

If a student has directly copied up to four lines from reference materials the student is reminded that this needs to be quoted with appropriate referencing – no penalty.

If a larger amount of work is copied the student is required to resubmit within one week and a 20% penalty is applied. Parents are informed. If this occurs a second time in the same subject the student receives zero for that assessment and a parent interview with the Deputy Principal of Curriculum may be requested.

This does not apply to copying from another student's work, this is considered cheating, for which a student will automatically receive zero, with an interview requested.

**How to avoid plagiarism and how to do a citation (In text Reference)**

Here are some hints that should help you:

- Highlight key words and phrases on a photocopy/printout and then put them in your own words
- Read a passage, put it away and try to write what it meant without referring back to it
- If a phrase or sentence is excellent then quote it and do a citation
- If you have used someone's idea or theory you should cite it
- Things that are considered common knowledge do not need to be cited. (Common knowledge is a fact that most people would know, e.g. Mercury is the closest planet to the sun.)