

SCHOOL PROCEDURES FOR ACADEMIC INTEGRITY - GUIDING QUESTIONS

These are designed to help schools develop their own procedures to ensure the academic integrity of student work.

<i>SCHOOL :</i>	<i>PRINCIPAL:</i>
<i>For all TASC courses</i>	
How will students learn about academic integrity and TASC requirements at your school?	<i>(role of teacher, guidelines for each course, role of librarian ...)</i>
How will teachers ensure they have knowledge of student work in progress?	<i>(use of student logs, regular conferencing with student, drafts, spot checks recorded...)</i>
If a teacher has a concern about the authenticity of student work submitted for <i>internal assessment</i> what is the school procedure?	<i>(who is informed, what process is used to verify authenticity, how is a decision made, what records kept.....)</i>
What needs to be in place to ensure information on student progress is maintained after a change of teacher?	<i>(records of assessment, student logs...)</i>
<i>Additional requirements for TASC Level 3 and 4 courses</i>	
What guidelines are given to students before submitting work for <i>external assessment</i> in Level 3 and 4 courses?	<i>(teacher provides clear guidelines and timeline, retaining drafts, use of on-line tools to check plagiarism, importance of student/teacher declaration...)</i>
If a teacher believes the work is not the student's own and does not sign the student declaration form for <i>externally assessed</i> student work, what is the school's internal process?	<i>(who informs student and parent/carer, is there an opportunity to provide further evidence.....)</i>
How might a student request a review of this decision and what is the process?	<i>(who do they ask, how is a decision determined...)</i>
Records of breaches detected by TASC and resolutions/penalties in external assessment	<i>(what records are kept by the school...)</i>
Review processes	<i>(who will review the school's processes and when...)</i>