

# Lowther Hall

ANGLICAN GRAMMAR SCHOOL

*All about the girl*

# Plagiarism Policy

*Educating the whole person  
for the whole of life*

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Kindergarten  
to Year 12



NON NOBIS SOLUM

# SENIOR SCHOOL PLAGIARISM POLICY

## 1. DEFINITIONS

DPHOSS	Deputy Principal - Head of Senior School
DHOSS	Deputy Head of Senior School
Pastoral Team	Deputy Principal - Head of Senior School, Year Level Coordinators, Chaplain, School Psychologists
Plagiarism	The practice of taking someone else's work or ideas and passing them off as one's own.
VCAA	Victorian Curriculum Assessment Authority, the statutory authority of the Government of Victoria responsible for the provision of curriculum and assessment programs for students in Victoria.
VCE	Victorian Certificate of Education
VCE Subjects	Subjects taught which count towards the VCE (including Vocational Education and Training subjects)

## 2. PURPOSE OF THIS POLICY

At Lowther Hall Anglican Grammar School, girls are supported to take responsibility for their own learning, to respect the rights of others and to recover from mistakes. It is therefore expected that girls will always submit work that is their own for assessment. Use of the work of others should always be appropriately acknowledged and sourced.

Plagiarism sometimes occurs when a student makes an error of judgement or doubts her own capacity to complete work independently. In these cases, students need to be supported to develop strategies to manage in these situations.

Plagiarism is seen as a serious matter which is in conflict with the values of the School and the Qualities of the Lowther Hall Girl. Incidents of plagiarism are therefore treated as serious.

This policy seeks to:

- Protect the interests of the authors of work
- Assist students to understand the rights of authors and the need to acknowledge sources
- Provide transparent processes for dealing with incidents of plagiarism
- Reduce incidents of plagiarism
- Support girls to submit their own work in order to maximise their learning opportunities
- Provide guidance for staff in following up incidents of suspected or confirmed plagiarism
- Support VCAA policies

This Policy should be read in the context of the School's Discipline Policy, which provides more detail regarding rights and responsibilities.

## 3. COMMUNICATION

This policy will be printed in the Senior School Student Planner, available on the School intranet or website and communicated to students at the beginning of each year. It will be communicated to new students as part of the student induction process.

## 4. SCOPE

This policy applies to all Senior School students at Lowther Hall Anglican Grammar School. It will be used in the following situations:

- Suspected or confirmed copying by a student of the work of another student (with or without permission of the latter) and passing it off as her own work
- Suspected or confirmed allowing of work to be copied by another student and submitted for assessment.
- Suspected or confirmed copying by a student of materials from other sources such as the internet, books, handouts, past assignments etc. and passing it off as her own work.
- Suspected or confirmed submission by a student of the work of an adult, tutor, or other person (with or without permission of the latter) and passing it off as her own work.

## 5. PROCESSES RELATING TO INCIDENTS IN NON-VCE SUBJECTS

The following applies to incidents which occur in subjects not related to the VCE.

### 5.1 Investigation

The matter should be referred to the Year Level Coordinator who will interview each student involved. A photocopy of the work in question must be made at this point. The subject teacher may also be involved in these interviews. At no time should there be more than 2 adults in the room with a student, unless the student is accompanied by a parent or guardian. If required, the Year Level Coordinator may seek information from other parties during the investigation. A student who has allowed her work to be copied will be treated in the same manner as a student who has copied work.

During an investigation, a Year Level Coordinator, teacher or other person investigating, may require a student to:

- provide evidence of the development of the work
- discuss the content of the work and answer questions to demonstrate her knowledge and understanding of the work
- provide samples of other work
- complete, under supervision, a supplementary assessment task related to the original task
- attend an interview or complete a test to demonstrate understanding of the work.

If the Year Level Coordinator forms a reasonable belief that plagiarism has NOT occurred the matter is closed. The incident should be recorded in the student's file. Parents will be informed that discussions have taken place.

In the event that the Year Level Coordinator is unsure as to whether or not plagiarism has occurred, they should refer the matter to the DPHOSS or a DHOSS, who will take over the investigation.

If the Year Level Coordinator forms a reasonable belief that plagiarism has occurred the matter will be referred to the DPHOSS or a DHOSS.

### 5.2 Follow Up (for all investigations of plagiarism – which are not closed by the Year Level Coordinator)

Parents of students involved in the incident will be contacted by the DPHOSS or a DHOSS and a record of contact put on file. (Note – this includes the student who has plagiarised and, where relevant, a student who has allowed her work to be copied.)

If necessary, a student may be referred to a member of the Pastoral Team for further support in managing academic expectations and for assistance in developing more appropriate strategies for completion of work

In the event that the incident is a repeat offence, further sanctions may result, as per the School's Discipline Policy.

### 5.3 Assessment of the Work

- Assessment will be affected for any student who has plagiarised work.
- Assessment will also be affected for any student who has allowed her work to be copied.
- Where there is a clear distinction between plagiarised and non-plagiarised sections of work, plagiarised sections are removed and the work is assessed based only on the non-plagiarised sections
- Where it is not clear which sections are plagiarised, or where the plagiarism pervades the whole assessment item, the work will not be graded.
- A student who has allowed work to be copied will receive feedback on her work for the purposes of learning, but will not receive an overall grade or mark on the piece or on the report. The piece of work will receive 0 marks and a grade of NA.
- A student who plagiarised work will be required to resubmit the work. Where practical this resubmission should be undertaken under supervision (for example during an Academic Bridging session). Feedback will be given on the resubmitted work but no overall grade or mark will be given on the report.

## 6. PROCESSES RELATING TO INCIDENTS IN VCE SUBJECTS

### 6.1 Investigation

The matter should be referred to the Year Level Coordinator who will interview each student involved. A photocopy of the work in question must be made at this point. The subject teacher may also be involved in these interviews. At no time should there be more than 2 adults in the room with a student, unless the student is accompanied by a parent or guardian. If required, the Year Level Coordinator may seek information from other parties during the investigation. A student who has allowed her work to be copied will be treated in the same manner as a student who has copied work.

During an investigation, a Year Level Coordinator, teacher or other person investigating, may require a student to:

- provide evidence of the development of the work
- discuss the content of the work with the teacher and answer questions to demonstrate her knowledge and understanding of the work
- provide samples of other work
- complete, under supervision, a supplementary assessment task related to the original task
- attend an interview or complete a test to demonstrate understanding of the work.

If the Year Level Coordinator forms a reasonable belief that plagiarism has NOT occurred the matter is closed without further action. The incident should be recorded in the student's file. Parents will be informed that discussions have taken place.

In the event that the Year Level Coordinator is unsure as to whether or not plagiarism has occurred, they should refer the matter to the DPHOSS or a DHOSS, who will take over the investigation

If there is a belief that the copying has occurred the matter must be referred to the DPHOSS or a DHOSS. The VCE Coordinator must be consulted to ensure that the VCAA guidelines are being followed. Following initial investigations as per the VCAA guidelines, a panel needs to be established which would include the student, a representative for the student (parent or sibling), the appropriate Faculty Head and the DPHOSS. The student and parents will be advised in writing of this.

The grade reported to VCAA will to be decided following consultation with the Teacher, DPHOSS and Faculty Head once the panel has completed its investigation.

All VCAA rules and guidelines will be adhered to as per the VCAA Administration Handbook regarding authentication of school based assessment.

<https://www.vcaa.vic.edu.au/Documents/handbook/2020/VCEVCALAdminHandbook052020.pdf>

## 6.2 Follow Up (for all investigations of plagiarism – whether it has occurred or not)

Parents of students involved in the incident will be contacted by the DPHOSS or a DHOSS and a record of contact put on file. (Note – this includes the student who has plagiarised and, where relevant, a student who has allowed her work to be copied.)

If necessary, a student may be referred to a member of the Pastoral Team for further support in managing academic expectations and for assistance in developing more appropriate strategies for completion of work.

In the event that the incident is a repeat offence, further sanctions may result, as per the School's Discipline Policy.

## 7. POSSIBLE SANCTIONS WHERE PLAGIARISM HAS OCCURRED

- Part or complete resubmission of the work
- The loss of some or all the marks for that work
- Formal Warning
- Suspension

Further details regarding sanctions are outlined in the School's Discipline Policy.

## 8. SUBSEQUENT BREACHES BY THE SAME STUDENT

In the event that a student makes subsequent breaches of this policy, less leniency will be shown.

## 9. RELATED DOCUMENTS

This Policy should be read in conjunction with the following School documents:

- Discipline Policy
- Assessment Policy

Lowther Hall Anglican Grammar School Policies and Procedures	
<b>Altered Permissions</b> <ul style="list-style-type: none"><li>▪ Principal</li><li>▪ Heads of School</li></ul>	<b>Ratification Date</b> <b>Review</b> <b>Amendment</b> 22 July 2020 <b>Pages</b> 4 <b>Appendices</b> 0