



Malpractice Policy

Honesty in HSC school-based assessment and examinations

The honesty of students in completing assessment tasks, examinations and submitted works, and of teachers and others in guiding students, underpins the integrity of the HSC. Throughout the assessment process, the highest level of honesty is required.

Each student's mark will be determined by the quality of the work produced by the student only. To demonstrate honesty, any component of a student's work that has been written, created or developed by others must be acknowledged in accordance with NESA's subject-specific documentation. Use or inclusion of material from other sources such as books, journals and electronic sources, including the internet and AI, must be acknowledged. General teaching and learning do not require formal acknowledgement.

Malpractice is any attempt to gain an unfair advantage over other students.

Malpractice in any form is unacceptable. NESA has clarified the different types of malpractice including misrepresentation, plagiarism, collusion, and breach of assessment conditions. These definitions (see below) of malpractice apply to school-based assessments, HSC submitted works and practical components, HSC exams and the HSC minimum standard tests. The Forest High School and NESA treat allegations of malpractice very seriously and detected malpractice may jeopardise a student's award and achievement of the HSC.

Student conduct amounting to malpractice may range from unintentional failures to comply with assessment rules and procedures to deliberate attempts to gain an unfair advantage.

Students who knowingly assist other students to engage in malpractice will be considered complicit in the malpractice. Serious and deliberate acts of malpractice amount to corrupt conduct and, where appropriate, NESA will report matters to the Independent Commission Against Corruption.

Types of Malpractice

Misrepresentation

1. Misrepresentation is when a student misleads or deceives others by presenting untrue information through the fabrication, alteration, or omission of information.
2. Misrepresentation can include but is not limited to:
 - a. making up journal entries for a project, and/or
 - b. submitting falsified or altered documents (e.g. medical certificate), and/or
 - c. referencing incorrect or non-existent sources, and/or
 - d. contriving false explanations to explain work not handed in by the due date.

Plagiarism

1. Plagiarism is when a student pretends to have written, created or developed work that has originated from another source, including AI.
2. When using work that has originated from another source students must acknowledge the source material in accordance with course specific requirements.
3. A more detailed explanation of our AI policy is available here: [AI guidelines](#) and [AI policy](#).
4. Plagiarism includes but is not limited to:
 - a. copying someone else's work in part or in whole, and presenting it as their own, and/or
 - b. using material directly from books, journals, the internet, or any other offline/online resources, without appropriate acknowledgement of the authors and/or source, and/or
 - c. building on the ideas or words of another person without appropriate acknowledgement, and/or
 - d. using ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement.

Collusion

1. Collusion is when a student inappropriately collaborates with another student, group of students, person, organisation, or entity to produce work that was meant for individual assessment.
2. Collusion includes but is not limited to:
 - a. sharing answers to an assessment with other students, and/or
 - b. submitting work that has been substantially contributed to by another person, such as a student, parent, coach or subject expert, and/or
 - c. contract cheating by outsourcing work to a third party, and/or
 - d. unauthorised use of artificial intelligence technologies.

Breach of assessment conditions

1. All students undertaking an [HSC exam](#) or [HSC minimum standard test](#) must comply with the assessment conditions set by NESA.
2. When assembling for, undertaking, and leaving the exam or test session, students are subject to the direction and supervision of the invigilator. At all other times, students must adhere to the rules prescribed by their school or alternate venue conducting the assessment.
3. A breach of assessment conditions includes any breach of:
 - a. HSC exam rules and procedures, and
 - b. HSC minimum standard test rules and procedures.
4. Malpractice occurs when a student breaches the conditions set for assessment in an attempt to gain an unfair advantage.



Procedures for Suspected Malpractice in School-based Assessments

Stage 6

In the event of suspected malpractice, the following steps will be taken:

Step 1

• SCREENING TOOL - TURNITIN

- The assessment task will be put through Turnitin and possibly other screening tools.

Step 2

ASSESSMENT REVIEW TEAM (ART) FORMED

The ART consisting of the Deputy Principal, the faculty Head Teacher and Classroom Teacher will form to investigate the suspected malpractice. The ART deals with all cases of suspected malpractice in assessments and examinations.

Note - Should malpractice be suspected or established after the release of results, the ART has the right to conduct a retrospective review.

Step 3

• STUDENT RESPONSE

- The student is notified of the suspected malpractice and they will be provided an opportunity to formally respond to the suspected malpractice. They will be invited to attend a meeting with the ART.
- Note - A student must demonstrate that all unacknowledged work is entirely their own.

Step 4

• DECISION MADE & COMMUNICATED

- The ART will consider all available evidence to determine if malpractice has occurred, the appropriate penalty to be applied and any actions to be taken.
- The ART's decision is communicated to the student and their parent/carer.
- The student and their parent/ carer are informed of the appeals process.

Step 5

• OUTCOME

- When malpractice in assessments is determined, this will result in those sections of the work being removed and may result in the student receiving a mark of zero (0) for the task.
- The student will be issued an 'N' Warning letter and required to re-submit any work that was not originally their own.
- The malpractice is reported to NESA.

Penalties for Malpractice

Where the Assessment Review Team determines a student has engaged in malpractice for an assessment or examination, the Assessment Review Team may impose penalties including:

- a. formal warning/ 'N' warning and/ or
- b. reduced marks for the assessment or examination, and/or
- c. a mark of zero (0), and/or
- d. penalties may also extend to other assessment or examination results

Appeal Process

Students may appeal the decision of the Assessment Review Team by completing the *Malpractice Appeal Form* (located on the school's website) and submitting it to the Principal within 3 school days of the Assessment Review Team's decision.

The Principal's decision regarding any appeal is final.

Student Responsibilities

Students are responsible for knowing and complying with The Forest High School's Malpractice Policy for all school-based assessments.

Students are also responsible for knowing and complying with NESA's ACE Rules and policies regarding malpractice, including:

- a. [*All My Own Work*](#) (or its equivalent), and
- b. [*HSC Rules and Procedures Guide*](#), and
- c. [*HSC minimum standard: Malpractice and breaches of test rules*](#), and
- d. [*HSC practical exams*](#).

Reporting Malpractice

- As required by NESA, The Forest High School maintains a register of malpractice.
- The information in the register is reported to NESA annually.



ASSESSMENT REVIEW TEAM FORM

Preliminary / HSC Course

Student Name: _____ Year: _____

Course: _____ Teacher: _____

Task Name: _____ Due date of task: _____

Alleged malpractice or assessment concern:

Student's response:

Assessment Review Team outcome:

Classroom Teacher: _____ Head Teacher: _____

Deputy Principal: _____ Date _____

Communication:

☐ Student informed of outcome: _____

☐ Student informed of the appeals process: _____

Student's signature: _____ Date _____

☐ Parent/caregiver informed of outcome and appeals process: _____



Malpractice Appeal Form

Please submit this appeal form (within 3 school days of the Assessment Review Team's decision) to the Principal.

Appeal to Principal

Student Name: _____ Year: _____

Course: _____ Teacher: _____

Task Name: _____ Due date of task: _____

Reason/s for Appeal: (Evidence provided to demonstrate student's own work. Please attach additional evidence to this form as required).

Student's signature: _____ Date: _____

Parent/ caregiver signature: _____ Date: _____

For Office Use Only:

Principal Decision

☐ No change to the Assessment Review Team's decision. Reason/s:

☐ Change to Assessment Review Team's decision. Reason/s:

☐ Student & Parent/caregiver informed.

☐ Malpractice Register updated.

Signed: _____ (Principal) Date: _____

ACE 10.1.3 – Reporting Malpractice in School-based Assessment

Malpractice Register

1. The Malpractice Register is a state-wide register for [malpractice](#) in HSC school-based assessment tasks.
2. The Malpractice Register allows NESA to record, assess, and analyse the number and type of malpractice offences that occur in HSC school-based assessment tasks. NESA publishes aggregated malpractice data annually on its website. The published data does not identify individual schools or students.
3. Schools may use the malpractice data to support their decision making in malpractice cases.

Recording Malpractice Offences

1. Schools must record malpractice offences in all HSC school-based assessment tasks in the Malpractice Register in [Schools Online](#).
2. For each malpractice offence, schools must record the:
 - a. student identifier** , and
 - b. course name, and
 - c. offence date, and
 - d. type of assessment task, and
 - e. type of malpractice offence, and
 - f. penalty applied.
3. Principals must approve and finalise their school's Malpractice Register at the time of [entering grades](#) and/or [marks](#) by the due date outlined in the [Timetable of actions for secondary schools](#)

****Note** - Schools must ensure each malpractice offence is represented uniquely. For example, if a group of students has engaged in malpractice, each student should be represented as a separate offence. For a student that has multiple malpractice offences, schools must use the same student identifier for the entry of each malpractice offence. Schools may use any unique identifying information as the student identifier eg a student's school ID number.

Schools must record all malpractice offences in HSC school-based assessment tasks in the [Malpractice Register in Schools Online](#).