

NCEA – Authenticity

All work should be your own. In all instances where work is completed outside of the classroom, students are required to sign an authenticity declaration to state the work handed in is their own.

In order to ensure that work is authentic, teachers may:

- ask students to complete tasks in class
- collect work at the end of each lesson and return it for the next lesson
- ask students to hand in all draft material
- expect students to meet checkpoints before final deadlines
- discuss ideas and findings with students

Breaches of Assessment Conditions

A breach includes the submission of a piece of work that is not original (not a student's own work).

This includes:

- Plagiarism. This is material which is copied or closely paraphrased from someone else's work without acknowledging the source of that material. It includes all published and unpublished work, material on the internet and the work of other students and staff.
- Undue assistance from family, friends, a tutor or a reader-writer
- Copying or submitting all or part of another student's work
- Allowing another student to use or copy your work
- Using written or recorded material in a closed book assessment
- Getting another student to sit an assessment for you
- Using unauthorised calculators, electronic spell checkers or language dictionaries in assessments

What happens when there is a suspected Breach of Assessment Conditions?

- The teacher identifies the possibility that a breach has occurred and discusses this with the student
- If the teacher suspects that a breach has occurred, the HOF will investigate further and contact the parents.

- If the breach is likely, the HOF liaises with the PN.
- If the breach is confirmed the student will receive Not Achieved for that standard
- If another student has been involved in the breach that person will also be penalised.
- The PN notifies the Head of School and relevant Dean

NB: Students who breach assessment conditions in externally assessed standards are referred to New Zealand Qualifications Authority.