What is Integrity?

Acting with integrity means choosing to do the right thing, even when the choice isn't easy.

It means making the right choice no matter what – even when you think no-one is paying attention.

Those who act with integrity approach their decisions in an honest, moral and ethical way.

Choosing to do the right thing is an important behaviour, and one that applies to all aspects of your life, both now and into the future.

What is Academic Integrity?

Academic Integrity is always acting with integrity in learning and assessment work. To not act with Academic Integrity is called Academic Misconduct.

What is the honest choice?

Should a student try to sneak answers into an exam or get another student to tell them answers during the exam, even if they think they might get away with it?

This is an example of **Cheating while under supervised conditions**.

Other examples are:

- begins to write during perusal time or continues to write after the instruction to stop writing is given
- uses unauthorised equipment or materials
- has any writing on the body, clothing or any object brought into an assessment room
- communicates with any person other than a supervisor during an examination, e.g. through speaking, signing, electronic device or other means such as passing notes, making gestures or sharing equipment with another student.

It is not honest to try to cheat on an exam, to get an unfair advantage over other students. This might result in a student passing exams and getting qualifications when they don't have the knowledge. Consider a nurse, truck driver or electrician who passed their course by cheating and the harm they could do to themselves and others.

If you realise you didn't do enough research and decide to make up 'facts' or make up the name of a book so it sounds like you did the research, is that ok?

This is an example of **Fabricating**

- invents or exaggerates data
- lists incorrect or fictitious references.



Is it ok to copy work from a book or the internet or use a graph or drawing that you didn't create and pretend that it is your own work?

This is an example of **Plagiarism or lack of referencing**.

- *a student completely or partially copies or alters another person's work without referencing (another person's work may include text, audio or audio-visual material, figures, tables, design, images, information or ideas).*

Students at Holy Spirit College are required to submit assessment to the online integrity checking software, Turnitin, which will check against other students' work and other sources available on the internet and provide the teacher and student with a report. This assists students to know if they have not written in their own words or not added references so they can edit their work before submitting the assignment.

Is it ok if you are running short of time to finish an assignment, or having difficulty understanding what to do, to have a tutor, family member or friend write some parts of your assignment for you, or tell you what to write?

This is an example of **Significant contribution of help**

- *a student arranges for, or allows, a tutor, parent/carer or any person in a supporting role to complete or contribute significantly to the response.*

It is ok to have someone outside of school help you to understand new work or what the assignment wants you to do, but if you submit work that isn't your words and you don't understand what you hand in, then this is not honest and you will not receive marks for the part of the work that wasn't your own. Any checkpoints that you did write yourself and other assessment preparation may be used to determine a result.

If last year you had an assignment that had some parts that are similar to another assignment this year in another subject – can you hand it in again without change?

This is an example of **Self-plagiarism**

- *a student duplicates work, or part of work already submitted as a response to an assessment instrument in the same or any other subject.*

You should rework the material so that it answers the new question and shows you have developed your knowledge.

If a group of friends all worked on their assignment together, or one student worked out the answers for everyone, would it be ok to hand in the work as your own if it isn't a group assignment?

This is an example of **Collusion**

- *more than one student works to produce a response and that response is submitted as individual work by one or multiple students*
- *a student assists another student to commit an act of academic misconduct*
- *a student gives or receives a response to an assessment.*

If the work is meant to be 'individual', and is not a group assignment, then it is academic misconduct to hand in work that was not done by you. Even if you have worked together, the final response needs to be written only by you with your own ideas in your own words. In individual work you should not be helping each other so much that the work is all going to sound the same. It is also academic misconduct if you are the student who gives the answers to other students.

Is it right to pay someone to write an assignment for you or swap them your assignment in one subject if they give you their assignment in another?

This is an example of **Contract cheating**

- *pays for a person or a service to complete a response to an assessment*
- *sells or trades a response to an assessment.*

Cheating, whether it is paid for or not, is not acting with integrity.

Is it ok for someone to move their test paper so you can copy from it during an exam or try to see another person's book?

This is an example of **Copying work**

- *deliberately or knowingly makes it possible for another student to copy responses*
- *looks at another student's work during an exam*
- *copies another student's work during an exam.*

Copying another person's work is cheating. It is dishonest to pretend that the work you completed was your own. If another student arranged for their work to be visible for other students to copy, this student also would have acted dishonestly.

If you think the answers to a test are on a teacher's desk should you try to get this information and then plan to pass it on to another student?

This is an example of **Disclosing or receiving information about an assessment**

- *gives or accesses unauthorised information that compromises the integrity of the assessment, such as stimulus or suggested answers/responses, prior to completing a response to an assessment*
- *makes any attempt to give or receive access to secure assessment materials.*

Gaining access to unauthorised information, to be used yourself or for giving to other students to hand in as their work, is cheating and dishonest.

Would it be ok to send someone else in to sit an exam for you even if the person supervising the exam didn't know what you looked like?

This is an example of **Impersonation**

- *arranges for another person to complete a response to an assessment in their place, e.g. impersonating the student in a performance or supervised assessment.*
- *completes a response to an assessment in place of another student.*

If I'm finished early, am bored, and try to make noise to get other students' attention while I wait to be let out – is this ok?

Misconduct during an examination

- *a student distracts and/or disrupts others in an assessment room.*

It is not ok to make it harder for other students to do their best in an exam, even if you and other students are finished. You should be checking your work and respecting everyone's right to concentrate on their exam.



QCAA Procedures for managing Academic Misconduct

For authorship issues

- *When authorship of student work cannot be established or a response is not entirely a student's own work the school will provide an opportunity for the student to demonstrate that the submitted response is their own work. This may involve marking checkpoints and other evidence of work completed by the student and questioning by the teacher to determine if the student could explain the work that was submitted.*

For all instances of academic misconduct

- *Results will be awarded using any evidence from the preparation of the response that is available and is verifiably the student's own work, on or before the due date.*

For instances of academic misconduct during exams

- *Students may not be awarded a result for the exam. Where appropriate, the school's behaviour management policy will be implemented.*

How do schools help students practise Academic Integrity?

- *help students understand what academic integrity is and why it is important*
- *help students identify acts of academic misconduct and understand how to avoid them*
- *understand how to make sure the work submitted is their own – use of Turnitin software.*
- *understand how to improve their work and ensure it is in their own words by:*
 - ♦ ***time management*** – *creating a plan to complete the assessment in the time allowed so there is no need to take short cuts which may include academic misconduct. Always ensure there is a backup of digital assessment in case of technical problems.*
 - ♦ ***note-taking and summarising*** – *synthesising research or gathering information into a new idea or summary*
 - ♦ ***referencing*** – *appropriately acknowledging the ideas, work or interpretation of others*
 - ♦ ***choosing appropriate examples*** – *selecting appropriate quotes or examples to support an argument or communicate meaning*
 - ♦ ***editing*** – *refining their own work as another step to ensuring it is in their own words.*
 - ♦ ***checking*** – *using the online plagiarism checking software, Turnitin, to identify any areas that may not have been in the student's own words so they can be edited.*

This document uses references from the [QCE and QCIA Policy and Procedures Handbook 2019 v.1.1](https://www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook-2019/print/13-administrative-processes)

<https://www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook-2019/print/13-administrative-processes>;

QCAA Academic Integrity Course for Students <https://myqce.qcaa.qld.edu.au/academic-integrity-for-students.html>;

QCAA Website <https://www.qcaa.qld.edu.au/>