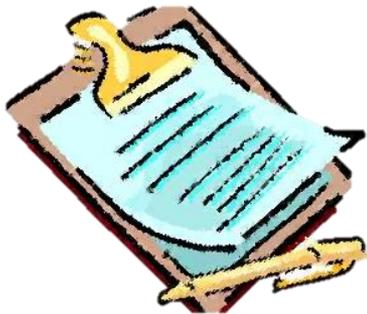




CHHS

ALL MY OWN WORK!

Module 1



“HSC: All My Own Work” Modules

Scholarship Principles and Practices

Module 1 – effective scholarship

Acknowledging sources

Module 2 – learn how to do this correctly

Plagiarism

Module 3 – Avoiding Plagiarism and ensuring you do the right thing.

Copyright

Module 4 – Understanding the basics about copyright and how it applies to your HSC assessment work.

Working with others

Module 5 - helps you understand what is appropriate and what is not.

**All work you submit (hand in) for your HSC MUST be
All your own work**

Module 1

Scholarship Principles and Practices



- ❖ *What are your rights and responsibilities in ensuring that you submit your own work?*
- ❖ *What is good scholarship?*
- ❖ *What is malpractice?*
- ❖ *Why do people cheat?*
- ❖ *Why is it wrong to cheat?*
- ❖ *What are the consequences of cheating in the HSC?*

Intellectual integrity

Your rights and responsibilities to ensure the work you submit is All your own work

As a student you have a right to expect:

- ✓ respect from your peers (classmates) and your teachers.
- ✓ clear information about what is required in your assessment tasks and examinations.
- ✓ guidance and advice on how to improve your work.

You have a responsibility to:

- ✓ understand what is required of you.
- ✓ fulfil the school's requirements for your study.
- ✓ be fair and honest in all aspects and areas of your work.
- ✓ respect the rights and integrity (honesty) of your peers and teachers.
- ✓ make sure all your work is your own.



Good Scholarship

Being honest and ethical - (what is right and wrong)

You must be honest about what is your own work and what isn't, and acknowledge where you got your information.

Listing all your sources

Research using different sources of information is an important part of HSC work.

Being an honest researcher and a good scholar means listing all your sources and correctly citing each source (showing where it came from).

Using your own words

Show what you have learnt in your own words. This isn't always easy to do but it is the only way to get marks for your work.

- You will receive a Student Handbook with the School's Assessment Policy. Here you will find the school's assessment requirements and what you should do if, for example, you are absent for a task. It also includes all your assessment schedules, indicating when a task is due and its weighting (its value as a percentage). There is also a term by term calendar of all assessments.
- Your teachers and Ms Miller – the Librarian, will help you research, access and use information as well as correctly acknowledge sources.
- As a student, your most important responsibility is to make sure that everything **you do for the HSC is all your own work.**

What can you expect in terms of guidance for the HSC and assessment?

- You will receive a booklet that explains the rules and procedures for the HSC. There will also be advice about honest study and avoiding plagiarism – *Rules and Procedures for the HSC*.
- There is also a webpage advising about assessments, submitted works, honest study and avoiding plagiarism – *HSC Assessments and Submitted works - Advice to Students*
- Check out the NESA website on <http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/hsc-all-my-own-work>

The signs of good scholarship

Being an effective researcher

Effective research is an important part of learning. Research is something we do throughout our lives and not just for the HSC. Buying a car or choosing where to go on a holiday all require research.



When we do research to write an essay or to complete an assessment, it is important to stay on track and focused on the task.

Have you ever been told

“You wrote a lot but you didn’t answer the question”

Staying on track in your research tasks

Some key questions to ask yourself to stay on track with your research

- What does the question ask me to do?
- What are the key terms?
- What is my opinion about the topic?
- What information is out there and what is best?
- How do I put information in my own words and how do I acknowledge that some of these ideas belong to other people?
- Have I answered the question?
- Have I acknowledged my sources?



How to research for an assessment

Information Process Steps (how to plan and organise research)

Defining

- Break down the question into key words and ideas.
- Plan your research.

Locating

- Think about what you know and where you can get an overview of your topic. This is especially good if it is a complex topic.
- Break the task into focus questions – to help you do the task.
- Look for a variety of sources. Don't rely on Wikipedia. Look at various sites to filter the information.

Selecting



- Choose resources that are accurate, recent and show no bias (not one-sided).
- Take effective notes but keep your own words and ideas separate from the words, ideas and data from other sources..
- Use paraphrases (rewriting ideas) and quotes correctly and sparingly.
- Make sure your quotes are acknowledged in **footnotes or in-text citations**. Remember you are borrowing someone else's words or ideas.

TIP – find Footnotes under the Reference tab in Word.
- Record the details needed for citations and bibliography details for your reference list.

Create a reference list while you work.
(Copy the url for each reference as you use it)

Organising

- Gather your notes - do you have enough information? What's the best way you can combine all this information for your task?
- Use the focus questions you created to help you analyse, understand and organise your information.

Presenting

- Think about the requirements of your task. How should it be presented?

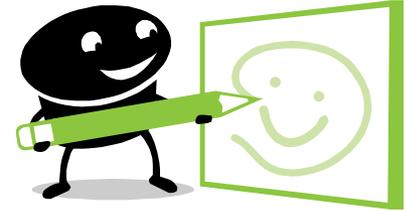


Assessing

- Go over the work you have done. Check the Success Criteria - does your work meet the requirements of the task?
- Keep your notes and drafts so that you can prove that you have not plagiarised, or copied someone else's work.

Effective (good) study habits

Effective study is an important part of good scholarship. Be well organised, plan ahead and make sure you know what is required so you do not rush your work and you do your best.



Effective study tips:

- Create a wall calendar for each term and **write in due dates** and the **working time** for all your assessments.
- **Keep a diary/use your phone**, to remind you of when your work is due. **Always set a reminder at least a week earlier.**
- Keep your notes organised. Organise them regularly – use properly named files on your computer for each topic)
- Make sure you understand what is required for each task. If you're not sure, ask your teacher.
- Make sure you have time to do a first draft of your work.
- Visit the [HSC Online](#) website for ideas on time management and good study habits

Pairwork Activity

You have 2 weeks to complete a History Essay on the 1967 Referendum and its significance, and at the same time you have been given notification of a topic test for Maths.

- Prepare a timeline that shows how you prepare and plan for your History task and your Maths test.
- How will you prepare and plan for your task and how do you prepare for your test across the 2 weeks.
- Keep in mind external demands on your time – eg other homework, part-time work, training etc.

What is malpractice?

Malpractice or cheating, is doing the wrong thing by behaving dishonestly.



It could be:

- copying in an exam or using information that was secretly brought in.
- handing in work that someone else did and saying it is your own.
- making up information for a research project .
- using information from the internet or elsewhere (e.g. books, journals, DVDs), and not acknowledging the source.

Why do people cheat?

Even though students know it is dishonest, some students cheat because they:

- want to get an advantage over other students
- lack confidence in their own abilities
- don't plan or use their time effectively
- have other demands such as work or sport
- don't want to do the work

Some students cheat because they don't understand **PLAGIARISM** and they don't know how to acknowledge their sources correctly (this is called 'unintended plagiarism').

Using someone else's work and pretending it is yours is seriously dishonest - it is stealing.

Benefits of producing your own work

- ✓ You want credit for what you have done, not for what someone else has done.
- ✓ You want to do your best work, and you want it to be your work.
- ✓ **You learn better this way.**
- ✓ Your teachers want to reward original work as they are responsible for supporting honest, responsible scholarship.
- ✓ You can avoid any accusations of plagiarism by using the correct citation of your sources (showing where your information came from).
- ✓ Being honest is a good feeling!
- ✓ Be proud of your work!

This is what ethical scholarship is all about.

With a partner, consider these situations

Sarah realises that she has only **ONE** night to complete a Music research task on a composer.

She finds an essay on the internet and copies a large section from it.

She does not acknowledge the source of the information and submits it as her own ideas.

- **Is it Ethical? Why or Why not**

Abdul is finishing a Business Studies task the night before it's due and his computer crashes. He hadn't backed it up, so he loses all his work.

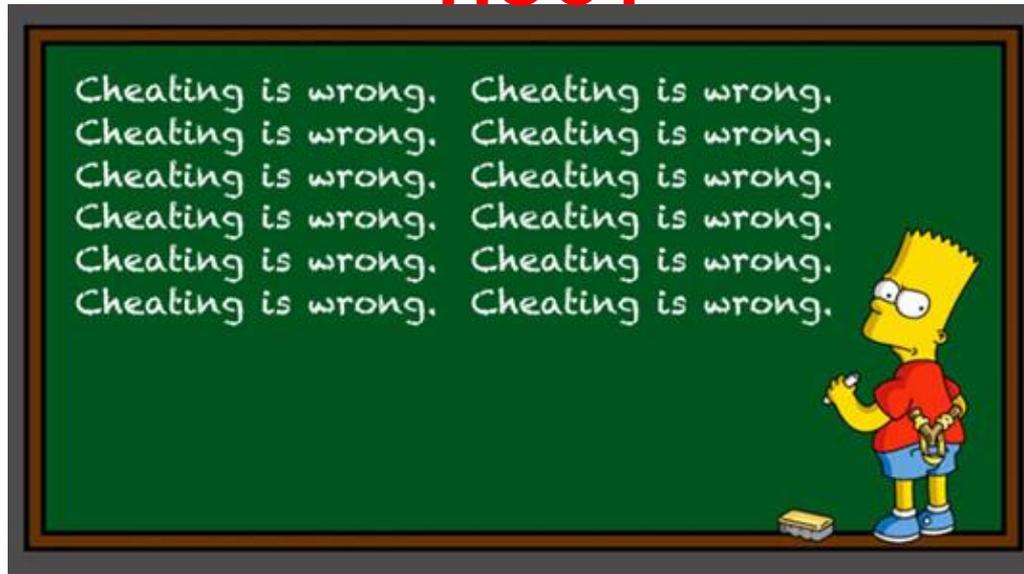
He phones you and asks you to email him your task. He promises he will rewrite the task so that it looks different to yours.

Reluctantly you send it to him.

The next day you see his task and it contains a lot of your own work. But there is no citation or attribution to you.

- **What do you do? Discuss the issues in this situation.**

What are the consequences of cheating in the HSC?



The consequences of cheating or plagiarising are:

- you get zero for the assessment task or examination.
- you have an HSC course withheld – you have to redo that course.
- you are N Determined, which means you are deemed ineligible for the award of the HSC in that course i.e. you don't get an HSC.
- You will not receive a school reference.



Please complete the
Quiz #282 in
Chesoebox Quizzes.

You must achieve 100% to
pass this module.

Ppoint - Ms C. Mateus

Reference List

NEQA – All my own work website

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Images – in order

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