

HSC: All My Own Work

Program Guide

What is HSC: All My Own Work?

HSC: All My Own Work is a program designed to improve the capacity of HSC students to follow the principles and practices of good scholarship. This includes understanding, valuing and using ethical practices when locating and using information as part of their HSC program.

Students who have completed the program will also know about penalties for cheating and how to avoid malpractice when preparing their work for assessment.

The HSC: All My Own Work consists of five modules:

1. Scholarship Principles and Practices
2. Acknowledging Sources
3. Plagiarism
4. Copyright
5. Working with others

The program builds on existing programs in schools and provides flexibility in delivery. It also recognises the rapid growth in information available to students through the internet.

How is HSC: All My Own Work related to HSC eligibility?

From 2008, all students entered for one or more HSC courses with an external examination will be required to have satisfactorily completed HSC: All My Own Work or its equivalent. This requirement excludes students who are only entered for Life Skills courses or Board Endorsed courses although the program would still be available as an option for these students if this was seen as appropriate by their school.

What are the objectives and outcomes for HSC: All My Own Work?

The values and attitudes students will develop through completing the HSC: All My Own Work program are:

- a commitment to principles of good scholarship, academic honesty and ethical practices
- respect for the fundamental rights, rules and procedures that promote honesty, equity and respect for the integrity of their own work and the work of others.

In addition, the program addresses the following objectives and outcomes:

Objectives	Outcomes
Students will develop:	A student:
1. knowledge and understanding about scholarship principles, academic honesty and ethical practices in the context of the Higher School Certificate	1.1 demonstrates an understanding of what constitutes good scholarship and ethical practices in the context of the HSC 1.2 demonstrates an understanding of the legal context of ethical practices such as copyright law and intellectual property rights 1.3 analyses the factors that may lead to inappropriate practices 1.4 explains the benefits of respecting the integrity of works created by self and others 1.5 demonstrates an understanding of the consequences of malpractice in the context of the HSC

2. skills in working appropriately with others in the context of the HSC	<p>2.1 distinguishes between appropriate and inappropriate collaboration in completing school assessment tasks</p> <p>2.2 evaluates opportunities to access assistance from others in completing school assessment tasks</p> <p>2.3 identifies appropriate methods of acknowledging the assistance of others in completing school assessment tasks</p>
3. skills acknowledging the work of others appropriately to avoid plagiarism	<p>3.1 identifies inappropriate practices such as plagiarism</p> <p>3.2 attributes the work of others appropriately using referencing, bibliographic and citation conventions</p> <p>3.3 applies knowledge of ethical practices to the context of the internet</p>

What is included in the HSC: All My Own Work program?

The HSC: All My Own Work program is divided into five modules, each of which is organised around five or six focus questions.

Each module includes:

- information, scenarios and quiz items
- a summary of key information, issues and strategies
- Frequently Asked Questions (FAQs)
- a list of resources for further information, including links to relevant websites
- a quiz (that includes all quiz items incorporated in the module).

A glossary of key terms used in the program can be accessed from each module as well as through the main menu bar.

What is included in the content of each module?

Scholarship Principles and Practices

The module considers what scholarship principles and practices are, why they are important and how students can benefit from making sure they follow the principles of ethical practice in their study for the HSC.

The module focus questions are:

- What are the principles and practices of good scholarship?
- What are the rights and responsibilities of students in ensuring the intellectual integrity of their work?
- What is malpractice?
- Why do people cheat?
- Why is it wrong to cheat?
- What are the consequences of cheating in the HSC?

Acknowledging Sources

This module explains how and why sources used in the creation of students' work should be acknowledged.

The focus questions are:

- What is meant by 'acknowledging sources'?
- Why should sources be acknowledged?
- When and how should sources be acknowledged within the body of a work?
- How should sources be acknowledged at the end of a work?
- What strategies can students use in preparation for the acknowledgment of sources in their work?

Plagiarism

This module explains plagiarism and its implications for HSC students.

The focus questions are:

- What is plagiarism?
- What is the difference between intended and unintended plagiarism?
- What strategies can be employed to avoid plagiarism?

- How is plagiarism detected?
- What are the implications for plagiarism of accessing information from the internet?

Copyright

This module explains copyright and its relevance to students.

The focus questions are:

- What is copyright? Why do we need it?
- What is the Copyright Act?
- Why is it important to respect intellectual property?
- How does copyright work in a digital environment?
- How is copyright related to music and images found in digital media and on the internet?

Working with Others

This module considers how students can work collaboratively in their senior years while, at the same time, maintaining the academic integrity of their work.

The focus questions are:

- Is there a difference between collaborative learning, collusion and copying?
- Is it appropriate for students to seek assistance with their assignments from others?
- How can students appropriately acknowledge the support of others?
- What are the benefits of producing your own work?
- What strategies can be used to ensure appropriate collaboration in a group work context?

How does HSC: All My Own Work relate to the curriculum?

HSC: All My Own Work has clear links to the mandatory Years 7-10 curriculum, particularly syllabus outcomes and content related to information literacy knowledge and skills.

Mapping the Years 7-10 English, Mathematics, Science, History, Geography, Languages, Music and PDHPE syllabuses outcomes and content, and other syllabus requirements, to HSC: All My Own Work shows the clear links to the curriculum. Schools may use the mapping in determining their implementation strategies. (curriculum mapping table)

What options do schools have in delivering the program?

HSC: All My Own Work is designed to be delivered flexibly. It is expected that the program will take between 5 and 10 hours to complete, with approximately 1-2 teaching periods per module.

Schools can use a variety of different methods of delivery such as:

- contexts (eg specific concentrated program and/or embedded within broader teaching and learning contexts)
- media (eg online, pen and paper)
- modes (eg individual self-paced study, whole class group)
- times and student groups (from end of Year 10 to beginning of Year 12).

A number of different implementation strategies can also be used. These include:

- an intensive one-day workshop/forum for all Year 10 students after the School Certificate tests. This may be consolidated by revisiting the program outcomes and content throughout coursework in Year 11.
- teacher-librarians supervising program completion for students either in small groups or individually
- individual modules being integrated into existing Study Skills /information literacy programs in Year 10 and/or Year 11
- individual modules being integrated into existing Year 11 induction programs
- program content linked and mapped to coursework in English or other subject areas.

How should teachers and teacher-librarians use the modules and related materials?

The modules can be used in a 'stand-alone' mode by students working individually online. All of the material is also available in printable (pdf) format that can be downloaded and used off-line.

The first module, Scholarship Principles and Practices is intended as an introduction to the program while the remaining modules can be delivered in any order.

Depending on the school context, teachers may choose to:

- work through the modules in the sequential order of presentation
- vary the order of the modules on the basis of the broader teaching and learning context or the overall method of implementation
- use individual components of the program in conjunction with other school-based programs
- use a combination of print and online media for different components of the program
- use the Summary in each module as an introduction to the module
- extend learning by using the Resources provided in each module
- extend learning by using the links to relevant websites and documents
- use the Quiz provided with each module as a record of student learning
- use the scenarios as the basis of class discussion of the principles and practices of ethical scholarship
- use the quiz items incorporated in each module as formative assessment that informs learning.

What are some tips for navigating the HSC: All My Own Worksite?

Teachers and students will find the HSC: All My Own Worksite very easy to navigate.

The main menu bar enables users to access directly all modules (including the Summaries), Frequently Asked Questions (FAQs), Resources, Quizzes and the Glossary.

When accessing each module, students are able to move through the module screen-by-screen or use the navigational tools to access different parts of the module, the Summary, FAQs , Resources, Quiz or Glossary.

Links within each module to related websites provide easy access to these resources.

Downloadable pdf versions of modules and components of modules are also provided. There is a link to the full printable version on the first screen of each module, while each screen can also be printed separately via the button at the bottom of the screen. There are also links to print out the quizzes in each module.

How are the quizzes to be used?

Each module in the program includes formative quiz items designed to facilitate individual student learning about ethical scholarship and how it applies to their work. These quiz items are placed at appropriate places in each module and are designed to be used by students interactively.

A summative quiz is provided separately for each module and comprises all the quiz items incorporated in the module. Each module quiz can be undertaken online and personalised answer sheets printed for each student or the quizzes can be downloaded and used in a printed form.

How will students be certified for satisfactory completion of the program?

Program completion will be certified on the HSC Confirmation of Entry - Principal's Certification form that principals sign and submit in conjunction with the confirmed HSC entries from their school. From 2008, an additional check-box will be added to the current list stating that all students have satisfactorily completed the HSC: All My Own Work program or its equivalent.

The criteria for satisfactory completion of HSC: All My Own Work are similar to the criteria for satisfactory completion of a School Certificate, Preliminary or HSC course.

A student is considered to have satisfactorily completed the HSC: All My Own Work program if, in the principal's view, there is sufficient evidence that the student has:

- a. systematically addressed the content covered by the program; and
- b. applied themselves with diligence and sustained effort to the set tasks and experiences provided in the program by the school; and
- c. achieved some or all of the program outcomes.

As with decisions about satisfactory completion of a course, the professional judgement of principals and teachers is a key element in decisions about a student's satisfactory completion of the HSC: All My Own Work program.

Principals are also able to deem that satisfactory completion has been demonstrated through equivalent programs.

How will schools be able to track student completion of the program?

In order to assist schools in tracking student completion of the program, a function is available in Schools Online, allowing the school to 'tick' off students who have completed the program.

If a cohort is selected (School Certificate, Preliminary or HSC), all the students' names are displayed with a check box next to each name. A function allowing 'Check all students' is available, while students can also be checked off individually. The function also allows schools to select 'Not yet certified' or 'All students' to view corresponding lists of students.

Where a student has already been certified, the screen will display the calendar year, study year and school that certified the student. The function incorporates appropriate validation and is available for schools to update throughout the year. As validation is available on Schools Online, schools can check the status of students irrespective of their previous school.

Where can students, parents and teachers obtain further information?

Teachers, students and parents can access the following to obtain further information about ethical scholarship:

- the modules' Resources lists
- links to websites and other references provided in each module
- Rules and Procedures for the HSC
- HSC Assessments and Submitted Works - Advice to students, parents and teachers
- HSC Assessment in a Standards-Referenced Framework - A Guide to Best Practice
- School Assessment Policies.