



# ST EDWARD'S COLLEGE

WHERE YOUNG MEN ACHIEVE

## Malpractice Policy

# Malpractice Policy

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# Years 11-12 Malpractice Policy

## Purpose

Academic honesty is fundamental to the integrity of the Higher School Certificate (HSC). Malpractice undermines the credibility of student achievement and the standards of scholarship represented by the HSC. This policy outlines the expectations, responsibilities and procedures for addressing malpractice in assessment tasks for students in Years 11-12 at St Edward's College.

## Definition of Malpractice

Malpractice is any dishonest behaviour intended to gain an unfair advantage in assessment. It includes, but is not limited to:

### 1. Misrepresentation

Misrepresentation involves presenting false or misleading information in order to deceive or gain an unfair advantage in an assessment task. Examples include:

- fabricating journal entries or project data.
- submitting falsified or altered documents.
- referencing incorrect or non-existent sources.
- providing false explanations for missed deadlines.

### 2. Plagiarism

Plagiarism occurs when a student presents someone else's work, ideas or words as their own without proper acknowledgment. This includes both traditional forms of copying and the misuse of digital tools such as artificial intelligence. Examples include:

- copying another person's work in part or whole without acknowledgment.
- using material from books, journals, websites or other sources without proper referencing.
- building on someone else's ideas or designs without credit.
- submitting practical or performance work that is not entirely the student's own.
- using content generated by artificial intelligence tools (e.g. ChatGPT or Co-Pilot) without acknowledging its use or referencing the tool appropriately.

### 3. Collusion

Collusion refers to unauthorised collaboration with others on work that is meant to be completed independently. This may include:

- inappropriate collaboration with others to produce work meant for individual assessment (e.g. two students work together on an individual assignment and submit similar responses, despite the task requiring independent work).
- sharing answers or allowing others to copy work.
- submitting work completed or heavily influenced by another person (e.g. parent, tutor).
- contract cheating or outsourcing work to third parties.
- unauthorised use of artificial intelligence tools without acknowledgment.

#### 4. Breach of Assessment Conditions

A breach of assessment conditions occurs when a student fails to follow the rules set for an assessment task or examination. This includes:

- violating HSC examination or school-based assessment rules.
- bringing unauthorised materials into an examination or task.
- communicating with others during an examination .
- having another person complete the task.

### NESA Guidelines and Responsibilities

Students must comply with all NESA rules and procedures regarding malpractice. Key resources include:

NESA Malpractice Information

[Malpractice | NSW Curriculum | NSW Education Standards Authority](#)

All My Own Work Program

[All My Own Work | NSW Curriculum | NSW Education Standards Authority](#)

HSC Rules and Procedures Guide 2025

[Rules and Procedures Guide 2025 | NSW Government](#)

HSC Minimum Standard – Malpractice

[Conducting HSC minimum standard tests | NSW Curriculum | NSW Education Standards Authority](#)

HSC Practical Exams

[HSC practical exams | NSW Curriculum | NSW Education Standards Authority](#)

Serious and deliberate acts of malpractice may be considered corrupt conduct and reported to the Independent Commission Against Corruption (ICAC).

### Process for Handling Malpractice Allegations

#### Step 1: Detection and reporting

- A teacher identifies irregularities and reports the incident to the Leader of Learning.

#### Step 2: Initial review

- The Leader of Learning gathers evidence (e.g. drafts and process diaries, examination supervisor notes).
- The student and parent/carer are notified of the incident details, including:
  - description of the suspected malpractice.
  - possible consequences.

### Step 3: Student response

The student will be given the opportunity to explain their actions and provide any relevant information or evidence.

- The student must provide:
  - supporting materials (e.g. drafts, notes, reference lists).
  - demonstration of knowledge (e.g. oral explanation, live demonstration of skills).

### Step 4: Investigation and decision

- The Leader of Learning and Director of Curriculum/Teaching and Learning review all evidence and determine the outcome.

### Step 5: Communication of outcome

- The student and parents/carers are informed of:
  - the decision (upheld or dismissed).
  - supporting evidence.
  - penalties applied.

## Consequences of Proven Malpractice

If the malpractice allegation is upheld, the consequences will include:

1. **Zero mark:** A zero mark will be awarded for the task (or part) in which the malpractice occurred.
2. **Task completion:** The student may be required to complete the task or an alternative task, even though the zero mark will stand. This ensures the student still demonstrates completion of the required outcomes. This may be required to be completed under supervision during an Academic Assistance Afternoon, at the discretion of the Leader of Learning.
3. **Record keeping:** The school will maintain a register of all malpractice incidents, which will be reported to NESA. This register will identify individual students and record the incident, subject and penalty applied.

## Appeals Process

Students have the right to appeal decisions related to allegations of malpractice. Appeals must be submitted in writing to the Principal within five school days of the notification of the decision. The appeal will be reviewed by a panel comprising of the College Leadership Team, who will consider all relevant evidence and determine the outcome. A final decision will be communicated to the student and their parent/carer within ten school days of the appeal being lodged. This decision is final and binding.

## Student Responsibilities

Students are responsible for ensuring that all submitted work is their own and properly referenced. They must complete the *All My Own Work* program and understand NESA's rules regarding academic integrity. If unsure about referencing, collaboration or the use of AI tools, students must seek clarification from their teachers. Ethical use of technology and transparency in all academic work are essential.

# Years 7-10 Malpractice Policy

## Purpose

This policy outlines the expectations and procedures regarding academic integrity and malpractice in assessment tasks for students in Years 7–10 at St Edward's College. It aims to ensure fairness, uphold academic standards and foster a culture of honesty and responsibility.

## Definition of Malpractice

Malpractice is any deliberate or negligent act by a student that seeks to gain an unfair advantage in an assessment task. It includes, but is not limited to:

### 1. Misrepresentation

Misrepresentation involves presenting false or misleading information in order to deceive or gain an unfair advantage in an assessment task. Examples include:

- fabricating or altering information (e.g. journal entries, documents).
- referencing incorrect or non-existent sources.
- providing false explanations for missed deadlines.

### 2. Plagiarism

Plagiarism occurs when a student presents someone else's work, ideas or words as their own without proper acknowledgment. This includes both traditional forms of copying and the misuse of digital tools such as artificial intelligence. Examples include:

- copying another person's work in part or whole without acknowledgment.
- using material from books, journals, websites or other sources without proper referencing.
- building on someone else's ideas or designs without credit.
- submitting practical or performance work that is not entirely the student's own.
- using content generated by artificial intelligence tools (e.g. ChatGPT or Co-Pilot) without acknowledging its use or referencing the tool appropriately.

### 3. Collusion

Collusion refers to unauthorised collaboration with others on work that is meant to be completed independently. This may include:

- inappropriate collaboration with others to produce work meant for individual assessment (e.g. Two students work together on an individual assignment and submit similar responses, despite the task requiring independent work).
- sharing answers or allowing others to copy work.
- submitting work completed or heavily influenced by another person (e.g. parent, tutor).
- outsourcing work and assessment tasks to third parties.
- Unauthorised use of artificial intelligence tools (e.g. ChatGPT) without acknowledgment.

#### 4. Breach of Assessment Conditions

A breach of assessment conditions occurs when a student fails to follow the rules set for an assessment task or examination. This includes:

- bringing unauthorised materials (e.g. notes, mobile phones) into an examination or task.
- unauthorised communication with others during an examination.
- having another person complete the task.
- including frivolous or offensive content in submitted work.
- leaking or soliciting inside information about an assessment task.

### Process for Handling Malpractice Allegations

#### Step 1: Detection and reporting

- A teacher identifies irregularities and reports the incident to the Leader of Learning.

#### Step 2: Initial review

- The Leader of Learning gathers evidence (e.g. drafts and process diaries, examination supervisor notes).
- The student and parent/carer are notified of the incident details, including:
  - description of the suspected malpractice.
  - possible consequences.

#### Step 3: Student response

The student will be given the opportunity to explain their actions and provide any relevant information or evidence.

- The student must provide:
  - supporting materials (e.g. drafts, notes, reference lists).
  - demonstration of knowledge (e.g. oral explanation, live demonstration of skills).

#### Step 4: Investigation and decision

- The Leader of Learning and classroom teacher will review all evidence and determine the outcome.

#### Step 5: Communication of outcome

- The student and parents/carers are informed of:
  - the decision (upheld or dismissed).
  - supporting evidence.
  - penalties applied.

#### Step 6: Repeat Offenders or Serious Cases

- In cases of repeated malpractice or serious breaches, the student may be required to attend a formal interview with the Director of Curriculum, Deputy Principal and/or other members of the College Executive.

- Additional consequences may be considered, including formal warnings, behaviour monitoring or further disciplinary action in line with the College's Behaviour Management Policy.

## Consequences of Malpractice

- **Primary penalty:** A mark of zero will be awarded for the entire task or the affected section.
- **Completion of task:** Where appropriate, students will be required to resubmit the task or affected section. This may be required to be completed under supervision during an Academic Assistance Afternoon, at the discretion of the Leader of Learning.
- **Assisting others:** Students who assist others in committing malpractice will also receive a mark of zero.
- **Parental notification:** The school will inform the student's parents/carers of the malpractice and the resulting penalties.
- **Record keeping:** The school will maintain a register of all malpractice incidents, which may be reported to NESA (NSW Education Standards Authority). This register identifies individual students and records the incident, subject and penalty applied.
- **Repeat offences:** This may result in further disciplinary action in accordance with the College's Behaviour Management Policy.

## Student Responsibilities

Students are expected to take full responsibility for maintaining academic integrity in all assessment tasks. This includes ensuring that all submitted work is entirely their own and properly referenced, with clear acknowledgment of any sources used. If students are uncertain about referencing requirements or the rules around collaboration, they must seek clarification from their teachers. Additionally, students must use artificial intelligence tools ethically and transparently, acknowledging their use where permitted by the College's guidelines.



# Glossary

<b>All My Own Work Program</b>	A mandatory NESA program that helps students understand the principles of ethical scholarship and the importance of acknowledging sources. Completion is required before undertaking HSC assessments.
<b>Artificial Intelligence (AI) Tools</b>	Digital tools that generate content or assist with tasks using machine learning (e.g ChatGPT). Use of AI must be acknowledged and comply with school guidelines.
<b>Assessment Task</b>	Any activity used to evaluate a student's learning, including assignments, projects, tests, exams, performances or practical tasks.
<b>Breach of Assessment Conditions</b>	Failing to follow the rules set for an assessment task. Examples include bringing unauthorised materials into an exam (e.g. mobile phones), communicating during a task or having someone else complete the work.
<b>Collusion</b>	Inappropriate collaboration with others on work meant to be completed independently. This includes sharing answers, submitting work influenced by others or outsourcing tasks.
<b>Drafts</b>	Preliminary versions of a student's work that show the development of ideas and structure. Often used as supporting evidence in malpractice investigations.
<b>HSC Practical Exams</b>	Performance-based assessments in subjects such as Drama, Music and Visual Arts. These have specific rules and conditions set by NESA.
<b>HSC Rules and Procedures Guide</b>	A document published annually by NESA outlining expectations, procedures and consequences related to HSC assessments.
<b>Malpractice</b>	Any deliberate or negligent act that gives a student an unfair advantage in an assessment. This includes plagiarism, collusion, misrepresentation and breaches of assessment conditions.
<b>Misrepresentation</b>	Providing false or misleading information in an assessment context. Examples include fabricating data, referencing fake sources or giving false reasons for missing deadlines.
<b>NESA (NSW Education Standards Authority)</b>	The governing body responsible for curriculum, assessment and certification in NSW schools.
<b>Plagiarism</b>	Using someone else's work, ideas or words without proper acknowledgment. This includes copying text, images, designs or performance elements and presenting them as one's own.
<b>Process Diary</b>	A record kept by students to document the development of their work over time. Used as evidence in malpractice investigations.
<b>Supporting Materials</b>	Evidence provided by the student to show how their work was developed. This may include drafts, notes, reference lists or process diaries.