



Academic Malpractice and Collusion Policy Guide

At St Joseph's Catholic College Aberdeen, academic integrity is a cornerstone of our educational values. We are committed to ensuring that all students, from Year 7 to Year 12, conduct themselves with honesty and integrity in all academic tasks.

Purpose

The purpose of this policy is to establish clear guidelines for addressing academic malpractice and collusion in all forms, ensuring that the assessment process remains fair and credible for all students. This policy is designed to protect the integrity of academic achievements and to educate students about the importance of producing original work.

Scope

This policy applies to all students at St Joseph's Catholic College, Aberdeen. It covers all forms of assessments, including written assignments, exams, practical works, projects, and any other forms of academic evaluation. The policy also specifically addresses the use of Artificial Intelligence (AI) in student work, ensuring that its use is ethical and properly acknowledged.

Definitions

Academic Integrity: The ethical code of conduct that requires students to produce their own work, properly acknowledge sources, and avoid dishonest practices in their academic endeavours.

Malpractice: Any action that gives a student an unfair advantage in an assessment. This includes plagiarism, collusion, misrepresentation, inappropriate use of AI and breach of assessment conditions.

Plagiarism: The act of using someone else's work, ideas, or words without proper acknowledgment, and presenting them as one's own.

Collusion: Unauthorised collaboration with others to produce work that is meant for individual assessment. For example, unauthorised use of artificial intelligence technologies.

Misrepresentation: Deceiving or misleading others by presenting false information or fabricating data in academic work.

Artificial Intelligence (AI): Technologies that simulate human intelligence, such as language generation tools, which can create content or assist in completing academic tasks. Unapproved or unethical use of AI in academic work is considered malpractice.

Academic Misconduct: includes, but is not limited to, the following: plagiarism; misrepresentation, fabrication and falsification; collusion; exam cheating; impersonation; bribery; non-ethical and non-responsible use of technology, including the misuse of artificial intelligence; academic malpractice.



Responsibilities

Students:

- Ensure that all work submitted is their own or properly acknowledged and referenced.
- Understand and adhere to the definitions and examples of malpractice provided in this policy.
- Use AI tools ethically and with proper acknowledgment. Students must clearly state if AI has been used for planning and feedback, even when no AI-generated content is included in the final submission. Correct citations must be provided when AI use is permitted in an assessment to ensure transparency and uphold academic integrity. Seek clarification from teachers if they are unsure about what constitutes malpractice.

Teachers:

- Educate students on academic integrity, proper citation practices, and the ethical use of AI.
- Teacher model responsible and ethical use of AI tools.
- Foster student understanding of and critical thinking about AI concepts, ethics, potential biases and limitations and implications of using AI technologies, deepening this learning as usage increases.
- Monitor assessments to ensure they are conducted fairly and in accordance with school policies.
- Report any suspected malpractice to the Leader of Learning (LoL).
- Provide guidance on the ethical use of AI in student work.

Parents:

- Support and encourage students to adhere to academic integrity policies.
- Familiarise themselves with the school's malpractice policy to better guide and support their children.

School Leadership Team:

- Communicate the malpractice policy to staff, students and parents.
- Investigate cases of suspected malpractice and communicate findings to students and parents.
- Maintain records of any incidents of malpractice in accordance with NESA and school requirements.
- Oversee the appeals process for students who wish to contest malpractice findings.
- Must resolve individual student appeals over marks allocated for an individual assessment task within 2 weeks of the task being returned.

Consequences of Malpractice

Engaging in academic malpractice, including the misuse of AI, can result in serious consequences. These may include:

- A formal warning
- Requirement to resubmit the work with proper acknowledgments
- A zero or reduction in marks for the affected task or assessment
- Phone call and/or email to parent/guardian
- At-school formal meeting
- HSC: the incident recorded on the NESA Malpractice Register
- Stage 5 and 6: non-attempt warning and determination as per ACE guidelines.

Investigation of a suspected breach of academic integrity will be guided by procedures that are equitable, consistent, fair, and timely, provide an opportunity for student response, and deliver outcomes that are appropriate for the nature and type of breach. Please refer to the schools [Procedure for Investigating Suspected Malpractice in School Assessments policy](#).



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HAVE A CARE FOR JUSTICE,
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Supporting Academic Integrity

To support students in maintaining academic integrity, St Joseph's Catholic College Aberdeen offers:

- **Educational Programs:** Mandatory programs for all students, such as "All My Own Work," to educate them on academic integrity and proper source acknowledgment.
- **Ongoing Guidance:** Teachers provide continuous support and guidance on maintaining academic honesty in all school-based assessments.
- **AI Usage Guidelines:** Clear instructions on the ethical use of AI tools in academic work, ensuring that students understand when and how to appropriately acknowledge AI-generated content.

Conclusion

Academic integrity is crucial to the success and reputation of St Joseph's Catholic College Aberdeen and its students. By adhering to this policy, students, teachers, and parents can contribute to a culture of honesty, fairness, and excellence in education.

References

[ACE Manual: ACE 9022 Honesty in HSC Assessment – the Standard \(nesa.nsw.edu.au\)](https://nesa.nsw.edu.au/ace-manual/ace-9022-honesty-in-hsc-assessment-the-standard)
[ACE Manual: ACE 9023 Honesty in HSC assessment: what constitutes malpractice \(nesa.nsw.edu.au\)](https://nesa.nsw.edu.au/ace-manual/ace-9023-honesty-in-hsc-assessment-what-constitutes-malpractice)
[ACE Manual: ACE 9024 HSC examinations: breaches of procedures \(nesa.nsw.edu.au\)](https://nesa.nsw.edu.au/ace-manual/ace-9024-hsc-examinations-breaches-of-procedures)
[ACE Manual: ACE 9025 HSC examinations: non-serious attempts and non-attempts \(nesa.nsw.edu.au\)](https://nesa.nsw.edu.au/ace-manual/ace-9025-hsc-examinations-non-serious-attempts-and-non-attempts)
[ACE Manual: ACE 8069 Higher School Certificate school-based assessment \(nesa.nsw.edu.au\)](https://nesa.nsw.edu.au/ace-manual/ace-8069-higher-school-certificate-school-based-assessment)
[» Honesty in assessment \(nesa.nsw.edu.au\)](https://nesa.nsw.edu.au/honesty-in-assessment)
[Rules and procedures | NSW Government](https://www.nsw.gov.au/rules-and-procedures)
[Use of Artificial Intelligence by students | NSW Government](https://www.nsw.gov.au/use-of-artificial-intelligence-by-students)
[Australian Framework for Generative Artificial Intelligence \(AI\) in Schools - Department of Education, Australian Government](https://www.education.gov.au/australian-framework-for-generative-artificial-intelligence-ai-in-schools)
[All My Own Work | NSW Government](https://www.nsw.gov.au/all-my-own-work)