AUTHENTICITY AND ACADEMIC INTEGRITY: A GUIDE

GUIDE DOCUMENT

OFFICE OF TASMANIAN
ASSESSMENT, STANDARDS
& CERTIFICATION

CONTENTS

SECTION 1
AUTHENTICITY AND ACADEMIC INTEGRITY

INTRODUCTION

All learners are expected to observe the highest standards of honesty and integrity in the work they submit for assessment: this is called academic integrity.

The Office of Tasmanian Assessment, Standards and Certification's (TASC's) External Assessment Rule 4.(a) states:

> *Any material submitted by a candidate for external assessment must, except where the source of the information, images, ideas or words is explicitly acknowledged, be the work of the candidate.*

While TASC's External Assessment Rule applies to externally assessed work, academic integrity is expected in all the work you submit for assessment. Markers reading or viewing your work must be able to clearly see what parts of it are your own work, and what parts you have used from other people's work and where you got this from.

When students submit folios to TASC for external assessment they must sign a Candidate Declaration Form stating that the folio is their own work and contains no unacknowledged material (See Section 3 of this Guide).

If you sign a Candidate Declaration Form and your work contains information, images, ideas or words that are not your own and you have not acknowledged all of these you are being untruthful. There can be penalties for this (See Section 3 of this Guide).

This Guide tells you about what you must do to show which parts of the work you hand in for assessment are yours and which parts you got from other people's work.

It is fine to use other people's information, images, ideas or words (including material you get from the internet) in your own work but you must be clear and open about what you have used, whose material it was and where you got it from. The use of a wide range of sources of information shows that you have undertaken good preparation and study.

AN OVERVIEW FOR STUDENTS

When you take and use someone else's information, images, ideas or words – from the internet or other sources – you must clearly:

- show what parts of the work you submit for assessment are not your own (what information, images, ideas or words you have taken from someone else)
- acknowledge the source of these (show where you got these from). This is called referencing or citation.

Note that data is a kind of information and that graphics are one kind of images.

How Do I Reference (Cite)?
1. Keep careful notes of the source of other people's information, images, ideas or words you use in your work.
2. Show each of these sources, each time you use them, using a referencing (citation) system.
3. Be consistent in the use of a referencing (citation) system – don't use different systems in the same work.

REFERENCING (CITATION) SYSTEMS

There are a number of referencing systems such as the:

• Harvard author/date referencing system
• APA citation system
• Traditional note system.

HARVARD AUTHOR/DATE REFERENCING SYSTEM

The most common referencing system used in schools and colleges is the Harvard author/date referencing system. This system requires in-text references for citations and quotations plus a full list of references, arranged by author, for all sources referred to in a piece of work. A guide to the Harvard system is provided on the UTAS website page: http://utas.libguides.com/content.php?pid=27520&sid=199808

(These guidelines are based on the *Style Manual for Authors Editors and Printers*.)

APA CITATION SYSTEM

The APA citation system is another common referencing system. It was created by the American Psychological Association. A guide to the APA citation system is provided on the UTAS website:

http://utas.libguides.com/content.php?pid=27520&sid=199805

TRADITIONAL NOTE SYSTEM

The traditional note system is simple to use. It has two key features - numbers in the text, and corresponding footnotes, or endnotes. A guide to this system is provided on the UTAS website page:

http://utas.libguides.com/content.php?pid=27520&sid=273404

OTHER SYSTEMS/STYLES

In addition to the systems noted above there are several other systems and styles. You can find out more about these at the UTAS website page: http://utas.libguides.com/content.php?pid=27520&sid=199792

WHICH SYSTEM SHOULD I USE?

The Harvard author/date referencing system is the most common one used by students in senior secondary and tertiary studies. Some subject areas may require (or allow) different systems. For example, Psychology may favour the APA citation system and Ancient Civilisations may allow the use of the traditional note system.

Students should discuss with their teacher librarian and subject teachers which system (or style) they should use for particular courses.

Having selected an acceptable referencing system for a particular piece of work (such as an essay or folio) the same system should be used throughout the work.

SOME FREQUENTLY ASKED QUESTIONS (FAQS)

HOW DO I REFERENCE A BOOK OR ARTICLE THAT I HAVE SEEN REFERRED TO BY SOMEONE ELSE IN ANOTHER BOOK OR ARTICLE?

Here's how you can refer to a study by Jones which was mentioned in a book written by Smith:
> Jones (Smith 2012, p. 4) proved that … *or*
> When talking about Jones's study, Smith (2012, p. 4) said …

The information you have used comes from Smith's book and therefore you must include Smith in your reference list or bibliography.

WHAT IS THE DIFFERENCE BETWEEN A 'REFERENCE LIST' AND A 'BIBLIOGRAPHY'?

A reference list is a list of the references you have referred to/cited in an assignment. A bibliography is a list of all the sources you used when preparing for the assignment, some of which you may not have referred to/cited in your work. So a bibliography shows the whole scope of your research (all the texts and sources you viewed in preparing the assignment) whereas the reference list shows only those that you actually used as sources for information, images, ideas or words in your assignment. A bibliography does not replace a reference list.

WHERE CAN I FIND GUIDES TO WRITING REFERENCE LISTS OR BIBLIOGRAPHIES?

In addition to the UTAS guides noted above, you may find this website helpful: www.bibme.org. Check your school's library webpage. You may have access to software that will help you compile your references.

WHERE DO I PUT THE IN-TEXT REFERENCES? AT THE BEGINNING OR AT THE END OF THE SENTENCE?

The reference should be placed at the end of a sentence, before the punctuation, whenever possible. If the author's/s' name/s appear in the narrative, put the year of publication in brackets – e.g. Smith (2012).

HOW DO I REFERENCE (CITE) A WORK THAT HAS MANY AUTHORS AS AN IN-TEXT REFERENCE?

If the work has three or more authors, give all authors the first time, but use the name of the first author and et al and the year in subsequent citations – e.g. Smith et al (2012).

HOW DO I REFERENCE (CITE) PERSONAL COMMUNICATIONS SUCH AS EMAILS OR PHONE CONVERSATIONS?

If those references are not providing recoverable data, they are not necessarily included in the reference list, and merely cited as such in-text. For example, Smith (personal communication, July 10th 2012).

IF I USE MY NOTES I'VE TAKEN IN CLASS, DO THEY HAVE TO BE REFERENCED?

If your teacher has spoken about ideas that are common knowledge, you don't have to cite them. However, if your teacher has spoken about his/her own ideas, you must provide a reference.

I'M ABOUT TO FINISH MY ASSIGNMENT BUT I CAN'T FIND THE INFORMATION I NEED ON SOME OF THE SOURCES I'VE USED. WHAT SHOULD I DO?

If you've lost information on a book, search the library catalogue for the information. If you've used information from the internet or a database, repeat your search and see if you can find the source again. If you still need help, your teacher-librarian will be able to assist.

SOME EXAMPLES

The examples below are based on the following hypothetical case:

A student is writing a project about dogs and:

- finds the Burkes Backyard *Great Dane: Fact Sheet* written in 1999 on the internet at: http://www.burkesbackyard.com.au/factsheets/Dogs/Great-Dane/1395. On the website page it says: "One of the largest dog breeds in the world, the Great Dane can reach a minimum of 76cm (30") at the shoulder and weigh upwards from 54kg (120lb)."
- scans the photo to the right from *My Great Dane Magazine*, Vol 7 (May 2011), p.26.
- takes a photo of their family dog, named Lexi, and makes some measurements of it.
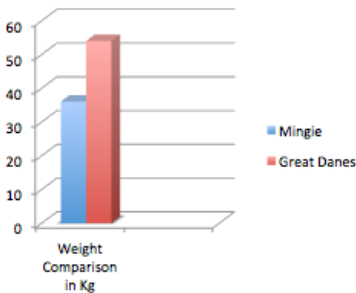
A. USING SOMEONE ELSE'S IDEAS OR DATA:

When you use another person's ideas or data you must show the source. You do this by referencing (citing) the source you have used.

Remember that putting someone else's ideas into your own words (*paraphrasing them*) does not make them your ideas!

Example of Student Work	Comment
There are many different breeds of dog in the world. My dog 'Lexi' is big. She weighs 36kg and is 40cm high at the shoulder, but Great Danes are even bigger. The Great Dane is one of the largest dog breeds on earth, and can be at least 76 centimetres high at the shoulder and weigh more than 54 kilograms. While this breed of dog is large, I have played with some and they are very friendly.	✗ INCORRECT In this case it looks like the student has written all the text and gathered the data about the size and weight of the dogs. In fact, the words in the fourth sentence are paraphrased (re-written in the student's own words) from the text, "One of the largest dog breeds in the world, the Great Dane can reach a minimum of 76cm (30") at the shoulder and weigh upwards from 54kg (120lb)" at the Burkes Backyard website page noted above. Before submitting the work for assessment the student must show which information (data) came from someone else, and where this came from.
There are many different breeds of dog in the world. My dog 'Lexi' is big. She weighs 36kg and is 40cm high at the shoulder, but Great Danes are even bigger. The Great Dane is one of the biggest dog breeds on earth, being at least 76 centimetres high at the shoulder and weigh more than 54 kilograms.[1] While this breed of dog is large, I have played with some and they are very friendly. -----------Footnote or Endnote------------------- 1) Information about the Great Dane breed, its size and weight from Burkes Backyard 1999, Great Dane: Fact Sheet Retrieved March 2012 from: http://www.burkesbackyard.com.au/factsheets/Dogs/Great-Dane/1395	✓ CORRECT In this case the student has shown which ideas and information (data) are from someone else, and indicated where these came from. Even though the student has put the words from the Burkes Backyard website page into their own words, the ideas and data are not the student's own so referencing (citing) the source was needed. Here the traditional note system was used to do this. The traditional note system uses footnotes or endnotes to tell the reader the source of the used material.

Example of Student Work	Comment
There are many different breeds of dog in the world. My dog 'Lexi' is big. She weighs 36kg and is 40cm high at the shoulder, but Great Danes are even bigger. They weigh more than 54kg and stand at least 76cm at the shoulder. While this breed of dog is large, I have played with some and they are very friendly.	✗ INCORRECT In this case the student has used the data about the height and weight of the Great Danes without saying where it came from. A reader might assume that the student had not only measured their own family dog but had measured a number of Great Danes too. Before submitting the work for assessment the student must show which data was taken from someone else, and where it came from.
There are many different breeds of dog in the world. My dog 'Lexi' is big. She weighs 36kg and is 40cm high at the shoulder, but Great Danes are even bigger. The chart below shows Lexi's weight compared with that of a Great Dane. While this breed of dog is large, I have played with some and they are very friendly. 	✗ INCORRECT In this case the student has used their own data (gained by weighing their family dog Lexi) and data from the Burkes Backyard website (the fact that Great Danes weigh 54+ kgs) to produce a graph. Even though the student created the graph itself, the student's work does not shown that the data about the Great Dane's weight was taken from the Burkes Backyard website. Before submitting the work for assessment the student must show which data was taken from someone else, and where it came from.
There are many different breeds of dog in the world. My dog 'Lexi' is big. She weighs 36kg and is 40cm high at the shoulder, but Great Danes are even bigger. They weigh more than 54kg and stand at least 76cm high at the shoulder.[1] While this breed of dog is large, I have played with some and they are very friendly. ------------Footnote or Endnote------------------- 1) Great Dane measurements based on Burkes Backyard 1999, Great Dane: Fact Sheet Retrieved March 2012 from: http://www.burkesbackyard.com.au/factsheets/Dogs/Great-Dane/1395	✓ CORRECT In this case the student has shown which data was from someone else, and indicated where it came from. Here the traditional note system was used to do this.

SOME FAQS

DO I NEED TO REFERENCE COMMON KNOWLEDGE OR INFORMATION THAT I COULD GET FROM MANY SOURCES?

No. 'Common knowledge' refers to facts that can be found in numerous places and are likely to be known by a lot of people. For example, you do not need to reference the fact that Gough Whitlam was the Prime Minister of Australia from 1972 to 1975. However, if you refer to any of Whitlam's ideas or actions, you must reference (cite) your source.

Get help from your teacher/teacher-librarian if you are not sure whether something is 'common knowledge' or not.

I'VE REFERRED TO SOMEONE'S WORK IN MY OWN WORDS. DO I STILL HAVE TO REFERENCE THIS?

Yes. You need to reference (cite) the source of the ideas.

WHAT IF I WRITE A SUMMARY THAT HAS BEEN SYNTHESISED FROM A NUMBER OF DIFFERENT SOURCES?
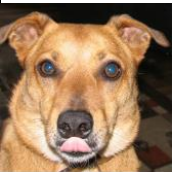
You must reference (cite) all of the sources that have been used to create the summary. How you do this will depend on the referencing system you use. Ask your teacher or teacher-librarian for guidance.

IF I'VE RE-WRITTEN ANOTHER PERSON'S IDEAS IN MY OWN WORDS, DO I NEED TO REFERENCE THE SOURCE?

Yes. If you are using other people's ideas, you must reference (cite) your sources, even if you are re-writing their ideas in your own words.

B. USING SOMEONE ELSE'S IMAGES

When you use another person's image – like a photo, graph, graphic or drawing – you must show the source. You do this by referencing the source you have used.

Example of Student Work	Comment
There are many different breeds of dog in the world. My dog 'Lexi' is big (see image at left). She weighs 36kg and is 40cm high at the shoulder, but Great Danes are even bigger. The Great Dane (see image below) is one of the biggest dog breeds on earth, being at least 76 centimetres at the shoulder and weighing more than 54 kilograms. While this breed of dog is large, I have played with some and they are very friendly. --------------Footnote or Endnote--------------- 1) Information about the Great Dane breed, its size and weight from Burkes Backyard 1999, Great Dane: Fact Sheet Retrieved March 2012 from: http://www.burkesbackyard.com.au/factsheets/Dogs/Great-Dane/1395	✗ INCORRECT In this case the student has shown the information used from the Burkes Backyard website (using the traditional note system) but not indicated that the photo of the Great Dane puppy was scanned from the My Great Dane Magazine. The student took the photo of Lexi, but the Great Dane puppy photo was scanned from the magazine and is not the student's own work (ie the student did not take the original photo). A reader might assume that the student had taken both photos. Before submitting the work for assessment the student must show which image was someone else's work, and where it came from.

Example of Student Work	Comment
There are many different breeds of dog in the world. My dog 'Lexi' is big (see image at left). She weighs 36kg and is 40cm high at the shoulder, but Great Danes are even bigger. The Great Dane (see image below)[1] is one of the biggest dog breeds on earth, being at least 76 centimetres at the shoulder and weighing more than 54 kilograms.[2] While this breed of dog is large, I have played with some and they are very friendly. ---------------Footnote or Endnote-------------- 1) Photo from My Great Dane Magazine, Vol 7 (May 2011), p.26. 2) Information about the Great Dane breed, its size and weight from Burkes Backyard 1999, Great Dane: Fact Sheet Retrieved March 2012 from: http://www.burkesbackyard.com.au/factsheets/Dogs/Great-Dane/1395	✓ CORRECT In this case the student has shown which image and data are someone else's work, and indicated where these came from. Here the traditional note system was used to do this.

C. USING SOMEONE ELSE'S WORDS

When you use another person's words in your work you must use a method to show the words that are not yours (such as by using quotation marks, italics or indenting larger pieces of text). You then acknowledge where you got these words from by referencing (such as using in-text citation or footnoting).

Example of Student Work	Comment
There are many different breeds of dog in the world. My dog 'Lexi' is big. She weighs 36kg and is 40cm high at the shoulder, but Great Danes are even bigger. One of the largest dog breeds in the world, the Great Dane can reach a minimum of 76cm (30") at the shoulder and weigh upwards from 54kg (120lb). While this breed of dog is large, I have played with some and they are very friendly.	✗ INCORRECT The way this has been written looks like the student has written all the text and gathered the data about the size and weight of the dogs. In fact the fourth sentence is directly copied from the Burkes Backyard website. Before submitting the work for assessment the student must show which words are not the student's own, and where these came from.
There are many different breeds of dog in the world. My dog 'Lexi' is big. She weighs 36kg and is 40cm high at the shoulder, but Great Danes are even bigger. "One of the largest dog breeds in the world, the Great Dane can reach a minimum of 76cm (30") at the shoulder and weigh upwards from 54kg (120lb)." While this type of dog is large, I have played with some and they are very friendly.	✗ Incorrect In this case the student has shown in quotation marks which words are by someone else (the sentence about Great Danes from the Burkes Backyard website), but has not indicated where this came from: there is no referencing (citation). The student was careless in not referencing the quotation and might have marks deducted unless this is corrected.

Example of Student Work	Comment
There are many different breeds of dog in the world. My dog 'Lexi' is big. She weighs 36kg and is 40cm high at the shoulder, but Great Danes are even bigger. "One of the largest dog breeds in the world, the Great Dane can reach a minimum of 76cm (30") at the shoulder and weigh upwards from 54kg (120lb)."¹ While this type of dog is large, I have played with some and they are very friendly. ----------------–Footnote or Endnote------------ 1) Retrieved March 2012 from: http://www.burkesbackyard.com.au/factsheets/Dogs/Great-Dane/1395	✓ Correct In this case the student has shown in quotation marks which words are someone else, and indicated where these came from. Here the traditional note system was used to do this.
There are many different breeds of dog in the world. One of the largest dog breeds in the world, the Great Dane can reach a minimum of 76cm (30") at the shoulder and weigh upwards from 54kg (120lb) (Burkes Backyard 1999). While this type of dog is large, I have played with some and they are very friendly. --Reference List at the back of the project – Reference List: Burkes Backyard 1999, Great Dane: Fact Sheet viewed 1 March 2012: http://www.burkesbackyard.com.au/factsheets/Dogs/Great-Dane/1395	✓ Correct In this case the student has used italics to show words that are not the student's own, and indicated where these came from. Here the Harvard system was used to do this. The Harvard system gives information about the author and date in the text (in brackets) and then gives the full details about the source in a reference list.

SOME FAQS

HOW OFTEN MUST I REFERENCE?

You must show the source of all of the information, images, ideas or words every time you have used them in your work.

DO I HAVE TO CONTINUALLY REPEAT A REFERENCE IF I DISCUSS THE SAME PIECE OF WORK FOR A LONG TIME?

It must be clear to the reader which parts of your discussion refer to another person's information, images, ideas or word. If you are discussing one source repeatedly, make sure it is clear which parts are not yours originally. If you need to, repeat the reference. Ask your teacher or teacher-librarian for guidance if you are unsure when or how to do this.

ARE THERE DIFFERENT RULES WHEN INFORMATION IS ACCESSED FROM THE INTERNET?

No.
If you use information, images, ideas or words you have found on the internet, you must show the source clearly and explicitly.

WILL I LOSE MARKS BY DOING TOO MUCH REFERENCING?

No.
In the examples above the traditional note system and the Harvard system have been used to reference (cite) the source of the information, images, ideas or words that were not the student's own. There are

several referencing systems and styles that can be used to reference the works of others.

Your teacher or teacher/librarian will give you more information about how to reference (cite) your sources and what style to use.

IS GETTING HELP TO DO MY WORK WRONG

No, of course not! Having other people review and check your work can help you improve it. But if that help means major changes are made to your work, you must reference this.

It is okay if someone else (like your teacher, parent or a friend) helps you with your spelling, structure and grammar. It is okay too for them to make comments or suggestions about your work (such as: '*This is not clear...*'; '*Maybe you need some more detail here...*'; or '*This graphic looks wrong in this part of the page...*'). This does not need to be referenced (cited).

If someone else makes major changes to your work you must acknowledge this by a reference (citation). Major changes would include: substantially changing your wording; and adding new paragraphs, interpretations or diagrams to your work. If someone gives you so much help that they have made a significant contribution to the final product that you are going to submit, their help must be acknowledged by referencing.

It is wrong to pay someone else to do your work for you (such using an internet 'essay mill' service or paying a friend to write an assignment) and hand the work in as if it was your own.

When reviewing your work ask yourself, "Could someone else reading or viewing this easily see what is my own work, and what is the work (information, images, ideas or words) of other people, and where I got this from?"

If the answer is "No" you must correct this by clearly showing what is not your own work and reference (cite) the source of the information, images, ideas or words that are not yours.

SECTION 2
ROLES, RESPONSIBILITIES & RULES

ROLES AND RESPONSIBILITIES IN YOUR LEARNING COMMUNITY

STUDENTS:

- act honestly and openly in their research and creation of work for submission
- follow the guidelines provided for preparing reference lists that will acknowledge the sources of ideas in their work
- seek help from teachers or library staff if they require advice on meeting standards of authenticity and academic integrity
- cite all their sources using an approved referencing system.

TEACHER-LIBRARIANS:

- support students and teachers in developing their understanding of authenticity and academic integrity
- provide guides to referencing and advice on the tools available for detecting unacknowledged sources
- provide professional learning and training for teachers in the use of tools for detecting unacknowledged sources.

TEACHERS:

- provide clear, unambiguous and educationally appropriate information about preferred citation methods to students
- develop students' understanding of authenticity and academic integrity
- model best practice in academic integrity with their own citation of sources, and acknowledge the work of others in their lesson materials
- adopt specific teaching and learning strategies that support authenticity and academic integrity
- spend time discussing issues of authenticity and academic integrity with their students.

PROVIDERS (SCHOOLS AND COLLEGES): that deliver Level 3 courses with an external assessment component that involves folio or other project work must have:

- processes for ensuring the authenticity and academic integrity of work submitted by students for assessment
- procedures for teaching students about the requirements for authenticity and academic integrity.

TIPS FOR STUDENTS

- Make sure that you understand authenticity and academic integrity, and always act with academic integrity.
- Make sure you understand what you are asked to confirm when you sign a Candidate Declaration Form (see below) and the importance of making a truthful statement.
- Use an appropriate referencing system.
- Be consistent in your use of a referencing system – don't use more than one system in the same piece of work.

- If you use Wikipedia, read the Wikipedia page on how to cite it as a source: http://en.wikipedia.org/wiki/Wikipedia:CITEWIKI. Take very careful note of what it says about being careful when you use Wikipedia:

  > *We advise special caution when using Wikipedia as a source for research projects. Normal academic usage of Wikipedia and other encyclopedias is for getting the general facts of a problem and to gather keywords, references and bibliographical pointers, but not as a source in itself. Remember that Wikipedia is a wiki, which means that anyone in the world can edit an article, deleting accurate information or adding false information, which the reader may not recognize.[1]*

- If in doubt, ask for help from your teacher-librarian and subject teacher.
- When researching be careful about where you record sources of information. Noting an internet address or a book reference on scraps of paper or 'sticky notes/post-it pads' is a bad idea. They can easily get lost. It is better to write them all down in a single place like a notebook or folder.
- Keep the various draft versions of your work. If using a word processor, save each draft version under a different file name (eg <folio_V1.doc>, <folio_V2.doc> <folio_V3.doc>). If using pen and paper, keep your various drafts in a single folder and do not throw them away until the assessment is completed.
- Whenever you use something from the internet, give the web-address and the date when you downloaded it.

THE OFFICE OF TASMANIAN ASSESSMENT, STANDARDS AND CERTIFICATION (TASC)

TASC's External Assessment Rule 4.(a) states:

> *Any material submitted by a candidate for external assessment must, except where the source of the information, images, ideas or words is explicitly acknowledged, be the work of the candidate.*

THE CANDIDATE DECLARATION FORM

Students are required to sign a Candidate Declaration Form when submitting folios to TASC stating that they have read the statement on authenticity and academic integrity contained on the form and that the folio is their own work, except where the work of others (other peoples' information, images, ideas or words) are acknowledged and the source is clearly shown (by referencing/citation).

> It is really important that as you draft your folio you ask yourself, "*Could a marker reading or viewing this easily see what is my own work, and what is the work (information, images, ideas or words) of other people, and where I got this from?*"
>
> If the answer is "*No*" you must correct this by clearly showing what is not your own work and reference (cite) the source of the information, images, ideas or words that are not yours.

The responsible teacher, acting on behalf of the provider, signs the Candidate Declaration Form to confirm that the provider's processes for authentication of the candidate's work have been followed and that to the best of their knowledge the contents of the folio is the named candidate's own work except were the work of others is clearly acknowledged. Teachers cannot sign this form if this is not the case.

Each school/college must have a procedure for a student who does not agree with the teacher's decision not to sign the Candidate Declaration Form to seek review of that decision. See the section called Learner Requests for Review on page 2 of the Standard for within-provider within-course comparability of internal assessment.

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[1] Retrieved March 19, 2012 from http://en.wikipedia.org/wiki/Wikipedia:CITEWIKI#A_caution_before_citing_Wikipedia

TASC EXTERNAL ASSESSMENT RULE 4

4. Externally assessed folios or other project work

(a) Any material submitted by a candidate for external assessment must, except where the source of the information, images, ideas or words is explicitly acknowledged, be the work of the candidate.
(b) An externally assessed folio or other project work will be assessed as specified in the folio guidelines published by TASC that year.
(c) TASC will only accept candidate folios of work for assessment if:
     i. the Candidate Declaration Form comes with the folio;
     ii. the Candidate Declaration Form is completed by both the candidate and the responsible teacher acting on behalf of the provider; and
     iii. the folio is officially received at the designated collection centre (usually a school or college) on or before the published due date (and by no later than 5.00 pm) unless TASC has given to the candidate written approval before this date for a particular later submission date.

All cases where work submitted for external assessment appears to breach Rule 4.(a) are reported to TASC to determine if further action is required by TASC (see https://tasc.tas.gov.au/students/exams/rules/).

CONSEQUENCES FOR BREACH OF RULE

A school or college will treat incidents where a student fails to show what work is not the student's own and the source of other peoples' work (by referencing/citation) according to its documented policies and procedures. Penalties (such as loss of marks) will depend on the seriousness of the offence, the circumstances under which it was committed, and the policies and procedures of the school or college.

A student who submits a TASC externally assessed folio must sign a Candidate Declaration Form confirming that the work is that student's own work except where other people's information, images, ideas or words are clearly acknowledged. *A student must not sign the form if this is not true.*

TASC will take action if a Candidate Declaration Form is signed and the folio is found to contain unacknowledged information, images, ideas or words that are not the student's own work. Cases are reported to TASC. TASC may decide that the apparent breach is sufficiently serious to require consideration of a possible penalty.

Penalties will depend on the seriousness of the offence and the circumstances under which it was committed, but may range from a reprimand to cancellation of all results for the year or disqualification from receiving a Qualifications Certificate and Tasmanian Certificate of Education.

EXAMPLES OF POSSIBLE TASC PENALTIES

Example	Possible Penalty
A small amount of copied material in a negotiated study (folio) was not cited	Remove copied material and assess rest of folio
50% of 3 pages copied completely from a website and no referencing given	Remove unacknowledged material – and assess rest of folio with a maximum possible rating of C
In one part of a folio about 50% copied and no referencing was given	Give Ds for all criteria assessed through the folio
Some 80% of material in a folio stated to be the student's own was in fact copied and no referencing was given	Regard folio as not submitted
Substantial copying, material extensively copied/reproduced from websites and text books - no referencing given	Regard folio as not submitted

FREQUENTLY ASKED QUESTIONS (FAQ)

- Can I be penalised by TASC even if I did not mean to do the wrong thing?

  Yes.

  For your TASC externally assessed work (such as a folio) you must sign a Candidate Declaration Form stating that the work contains no unacknowledged material.

  <u>You are responsible for the accuracy and truthfulness of your declaration.</u>

  Before signing the Candidate Declaration Form you must ask yourself, "Can someone else reading or viewing this folio easily see what is my own work, and what is the work (information, images, ideas or words) of other people, and where I got this from?"

  If the answer is "No" you must not sign the Candidate Declaration Form until you correct this by clearly showing what is not your own work and reference (cite) the source of the information, images, ideas or words that are not yours.

  TASC treats the signing of a Candidate Declaration Form very seriously. You must also treat it very seriously. Signing the form means that you know what you are declaring and are being truthful in doing so.

  TASC's External Assessment Rule 4.(a) is: '*Any material submitted by a candidate for external assessment must, except where the source of the information, images, ideas or words is explicitly acknowledged, be the work of the candidate.*' For work assessed through TASC, penalties for breaking this rule may range from a reprimand to cancellation of all results for the year or disqualification from receiving a Tasmanian Certificate of Education.

  It is the fact that there is unacknowledged material (information, images, ideas or words) and that your declaration is not truthful that matters in such cases, not your intention in including this material.

SECTION 3
ADDITIONAL INFORMATION

DEFINITIONS

Academic integrity: Honesty and respect for knowledge and truth mean taking responsibility and giving credit or acknowledgement to the work or scholarship of others.

Bibliography: A formal list of all the sources of information consulted in the preparation of a work. A bibliography is given at the end of the work. It does not replace referencing or the need to reference sources each time they are used.

Citation: See 'Referencing' below.

Referencing: Noting and acknowledging the use in your work of another person's ideas, designs, data, images, words or works. There are several ways that this can be done (for example by footnotes, endnotes and notes made inside brackets). Referencing is also known as 'citation'.

RESOURCES

'How do I reference (cite) the source of other people's information, images, ideas or words I use in my work?'

A TASC resource on referencing/citation available via: https://tasc.tas.gov.au/students/academic-integrity/

UTAS REFERENCING AND ASSIGNMENT WRITING

http://utas.libguides.com/referencing

The webpage includes tips on referencing in your UTAS assignment and a print friendly guide to Harvard Referencing.

ALL MY OWN WORK

http://amow.boardofstudies.nsw.edu.au

A program designed to help Years 11/12 students follow the principles and practices of good scholarship. Each module on referencing practices in acknowledging sources, understanding plagiarism and copyright, and working with others (includes quizzes and FAQs).

ARTICLE CHECKER

http://www.articlechecker.com/

A quick search engine check

CITEACE SOFTWARE

This software may be purchased and installed on the school or college computers to assist in the creation of reference lists and bibliographies. Potter, T. W. 2007, CiteAce, [software] T.W. Potter, Perth, Western Australia

GLATT PLAGIARISM PROGRAM

http://www.plagiarism.com

Software programs designed to detect and prevent unacknowledged sources. The three parts are the Plagiarism Teaching Program, the Plagiarism Screening Program and the Plagiarism Self- Detection Program.

GOOGLE

http://www.google.com

Google is not designed to be a detection tool, but the 'Advanced Search' engine capabilities can locate key phrases that may appear in students' assignments.

TURNITIN

http://www.turnitin.com

A world leading academic plagiarism prevention software solution and detection tool for the growing problem of 'cut and paste' plagiarism. The comprehensive and exhaustive plagiarism prevention system allows easy and effective checking of billions of pages and archived instances of the internet; millions of student papers previously submitted to Turnitin; and particularly, commercial databases of journal articles and periodicals not available on the public internet or through search engine based detection websites or just search engines such as Google.

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