


DOCUMENT ID	Academic Malpractice and Collusion	
APPLICABLE TO	St Joseph's Catholic College, Aberdeen	
DOCUMENT OWNER	AP - Curriculum	
EFFECTIVE DATE	Term 4, 2025	
REVIEW SCHEDULE	Annual	
RELATED DOCUMENTS	Catholic Schools - HSC Assessment Guideline SJCCA - Statement of Practice - HSC Assessment	

1. Purpose

The purpose of this document 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 document is designed to protect the integrity of academic achievements and to educate students about the importance of producing original work.

This Statement of Practice 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 School Specific Guideline is to outline the culture, development and practice at the school level that implements the Catholic Diocese of Maitland-Newcastle (the Diocese) [Catholic Schools - HSC Assessment Guideline](#) and work in conjunction with the SJCCA - Statement of Practice - HSC Assessment.

2. School Context

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.

3. Development

In response to evolving educational practices and technologies, it is essential that schools proactively address the ethical and responsible conduct of students in formal assessment settings. While new tools and approaches offer opportunities to enhance learning and creativity, they also present challenges in maintaining academic integrity.

St Joseph's Catholic College Aberdeen, adheres to the rules and procedures set by the NSW Education Standards Authority (NESA) regarding academic malpractice and assessment tasks. These expectations are

further outlined in the Catholic Schools - HSC Assessment Guidelines and the SJCCA - Statement of Practice - HSC Assessment.

The College is committed to maintaining the integrity of all assessment tasks—both formative and summative—across Years 7 to 12. Any identified breaches of academic integrity will be reviewed and determined in accordance with the NESA Assessment Certification Examination (ACE) rules.






4. Definitions

In addition to the definitions listed in the Catholic Schools - HSC Assessment Guidelines, the following definitions also apply:

- **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.
- **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.

5. Implementation

Implementation	Responsibility
<p>1. Initial Detection and Conversation</p> <ul style="list-style-type: none"> • Malpractice suspected: the classroom teacher will reference the Catholic Schools - HSC Assessment Guideline, in particular paragraphs 49 – 54. 	Classroom Teacher and/or marker
<p>2. Determining Student Response</p> <ul style="list-style-type: none"> • Paragraph 50 (b) of the Catholic Schools - HSC Assessment Guideline states that the student, if contesting the malpractice, is required to demonstrate that all unacknowledged work is entirely their own. At St Joseph's Catholic College, Aberdeen, this will involve the student completing a Viva Voce about the subject of the assessment task. This may include verbally answering the assessment questions, explaining the use of metalanguage and defining key terminology. All other steps are as per the guideline. 	Classroom Teacher and/or marker
<p>3. Preventative Measure</p> <p>St Joseph's Catholic College, Aberdeen, is committed to promoting academic integrity through proactive education and clear guidelines. As part of this commitment, the college implements a range of preventative measures to support students in understanding and meeting expectations around ethical academic conduct.</p> <p>These measures include:</p> <ul style="list-style-type: none"> • Completion of the NESA-endorsed "All My Own Work" program, which educates students on plagiarism, referencing, and responsible research practices. 	

<ul style="list-style-type: none"> • Ongoing classroom-based education across all year levels, where teachers explicitly address academic integrity and guide students in ethical learning and assessment practices. • Use of the AI Traffic Light System on assessment notifications, which clearly indicates how artificial intelligence tools may or may not be used in each task. This system helps students understand the boundaries of appropriate AI use and reinforces critical thinking and originality in their work. <p>Through these strategies, the college aims to foster a culture of honesty, responsibility, and respect for learning.</p>	
<p>4. Use of AI at St Joseph’s Catholic College Aberdeen – Traffic Light System</p>	
	<p>Unrestricted Use</p>
	<p> AI Can Be Used To:</p> <ul style="list-style-type: none"> • Generate brainstorming ideas - Ask AI for discussion points, perspectives, or thematic connections related to your topic. • Clarify concepts - Use AI to explain literary techniques, themes, historical context, or vocabulary (not to analyse them for you). • Provide feedback on structure - Ask AI to suggest improvements in essay structure or flow without rewriting it. • Identify areas for revision - Use AI to highlight vague or unclear sections, helping you refine your work. • Check grammar and clarity - AI can help identify errors or suggest ways to make your sentences clearer, but you must rewrite them yourself. <p> AI cannot Be Used To:</p> <ul style="list-style-type: none"> • Write your essay or response - AI should not be used to generate paragraphs, rephrase sentences, or construct arguments for you. • Copy and paste AI-generated text - Any work submitted must be your own original writing. • Bypass critical thinking - AI should support your ideas, not replace your analytical thinking or personal voice. • Fabricate sources or evidence - AI-generated references or quotes are often inaccurate or non-existent and should not be used. <p> How to Use AI Effectively in Your Work:</p> <ol style="list-style-type: none"> 1. Ask guiding questions rather than requesting full answers. <ul style="list-style-type: none"> o Example prompt: "What are different interpretations of [theme] in [text]?" 2. Use AI to clarify concepts, not write your analysis. <ul style="list-style-type: none"> o Example prompt: "can you explain a motif and how it works in literature?" 3. Check your essay structure for clarity and organisation. <ul style="list-style-type: none"> o Example prompt: "Does my essay have a clear thesis and logical flow? What could be improved?" 4. Refine your expression while keeping your own voice. <ul style="list-style-type: none"> o Example prompt: "Does this sentence clearly explain my idea? How can I make it stronger?" 5. Identify and fix grammar issues yourself. <ul style="list-style-type: none"> o Example prompt: "can you highlight any grammar or punctuation errors in this paragraph?" 6. Ensure your argument is well-supported. <ul style="list-style-type: none"> o Example prompt: "Does my analysis stay focused on the question, or are there areas that need more evidence?"

 <p>AI TRAFFIC LIGHT POLICY</p> <p>AI UNRESTRICTED</p> <p>AI LIMITED USE SOME GUIDANCE APPLY</p> <p>AI NOT PERMITTED</p>	<p>Use not permitted at all</p>
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6. Conclusion

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

7. References

- [ACE Manual: ACE 9022 Honesty in HSC Assessment – the Standard \(nesa.nsw.edu.au\)](https://nesa.nsw.edu.au)
- [ACE Manual: ACE 9023 Honesty in HSC assessment: what constitutes malpractice \(nesa.nsw.edu.au\)](https://nesa.nsw.edu.au)
- [ACE Manual: ACE 9024 HSC examinations: breaches of procedures \(nesa.nsw.edu.au\)](https://nesa.nsw.edu.au)
- [ACE Manual: ACE 9025 HSC examinations: non-serious attempts and non-attempts \(nesa.nsw.edu.au\)](https://nesa.nsw.edu.au)
- [ACE Manual: ACE 8069 Higher School Certificate school-based assessment \(nesa.nsw.edu.au\)](https://nesa.nsw.edu.au)
- [» Honesty in assessment \(nesa.nsw.edu.au\)](https://nesa.nsw.edu.au)
- [Rules and procedures | NSW Government](#)
- [Use of Artificial Intelligence by students | NSW Government](#)
- [Australian Framework for Generative Artificial Intelligence \(AI\) in Schools - Department of Education, Australian Government](#)
- [All My Own Work | NSW Government](#)