

High School Academic Integrity Procedures

Tests and Learning Assessments

All courses require some supervised or invigilated testing or assessment of learning. This is to ensure that the learner has completed the work themselves and understands the required standards without assistance. Hands-On Home-Learning reserves the right to request a supervised test or assessment at any time.

Learners are expected to write course exams or assessments without the aid of any electronic or written resource unless otherwise directed by the teacher. Students with special needs designations may be eligible for adaptations when writing tests or completing assessments, depending on the specifics of their IEP. This could include access to a calculator, spell checker, scribe, etc.

Learners have two options for assessments and tests. Learners may attend a test or assessment at Oak and Orca School in person. Learners may also complete testing at home, while being continuously monitored by a Hands-On Home-Learning invigilator over real-time video conferencing. Teachers may also assess learning from time to time over video conference in a less formal way than a test.

Any irregularities that arise during or after a test, such as improper student access to the test questions, course information, or other resource material may result in a learner being given a zero on that test.

Provincial Exams

Learners are required to write provincial exams for some courses in high school in order to complete these courses and gain a Dogwood Diploma. These exams are required to be invigilated by a teacher. Students are required to bring picture ID to their exams.

There are two options that learners have to write provincial exams;

- write the exam at the school (Oak and Orca)
- write the exam at another school, near your home, with teacher invigilation
- In extenuating circumstances the school may make an exception as long as provincial exam requirements are met.

Submission and Resubmission of Work

Learners are expected to be regularly submitting work for their courses to be considered active in their courses. Mentor or Subject Teachers will be in regular contact with students about the submission of their work. Once learners have submitted their work Subject Teachers will provide timely feedback, which could include written or graded feedback. If a learner would like to resubmit any assignment or assessment they can connect with the Subject Teacher to discuss what this resubmission would look like, including discussions of goals of resubmission. Any resubmissions must be timely and must occur before a course is completed and final grade calculated.

Plagiarism and Original Ideas

At Oak and Orca we take student academic integrity very seriously. We recognize that learning the skills to ensure that a learner's work is their own is an ongoing process and that learners need consistent feedback and support to ensure they maintain academic integrity in all their work.

The Ministry of Education defines plagiarism as;

“Plagiarism occurs when another's words, ideas or work, whether it is an invention, a lyric, music, a picture, a research paper, information on a web site, etc. is submitted as one's own or used without the creator's permission. The claim may be in the form of a paper containing another's words, graphics or ideas, a ... presentation, or any other form of written, audio or visual expression.”

The expression of original ideas is considered intellectual property, and is protected by copyright laws, just like original inventions. Almost all forms of expression fall under copyright protection as long as they are recorded in some way (such as a book or a computer file). Plagiarism includes work of any kind that is not your own. This includes on-line material (eg: websites, web articles, wiki content, etc), written material (books, newspaper articles, letters, etc), and visual material (photographs, paintings, presentations, etc) and ideas.

Here are a few examples of what would be considered plagiarism:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

Students properly citing their sources is an important part of their academic work. Students will be supported by parents, Mentors, and Subject Teachers in accessing resources that will help them to properly credit the work and ideas of others.

Plagiarism is considered theft and any work that is submitted to our program that contains plagiarism will not be accepted. If plagiarism is confirmed a plan is put in place for the learner to work on the skills of researching, writing, and properly crediting the work and ideas of others. If plagiarism persists a score of zero for any assignments that contain plagiarism may or may not be used toward the final grade for that course, at the discretion of the principal. In some cases a student may be removed from the course or receive a zero for the entire course.

Resources for Understanding and Preventing Plagiarism

http://www.bced.gov.bc.ca/irp/pdfs/applied_skills/support_materials/ethics.pdf

<http://www.plagiarism.org/>