Introduction
In the Queensland system of school-based assessment, teacher judgments are used to determine achievements of students. It is therefore essential that these judgments are based on the student’s own work. Authentication of student work is a requirement of the Queensland Studies Authority at all year levels. The following outlines student and teacher rights and responsibilities in the process of assignment preparation.

Teachers will ensure that the work the student submits is their own, particularly where students have access to electronic resources and when students are required to complete a group task.

Key factors that combine in the making of judgments about student learning are the contexts, conditions, access to resources, types of resources, human and physical, and task demands. These features provide opportunities for students to demonstrate what they know and can do in particular contexts with particular knowledge and capacities. One challenge to the authentication of student work for learning and assessment is the availability of electronic resources and technologies. At issue is not that students use these resources but how they use them and acknowledge them in the construction of new knowledge.

Plagiarism
Plagiarism involves students submitting the work of others as their own, without appropriate acknowledgment or referencing of the original work. Examples of plagiarism cited in the Griffith University Research Higher Degree Handbook available from their website (http://www.griffith.edu.au/) include:

- word-for-word copying of sentences or paragraphs from one or more sources which are the work or data of other persons (including books, articles, working papers, conference papers, websites or other students’ assignments) without clearly identifying their origin by appropriate referencing
- closely paraphrasing sentences or paragraphs from one or more sources without appropriate acknowledgment in the form of a reference to the original work or works
- using another person’s ideas, work or research data without appropriate acknowledgment
- copying computer files in whole or in part without indicating their origin
- submitting work which has been produced by someone else on the student’s behalf as if it were the work of the student
- producing work in conjunction with other people (other students, a tutor, parents) when it is purported to be work from the student’s own independent research.

Responsibilities of teachers
Teachers are required to implement monitoring strategies to ensure student work is not plagiarised. These could include:

- teachers seeing plans and drafts of student work
- ensuring that a significant amount of classroom time is spent on the task so that the teacher is familiar with each student’s work in progress and can regularly monitor and discuss aspects of the work with students
- ensuring that students document specific stages of the development of work, such as topic choice, listing resources and conducting preliminary research
- filing copies of each student’s written work at given stages in its development
- regularly rotating topics from year to year to ensure that students are unable to use other student work from previous years
- where there is more than one class of a particular subject cohort, apply internal moderation processes and cross-marking
Teachers may:

- require formal acknowledgment and some declaration of information about all resources used and all assistance provided
- require a brief annotation, summary or discussion, written in class, exploring further some aspect of the subject matter or of the process of text production; this should help to indicate the extent of the student’s understanding and involvement in the task
- require an interview with the student or have some other spoken discussion or presentation following the submission of the task to explore further or clarify some aspects
- require submission with the task of the original planning and all drafts of the work, monitored progressively by the teacher

**Responsibilities of students**

Students are expected to:

- ensure that all work submitted is their own work
- use consistent, accepted conventions of in-text citations and referencing where appropriate
- keep documentation of the development of responses including plans and drafts

**Where plagiarism is suspected**

In instances of suspected plagiarism, the teacher will consider the assessment criteria and standards to determine if the failure to use accepted conventions of in-text citations and referencing is accounted for and if so apply these standards to the student’s work.

Where plagiarism is not accounted for in the assessment criteria and standards the teacher will inform the Coordinator of Learning and Teaching for the subject area. The student will then be requested by the Coordinator to supply further evidence of that achievement through the submission of additional work.

The student could be required to provide extra responses to tasks set by the teacher, under whatever conditions were considered necessary. If the teacher is able to determine that a student has knowingly used work that is not their own and neglected to reference that work, the teacher will, under guidance of the Coordinator, notionally delete the plagiarised work from the piece of assessment and grade the task on the basis of student-authored work only. This should help to ensure that the grade awarded is fair and equitable, not only for the student in question, but for all students.

**Where cheating is suspected**

To clarify the authentication of a student’s work, the student may be asked to attend an interview with both the classroom teacher and Learning and Teaching Coordinator.

If a student is found cheating or helping another student to cheat, the Assistant Principal Curriculum must be informed immediately.

The Assistant Principal Curriculum will notify all relevant parties including parents and the Principal. The student will be required to resubmit an alternative piece of assessment as determined by the Learning and Teaching Coordinator and classroom teacher, completed in lesson time. This will be used by the teacher to make a correct judgement about the student’s achievement. Consequences will be put in place to help the student make better decisions in future.

If the offence is repeated, this may jeopardise the completion of the assessment plan as outlined in the approved Work Program. This may result in the student being **ineligible for a result in that semester of that subject**. For Year 11 & 12 students, this will impact on the awarding of an Overall Position (OP), gaining sufficient credit for a Queensland Certificate of Education and/or prerequisites for entry into further study.