

## VCE and VCE VM Authentication Policy

### RATIONALE

At Melbourne Girl's College (MGC), we uphold the principles of academic integrity and authenticity in all aspects of student work. This policy outlines the procedures and expectations for ensuring that student-submitted work is a genuine reflection of their own effort and understanding. Authenticity is crucial in maintaining the credibility of our assessments, ensuring that students are evaluated fairly based on their individual abilities and being allowed to run the VCE and VCE VM at our school.

For more information: <https://www.vcaa.vic.edu.au/administration/vce-vcsl-handbook/sections/Pages/08ScoredAssessmentSchoolBasedAssessment.aspx#Authentication>

### Student Responsibilities

- a. Original Work Submission:** All students are required to submit work that is entirely their own, except for appropriately referenced source material. Copying or submitting work from any other person's work, whether from fellow students or external sources, or from AI, is strictly prohibited.
- b. Documentation of Development:** Students are expected to retain appropriate documentation, such as plans and drafts, that reflect the development of their tasks. This documentation may be requested to establish the authenticity of their work.
- c. Demonstration of Understanding:** Teachers may request students to demonstrate their understanding of a task, providing an opportunity to verify the authenticity of their work.
- d. Subject-Specific Submissions:** Students must not submit the same piece of work for assessment in more than one subject.
- e. Attendance Requirements:** It is not guaranteed that student work can be authenticated if the attendance requirements have not been met and satisfactory levels of in class work has not been completed.

### Levels of Assistance

- a. Acceptable Assistance includes:**
  - Incorporating ideas or materials from other sources, transformed and used in a new context.
  - General advice or prompting from another person or source that leads to refinements or self-correction.
- b. Unacceptable Assistance:**
  - Use or copying of another person's/AI's work or resources without proper acknowledgment.
  - Corrections or improvements made by another person/AI without acknowledgment.

### Management of Authentication Issues

**a. Reporting Authentication Issues:** In cases where there is suspicion of authentication issues, teachers will report the matter to the student's Year Level Leader who will follow this up with the student. The teacher will provide the piece of work under question. The student will be reminded of the importance and rigour of VCAA processes and ask to support the authentication of their work. If the YLL is unable to determine authentication:

**b. Misconduct Process:** The Student Engagement and Wellbeing Leader will be notified and will meet with the student to discuss alleged authentication breaches. The Student Engagement and Wellbeing Leader and the student will use a range of evidence during the discussion including:

- Any instructions given to students by the teacher about the conditions under which the school-based assessment was to be undertaken (including the VCAA examination rules).
- The student's work
- Copies of specific notes or another student's work or any other evidence of copying or cheating, such as unacknowledged source material if such an allegation relates to the use of unauthorised notes or cheating or copying from other students.
- Samples of other work by the student for comparison, if relevant
- The teacher's record of authentication
- The teacher's opinion about the student's work
- Accurate notes of conversations with witnesses, the teacher and the student.
- AI and Internet checks

If the Student Engagement and Wellbeing Leader forms the opinion that a breach in authentication has occurred, the student and parents will be informed in writing of the nature of the allegation. A parent meeting will be arranged if it is discovered that a student has used unacceptable assistance in their own assessment piece to discuss consequences.

### Consequences

a. Based on evidence collected and decisions made, the following consequences may be imposed:

- Written reprimand.
- Resubmission of work for an S (Satisfactory) grade only, without points towards a Study Score or on the report.
- Acceptance of only the authenticated part of the work is submitted – with a score allowed for this section only
- Non-acceptance of the entire piece, resulting in an NA (Not Assessed).

These consequences may be applied individually or in combination, as deemed appropriate by the Year Level Leader and the Student Engagement and Wellbeing Leader.

The student and parents will be notified via writing of the consequence. This process will be carried out within 2 weeks of the notification.

### Evaluation

This policy will be reviewed every 2 years, or earlier as required following an incident or analysis of new research or school data relating to bullying, to ensure that the policy remains up to date, practical and effective.

Data to inform this review will be collected through:

- Recommendations and requirements corresponded through VCAA
- Feedback from staff

### Linked Policies and Further Information

<https://mgc.vic.edu.au/our-college/public-documents-policies/>

- MGC VCE VM and VET Information Booklet 2024
- VCE Moderation Policy
- VCE Students At Risk Policy
- VCE and VM Redemptions Policy
- VCE VM Determination of Satisfactory Completion of Outcomes Policy
- VCE and VCE VM Authentication Policy

**For More Information:** <https://www.vcaa.vic.edu.au/administration/vce-vcal-handbook/sections/Pages/08ScoredAssessmentSchoolBasedAssessment.aspx#Authentication>

[Pages - VCE General Advice and policy \(vcaa.vic.edu.au\)](https://www.vcaa.vic.edu.au)

#### POLICY REVIEW AND APPROVAL

Policy last reviewed	December 2023
Consultation	Senior Years Leadership Team Domain Leaders Whole teaching staff PLT
Approved by	Principal
Next scheduled review date	December 2025