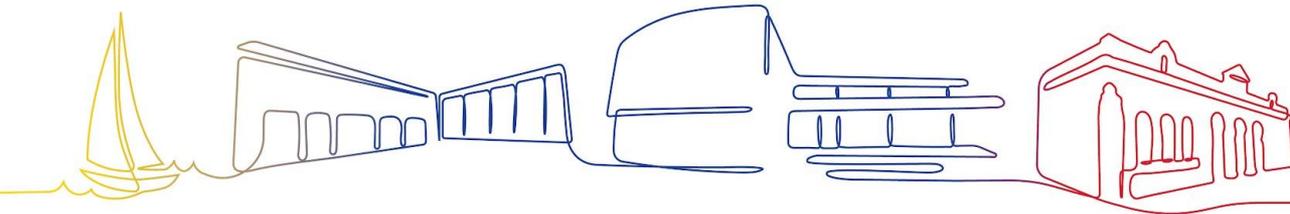




WILLIAMSTOWN
HIGH SCHOOL

WHS Academic Expectations

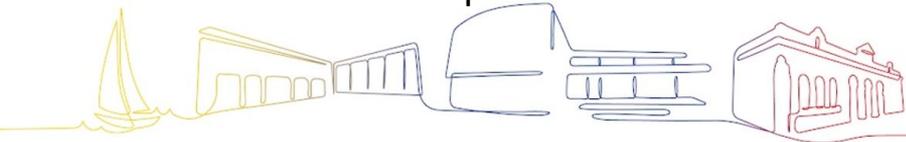


HOLD FAST

WHS Authentication Rules

Every student must:

- make sure that all work submitted for assessment is their own
- not plagiarise the work of someone else or other source
- not cheat (including communicate with others in an assessment, or sharing equipment/materials)
- not bring any unauthorised material into an assessment
- not submitted the same piece of work for assessment in more than one study, or more than once within a study
- not circulate or publish a piece of work that is being submitted for assessment in a study in the academic year of enrolment
- not knowingly assist another student in a breach of rules
- not receive undue assistance from another person, including their teacher, or source in the preparation and submission of work
- acknowledge all resources used, including:
 - texts, websites and other source material
 - the name and status of any person or source who provided assistance and the type of assistance provided



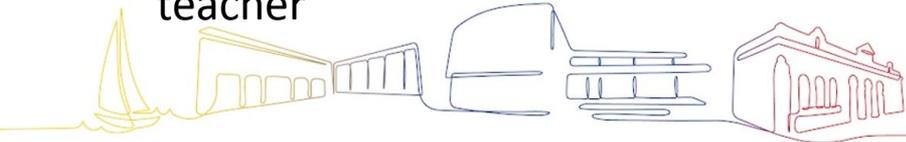
Receiving Assistance

Acceptable levels of assistance include:

- incorporating ideas or material derived from other sources 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 or self-correction or both**

Unacceptable forms of assistance include:

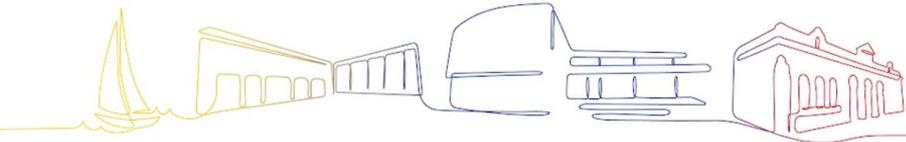
- use or copying another person's work, including the teacher's work, another source's work or other resources without acknowledgement
- use or copying sample answers provided by the teacher, another person or another source
- corrections or improvements made or dictated by another person, including the teacher



Teacher's Evaluation

In considering if a student's work is their own, teachers will consider if the work:

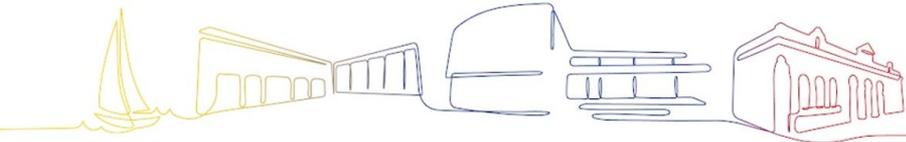
- is atypical of other work produced by the student
- is inconsistent with the teacher's knowledge of the student's ability
- contains unacknowledged material
- has not been sighted and monitored by the teacher during its development



Authentication Process

If an authentication allegation is made against you:

- The allegation would be reported to the Curriculum Leader
- The Curriculum Leader will investigate the allegation
- If the evidence is substantiated, appropriate consequence will be issued by the subject teacher
- for VCE, the Curriculum leader will invite the student to attend an Authentication meeting to go through the evidence, and the Campus Principal will make the final decision of the consequence



Possible Consequences

- a verbal or written warning
- detention or suspension
- refusal to consider the student's work, but giving the student the opportunity to re-submit the work if there is sufficient time before the due date for submission
- refusal to accept the part of the student's work found to have been completed in contravention of VCAA rules and a subsequent determination of the appropriate result for the relevant outcome forming part of the VCE unit
- refusal to accept any part of the work, awarding an N for the outcome

