AUTHENTICATION

Authentication

Teachers will only accept work for assessment tasks and school assessed coursework (SACs), if they believe the work is genuinely that of the student. It is your responsibility to prove to your teacher that work is genuinely yours by following the rules below.

The VCAA rules for students when preparing work for assessment are:

1. A student must ensure that all unacknowledged work submitted for assessment is genuinely his/her own.
2. A student must acknowledge all resources used, including:
   - Text, websites and source material
   - The name(s) and status of any person(s) who provided assistance and the type of assistance provided.
3. A student must not accept undue assistance from any other person in the preparation and submission of work.

Acceptable levels of assistance include:

- The incorporation of ideas or material derived from other sources (e.g. by reading, viewing or note taking) but which has been transformed by the student and used in a new context;
- Prompting and general advice from another person or source which leads to refinements and self-correction.

Unacceptable forms of assistance include:

- Use of, or copying of, another person’s work or other resources without acknowledgment;
- Corrections or improvements made or dictated by another person.

4. A student must not submit the same piece of work for assessment in more than one study.
5. A student who knowingly assists other students in a breach of rules may be penalised.
6. A student must sign an authentication record for work done outside class time at the time of submitting the completed task. This declaration states that all unacknowledged work is the student’s own.
7. A student must sign a general declaration that he/she will obey the rules and instructions for the VCE, and accept its disciplinary provisions.

Classroom Procedures

1. Teachers will monitor and record each student’s development of a SAT, or Coursework completed out of class time from planning and drafting through to completion. This requires regular sightings of work by the teacher and a process that records such sightings.
2. It is expected that students attend all scheduled classes for work to be authenticated.
Authentication Problems

If work cannot be authenticated, then the matter must be dealt with as a breach of the Victorian Curriculum and Assessment Authority (VCAA) rules.

The school has the power to:

i. reprimand a student

or

ii. if there is sufficient time before the due dates designated by the VCAA give the student the opportunity to resubmit work for satisfactory completion

or

iii. refuse to accept that part of the work which infringes the rules and
   • base a decision whether to award the outcome an N or S upon the remainder of the work
   • submit a score for the Coursework assessment or solely on an assessment of the remainder

or

iv. refuse to accept any part of the work if the infringement is judged to merit such a decision, thus
   • an N will be awarded for the outcome
   • an NA will be submitted for Coursework assessment and/or the School-assessed Task.

Issues relating to authentication will be dealt with as soon as possible after the work is submitted.

Failure to Authenticate

If a decision is made to impose a penalty due to a breach of VCAA rules, the Principal shall notify the student in writing within 14 days of the decision being made about the following matters:

• the nature of the breach of rules by the student
• the reasons for a decision being made that a breach of rules had occurred
• supporting evidence
• the penalty to be imposed
• any right to appeal to the Board of Studies
• that any appeal must be lodged within 14 days of receipt of notification from the Principal.

Student Appeal

The student has the right of appeal to the VCAA against penalties imposed for breach of rules.

Declaration of Authenticity

When submitting a SAT or school assessed coursework done outside class time students must sign a ‘Declaration of Authenticity’ declaring that all unacknowledged work is the student’s own work.