



Rangi Ruru
Girls' School

Procedure for Assuring Authenticity in Student Work

Purpose: Internal assessment for the purpose of National Qualifications Framework (NQF) qualifications requires assurance that a student's work presented for assessment is the student's own work and that any use of outside resources is acceptable for the standard and is acknowledged.

Definition: An assessment which meets the school's authenticity requirements is one which is:

- predominantly written in the student's own words or (if a Foreign Languages assessment) in the language required by the task
- acknowledges assistance from other sources by footnotes, quotation marks and bibliography
- fulfils the assessment's instructions regarding permissible input from other people.

Verification: The signing of an authenticity declaration to verify the work is their own is required of students and their parents at the start of each year. Parents are asked to read the Authenticity Policy and to sign their acknowledgement of its significance for students' work for qualifications on the National Qualifications Framework.

1. Support for students in fulfilling the requirement of authenticity

Where appropriate, teachers will:

- explain to students how to avoid plagiarism
- sight and sign off work in progress at milestones
- collect rough drafts
- change assessment contexts from year to year to prevent copying of other students' work
- supervise student research by requiring regular conferencing at certain checkpoints, or plans and rough drafts to be handed in keep ongoing work on the school site
- use oral questioning of students to confirm a student's understanding
- require a repeat performance where there is doubt
- control group work by breaking the task into group and individual components, or requiring group attestations of contribution
- require students' signatures at the start of a course or (in some subjects) for each assessment to verify the authenticity of their work for assessment

2. Procedure if the authenticity of a student's work is called into question:

- i) The subject teacher provides a report for the Assistant Principal-Curriculum which includes evidence of the authenticity misconduct.
- ii) If cause for concern is established the student is interviewed and asked to explain their actions.
- iii) Further evidence may be sought from the student, their parents, other students as relevant, and/or the teacher to establish the work's authenticity
- iv) In the light of conclusive evidence that the work is not authentic there will be a penalty imposed on the student.

3. Penalty for not meeting the requirements of the Authenticity Policy

- i) An award of **Not Achieved** will be made for the assessment concerned
- ii) The student will be advised of the decision
- iii) A formal record of the investigation will be filed by the Assistant Principal-Curriculum

Date: April 2023

Reviewed by: Assistant Principal-Curriculum