

VCE / VCAL Authentication Policy and Procedure

1. Purpose

To provide clear guidelines to VCE and VCAL students and teachers on the Gordon's expectations in relation to authenticity of work, and the process for managing concerns when they arise.

2. Scope

This policy statement and procedure applies to all students enrolled directly into the Institute's VCE and VCAL programs and all teachers employed to deliver these programs.

3. Overview / principles

Students must submit work that is clearly their own. Apart from referenced source material, students are not permitted to submit work that is copied from any other person's work. In order to attest that work is genuinely that of the student, teachers and students will observe the following procedures:

- Each piece of assessment (SAC or SAT) will have a signed student declaration on the front cover, prior to submitting their work. In addition, each SAT assessment will require the students to complete a detailed VCAA student authentication form.
- Teachers will monitor the development of tasks in class, by sighting plans and drafts of students' work and keeping records of their progress.
- There is an expectation for Students to retain appropriate documentation of the development of tasks. Students may be requested to present such documentation to prove authenticity of work
- A teacher may ask a student to demonstrate his or her understanding of a task to ensure authenticity.
- The assessment of student work will take place when the teacher can attest that, to the best of his or her knowledge, the work is the student's own.
- Students must not submit the same piece of work for assessment in more than one subject.
- A student's work cannot be authenticated where the requirements of the attendance policy have not been met.

3.1 Levels of Assistance

Acceptable levels of assistance include:

- The incorporation of ideas or material derived from other sources, (e.g.: by reading, viewing or notetaking) but 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

Unacceptable forms of assistance include:

- Use of, or copying of, another person's work or other resources without acknowledgment
- Actual corrections or improvements made or dictated by another person

3.2 Management of Authentication Issues

If an issue of authentication arises, teachers are to notify the student's Home Room Teacher. The Home Room Teacher is responsible for the initial conversation with the student about authenticity. If questions arise, the student misconduct process applies:

1. An incident will be registered with Risk Safety and Wellness and a review panel convened.
2. If necessary, a formal interview will be conducted. A parent of the student may attend in a support role, but not as an advocate. If a parent / guardian is not available, a student counsellor will be offered to provide support in any formal interview.
3. A letter sent home, providing details of the interview to be conducted and the specific allegation of assessment misconduct. At least twenty-four hours' notice must be given.
4. Following the interview, a decision will be made in consultation with the Senior College Principal.
5. The student will be informed of the decision within five working days. Written notification will follow within a further five days including details of the student's right of appeal.

Records will be kept of each stage of the process. Each decision will be made on the basis of evidence collected. The Gordon has the power to impose any of the following penalties for plagiarism, or for a substantive breach of the rules (which applies to the student who has breached as well as any student who has knowingly assisted the student to breach):

- A written reprimand
- Request that work be resubmitted for an S only and no points awarded towards a Study Score
- Refusal to accept a part of the work submitted and give a score on the remainder
- Refusal to accept the whole piece and give an NA (not assessed)

The above consequences may be used singularly or in combination

4. Procedure

ACTION	RESPONSIBILITY	GUIDANCE
Communicate Policy	Senior College Principal	<p>The Senior College principal will ensure that this policy is available to students, via</p> <ul style="list-style-type: none"> • Student orientation • Student handbook • Gordon Student handbook <p>This policy is communicated to all VCE/VCAL staff, via</p> <ul style="list-style-type: none"> • Ensuring staff are aware of the Institute's OMS • Including in Staff orientation • Including VCE/VCAL staff handbook
Monitor student class work	Teacher	Teachers are responsible for actively monitoring students drafts, either in class or via submission of drafts where student work is done outside of class.
Monitor Issues	Teacher	<p>Teachers are responsible for providing advice and guidance to students on the Institute's expectations for authenticity and referencing.</p> <p>Where a student's work is brought into question, the teacher is responsible for raising their concerns with the Home Room Teacher, and in the event of an investigation participating in the process and providing all supporting documentary evidence to the review panel.</p>
Escalate Issues	Senior College Principal	Is responsible for ensuring that where an allegation of work not being able to be authenticated is made, it is documented and reported to the Institute's Risk Safety

		<p>and Wellness Manager who will record the incident and instigate the Review Panel process.</p> <p>The Senior College Principal is responsible for leading the independent review of any allegation as per the processes established in the Institute's <i>Complaints and Appeals Management Procedure QA PR 05</i>.</p>
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5. Responsibilities

POSITION	GOVERNANCE / RESPONSIBILITY
Senior College Principal	Ensuring the policy is available to all staff and VCE / VCAL students
Teachers	Monitoring student's classwork and task submissions Producing assessment customised annual tasks in a way that minimises the risks of inauthenticity
Home Room Teachers	Monitoring student attendance and progress across their home group Organising student progress meetings where students fail to meet standards
Head of Centre	Convening a formal review panel where an allegation of authenticity is raised and ensuring that the review panel is conducted in accordance with the principles of natural justice.

6. Key aligned internal documents

Refer to the [Operational Management System \(OMS\)](#) for copies of all policies, procedures and supporting documents.

VCE / VCAL Attendance Policy and Procedure SSC PR 01

VCE / VCAL Assessment Policy and Procedure SSC PR 02

VCE / VCAL Assessment Tasks – advice for Teachers SSC RD 02.01

VCE / VCAL Assessment Tasks – advice for Students SSC RD 02.02

VCE / VCAL Special Provisions Policy and Procedure SSC PR 04

VCE / VCAL Satisfactory Completion Policy and Procedure SSC PR 05

VCE / VCAL Administrative Procedure SSC PR 06

VCE / VCAL Management of Medical Conditions SSC PR 07

VCE / VCAL Student Records Management SSC PR 08

Complaints and Appeals Management Policy QA PO 10

Copyright Policy and Procedure TED PO 06

7. Key aligned external documents

[VCE and VCAL Administrative Handbook \(VCAA\)](#)

[Guide for Non-School Senior Secondary Education Providers \(VRQA\)](#)

8. Review and approval

	POSITION	AREA
Business Process Owner	Head	Centre for Culinary, Education and Teaching
Endorsed by (if applicable):	Nil	

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Ratified by (if applicable):	Risk and Compliance Committee
Review schedule:	This policy will be reviewed every 3 years (or earlier as required)
Last reviewed / updated:	18 August 2021