



Plagiarism POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Hoppers Crossing Secondary College 9974 7777.

PURPOSE

At Hoppers Crossing Secondary College, we value academic rigour and recognise the appropriate level of academic challenge is vital to student engagement and achievement. The College is also committed to empowering students to become more reflective, self-aware and independent learners.

The purpose of the Plagiarism Policy is to ensure academic integrity across the College. It aims to guarantee student assessment grades reflect original work completed by the student. This policy enables students to be recognised and rewarded for honest authorship and academic success.

SCOPE:

This policy applies to all students across the College. It provides a framework for both students and teachers which relates directly to the College Engagement Policy and the Teaching and Learning Framework endorsed by the College Council.

DEFINITION:

Plagiarism is copying or using someone else's work or ideas (even partly) without acknowledging it **and submitting it as your own, e.g., from websites, books, other students or lesson/teacher resources** and examples. Make sure you check the task details to ensure you're working within the guidelines of the task.

POLICY

Years 7 to 10 Process

1. After the teacher has conducted initial investigations, liaise with the year level coordinator/sub-school who will then direct the teacher to KLA Leader and/or escalate to Curriculum Leader if a repeated incident occurs.
2. Teacher to discuss/confirm appropriate and consistent consequences with the KLA Leader.
3. Classroom teacher to discuss consequences with the student and contact home with support from the KLA leader, if needed.
4. Teacher to log the incident on Compass. Attach samples of plagiarised work, including annotation of sources. Use the Notification feature to notify KLA Leader, Curriculum Leader and Coordinators.

Years 7 to 10 Process

1. After the teacher has conducted initial investigations, liaise with year level coordinators/sub-school leaders.
2. The classroom teacher and coordinators/sub-school leaders have a conversation with the student/s prior to contacting home.
3. Coordinators/sub-school leaders will alert VCE and VCAL student/s to their VCAA enrolment documentation that stipulates a requirement for authentic work.
4. Coordinators/sub-school leaders will discuss and issue appropriate and consistent consequences to the student/s and contact home.
5. Coordinators/sub-school leaders to log the incident on Compass.
6. Classroom teacher to log a ULT or USAC on Compass and attach samples of plagiarised work, including annotation of sources. Use the Notification feature to notify KLA Leader, Curriculum Leader and Coordinators.

Consequences:

Each incident of plagiarism will be dealt with on a case-by-case basis. Incidences of plagiarism may result in the follow consequences but are not limited to the following:

- Student may be awarded no marks for plagiarised sections or the entire assessment.
- Student may be required to complete an improvement test with the opportunity to achieve a score of 50 percent.
- Parents will be notified.
- Incidents of plagiarism will be recorded by YLC; repeated plagiarism may result in more significant penalties.
- An after school 45-minute detention may be issued.

Year 11 & 12 Specific Consequences

- Student may need to complete an authentication task – no improved score can be achieved.
- Student may receive an N for the Outcome (and therefore the Unit)
- Student may become ineligible for VCE or VCAL completion

Plagiarism within the Victorian Certificate of Education (VCE) and Victorian Certificate of Applied Learning (VCAL)

General

All students enrolled in the VCE or VCAL are required to adhere to all rules and guidelines as stated by the Victorian Curriculum and Assessment Authority (VCAA).

In accordance with the VCE & VCAL Administrative Handbook (the Handbook), students enrolled in the VCE or VCAL programs are required to sign a student declaration upon enrolment, indicating they agree to be bound by the *Assessment Rules* of the VCAA.

Authentication of work

VCE and VCAL teachers are required to authenticate all student work, meaning the work submitted by student in School-assessed Coursework (SACs), School-assessed Tasks (SATs), VCAL assessment tasks and learning tasks completing in class and as homework, must be the student's own work.

The VCAA authentication rules (*Section 9.1 of the Handbook*) state that:

- a student must ensure that all unacknowledged work submitted for assessment is their own
- a student must acknowledge all resources used, including – texts, websites and other source material – the name and status of any person who provided assistance and the type of assistance provided
- a student must not receive undue assistance from another person in the preparation and submission of work
- acceptable levels of assistance include: – the incorporation of ideas or material derived from other sources (for example, by reading, viewing or note taking), but which have been transformed by the student and used in a new context – prompting and general advice from another person or source, which leads to refinements and/or self-correction

- unacceptable forms of assistance include: – use of, or copying, another person's work or other resources without acknowledgement – corrections or improvements made or dictated by another person
- a student must not submit the same piece of work for assessment in more than one study, or more than once within a study
- a student must not circulate or publish written work that is being submitted for assessment in a study in the academic year of enrolment
- a student must not knowingly assist another student in a breach of rules
- in considering if a student's work is their own, teachers should consider if the work: – is atypical of other work produced by the student – is inconsistent with the teacher's knowledge of the student's ability – contains unacknowledged material – has not been sighted and monitored by the teacher during its development.

Investigation of alleged breach of rules

The Senior Curriculum Leader, Head of Senior School and/or Year 12 Coordinators will be responsible for investigating an alleged breach of VCAA assessment rules outlined above and the College Plagiarism Policy rules as outlined throughout. (*Refer to Plagiarism Policy Year 11-12 for detailed process*).

Allegations should be handled sensitively and may need to be kept confidential, the student's work will not be accepted for assessment, pending the conduct of an investigation by the school.

The student and their family will be contacted at receipt of and the conclusion of the investigation to notify of an outcome.

Should the work be deemed in breach of VCAA rules the following consequences will apply.

Consequences

A range of consequences may be imposed following an investigation.

The consequences will be determined by the Senior Curriculum Leader, Head of Senior School or Year 12 Coordinator when taking into consideration the following points (the following list is not exhaustive):

- The nature of the task (e.g; coursework, classwork, SAC, SAT or VCAL assessment task)
- The degree of the plagiarism (e.g; intentional, negligent)
- Previous history (e.g; first, second, third offence).

Consequences may include;

- Zero (0) for a scored task (SAC, SAT or assessment task)
- Opportunity to re-sit/submit a task for a satisfactory grade (S)

- Unsatisfactory (N) result for an Outcome

Impact of unsatisfactory (N) result

Should a student receive an unsatisfactory (N) result for a task, this will result in the student receiving an unsatisfactory result (N) for the Unit.

An unsatisfactory (N) result for a Unit, may impact the student's eligibility to meet the course requirements for successful completion of the VCE or VCAL. These implications will be discussed with the student as part of the investigation of the alleged breach and confirmation of consequence with the student and their family.

EXAMPLES OF PLAGIARISM:

You are plagiarising when you do any of the following, even if unintentionally:

- You hand in someone else's work (parent, friend, tutor, internet sources) as your own.
- You copy another student's work (with or without their knowledge) and hand it in as your own.
- You produce assignments in conjunction with other people (e.g. another student, tutor) which is supposed to be your own independent work.
- You allow someone else to copy your work and hand it in.
- You paraphrase material from another source without proper acknowledgement or citation.
- You use ideas, lesson resources, plots, characters, theories, opinions, concepts, designs from other sources like short stories, teacher samples, novels, TV shows, films, art etc and present them as original work without properly attributing them.
- You piece together different sections of the work of others into a new whole i.e. 'cutting and pasting', especially off the internet.
- You fail to indicate with quotation marks that you copied another person's exact written words or symbols, regardless of how few were used.
- You fail to name a person whose exact words you use in an oral report, or to indicate by verbal inflexion that you are quoting.
- You fail to provide a bibliography for a project that requires research.
- You buy or obtain a paper from an internet research service or 'paper mill' and hand it in as your original work.
- Moving image and still image, the use of others work within your final project.
- In 2D art, tracing and saying it is your own imagery.
- Using typography tools in built in software and saying it is your own work without showing the process.
- Not attributing where you have gotten your source imagery or sounds.

- *Trying to hand in the same arts pieces in multiple art subjects- example Studio Art and Media both have photography and they try to hand in the same body of work in each subject.*

HOW TO AVOID PLAGIARISM:

- Manage your time so that you have enough time to produce your own authentic work.
- Refer back to class notes and seek assistance from your teacher.
- Never share your work with others to copy as you could be penalised as well.
- Never submit someone else's work as your own.
- Learn how to paraphrase by looking up note taking methods and using a thesaurus.
- Learn how to effectively synthesize information into something that is your own work.
- Properly construct a bibliography of all the sources you used for your assignment (called 'end-text referencing').
- Use a bibliography to give credit to your sources.
- Respect the intellectual contributions of others through correct referencing by using direct and indirect quotations in your assignment (called 'in-text referencing').
- When taking notes from any source, always copy the bibliographic information immediately so you can easily acknowledge this when writing the assignment later.
- When you write a quotation in your notes, make sure it has quotation marks around it, so you later realise it's a quote and not your own words. This will remind you to include the source in your bibliography.
- Separate your ideas from others' as you are taking notes. You could use brackets or different coloured pens/highlighters to separate your comments from the author's words.
- Must have an understanding of Creative Commons licensing: <https://creativecommons.org/>.
- For image, video and music; attribution and use.
- An understanding of the VCAA copyright policy in regards to fair use and permission: <https://www.vcaa.vic.edu.au/news-and-events/events-and-awards/season-of-excellence/Pages/Copyright.aspx>
- For authentication of content/coursework; present for observation checks, reflection journal entries/goal sheet progress and screen shots of progress.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes
- Available publicly on our school's website and included in the Parent Section of Compass.
- Included in our staff handbook
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2025
Approved by	Principal and Hoppers Crossing Secondary School Council
Next scheduled review date	October 2027



Hoppers Crossing Secondary College

Assessment Task – Plagiarism Declaration

All students completing an assessment task are required to complete the plagiarism declaration below prior to the submission of an assessment task (E.g. Test, research project, oral presentation etc).

Year level	
Subject	
Task	
Teacher	
Conditions / Permitted Materials (e.g. Individual or group work? Open or closed book?)	

This form must be completed by the class teacher and signed by students when completing any school assessment.

STUDENT DECLARATION

The College definition of Plagiarism is:

Plagiarism is copying or using someone else's work or ideas (even partly) without acknowledging it and submitting it as your own, e.g., from websites, books, other students or lesson/teacher resources and examples. Make sure you check the task details to ensure you're working within the guidelines of the task.

I declare that all resource materials and assistance have been acknowledged and that all unacknowledged work is my own. I agree my work has been completed in accordance with the **Hoppers Crossing Secondary College Plagiarism Policy** and am aware of the consequences that might be imposed if the work I submit is in breach of this policy and does not meet the conditions/ permitted materials of the task outlined above.

Student Name	Student signature	Date

Students will be considered to have agreed to the declaration when completing the above table.

Textbook	Class notes	PowerPoint slides	Coursework	Other (e.g. internet, teacher to include)

****If the task is open-book, please highlight which materials were used to complete this task.**