



Breaches of School-Based Assessment Authentication Rules Policy PP042

1. Introduction

Plenty River College (the College) is an independent, specialist senior secondary school and a Registered Training Organisation (RTO Code: 22732), delivering the Victorian Pathways Certificate (VPC) and VCE Vocational Major (VM) and Vocational Education and Training (VET) Certificates. It provides a safe and inclusive learning environment for young people aged 15-20 years who may have been disengaged or are at risk of disengaging from education.

Plenty River College is a school of opportunities in which all students are empowered to achieve their personal best. Our mission is to assist students to develop life and work skills and achieve in their learning by:

- re-engaging them in education;
- fostering their social and emotional development; and
- providing a supportive and safe environment for them.

2. Purpose

This policy outlines Plenty River College's procedures for responding to allegations that a student has breached VCAA school-based assessment authentication rules, in accordance with the current version of VPC Administrative Handbook.

3. Scope

This policy applies to all students undertaking VPC and any other VCAA-certified programs delivered at Plenty River College.

4. Definitions

Authentication refers to the process of ensuring that work submitted for assessment is the student's own.

Breach of authentication rules may include, but is not limited to:

- Plagiarism or copying another person's work
- Submitting work completed by another person
- Receiving unauthorized assistance
- Reusing previously submitted work without approval
- Fabricating data or evidence



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5. Roles and Responsibilities

5.1 Teachers

- Monitor student work to ensure authenticity
- Provide clear guidance on authentication requirements
- Identify and document suspected breaches
- Report allegations to the Program Coordinator or delegated authority

5.2 Assistant Principal/Curriculum Leader

- Receive and review reported allegations
- Coordinate investigation processes
- Ensure procedural fairness
- Maintain records of all documentation

5.3 Designated Decision-Maker (Principal or Delegate)

- Review findings of investigations
- Make final determinations regarding breaches
- Apply appropriate penalties
- Communicate outcomes to students and relevant staff

5.4 Students

- Submit work that is their own
- Acknowledge all sources appropriately
- Participate honestly in assessment tasks
- Respond to any allegations when required

6. Process for Managing Allegations

6.1 Definition of a Breach

A breach of rules occurs when the teacher is unable to authenticate a student's work submitted for assessment. The College must also respond to allegations from any person



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(including a teacher, student, parent/guardian, or external party) suggesting that authentication rules have been breached.

If a teacher suspects a breach, they must:

- Inform the student of the suspicion; and
- Report the suspected breach (e.g. plagiarism, cheating, collusion) to the Assistant Principal/Curriculum Leader.

6.2 Receipt of Allegation

- Upon receiving an allegation, the student's work must not be accepted for assessment pending investigation.
- The original final version of the work will be retained by the College.
- The student will be provided with a copy of the work.

6.3 Principles of Investigation

- All investigations will be conducted sensitively and in accordance with procedural fairness.

6.4 Evidence Gathering

Prior to making a decision, the College will gather and consider relevant evidence, which may include:

- Instructions provided to students regarding assessment conditions (including VCAA rules)
- The student's submitted work
- Evidence of copying or unauthorised assistance (e.g. notes, other students' work, unacknowledged sources)
- Samples of the student's other work for comparison
- Teacher authentication records
- Teacher professional judgement
- Notes from discussions with the student, teacher, and any witnesses



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6.5 Consideration of Evidence

If the Assistant Principal/Curriculum Leader determines there is sufficient evidence, a meeting or hearing will be convened. The decision-maker will reserve judgement until the student has had the opportunity to respond.

6.6 Student Notification and Meeting

- The student will be given at least 24 hours' notice of the meeting.
- The meeting will include the student, Assistant Principal/Curriculum Leader, and teacher.
- The student may bring a parent, friend, or support person (in a support role, not as an advocate).

6.7 Student Response Opportunities

The student will be given the opportunity to respond to the allegation and may be asked to:

- Provide evidence of the development of the work
- Discuss the work and demonstrate understanding
- Provide samples of other work
- Complete a supervised supplementary assessment task

6.8 Determination

- The Assistant Principal/Curriculum Leader will make a determination based on all available evidence.
- If evidence is insufficient, the allegation will be dismissed and confirmed in writing to the student.

6.9 Outcome and Communication

The student will be notified in writing as soon as practicable. The notification will include:

- Findings for each allegation
- Reasons and supporting evidence
- Any penalties imposed



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- Information about appeal rights, including appeal to the VCAA within 14 days

6.10 Penalties

Penalties will be proportionate to the offence and may include:

- Reprimand
- Resubmission (if time permits)
- Refusal to accept part of the work (resulting in an S or N based on remaining work)
- Refusal to accept the entire work (resulting in an N)

6.11 Record Keeping

The College will retain all materials related to the allegation and investigation to support any appeal process.

7. Communication with Students

Throughout the process, the school will ensure that:

- Communication is timely, clear, and documented
- Students understand the allegation and process
- Students are informed of their rights and responsibilities
- Students are treated with fairness and respect

8. Student Response Opportunities

Students will be provided with:

- A clear opportunity to respond to allegations
- Access to evidence used in the investigation
- The option to provide supporting documentation or explanations
- The option to have a support person present during meetings

9. Possible Penalties

Where a breach is substantiated, penalties may include:

- Resubmission of the task



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- Partial or full loss of marks
- A result of 'Not Yet Competent' (NYC)
- Disqualification from the assessment task
- Further disciplinary action in line with school policies

Penalties will be proportionate to the severity and intent of the breach.

10. Appeals Process

Students have the right to appeal decisions.

Appeal Process:

1. The student lodges an appeal in writing within 5 school days of receiving the decision
2. The appeal is reviewed by the Principal (or an independent delegate not involved in the original decision)
3. The outcome of the appeal is communicated in writing

The appeal decision is final within the school context.

11. Record Keeping

The school will maintain accurate records of:

- Allegations and evidence
- Investigation processes
- Decisions and outcomes
- Appeals and their outcomes

All records will be stored securely in accordance with privacy requirements.

12. Review of Policy

This policy will be reviewed annually or as required to ensure alignment with VCAA requirements.



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Document Number:	PP042	Developed by:	Compliance
Policy Owner:	Executive Principal	Approver Name & Role:	PRC Board
Evidence of Approval:	PRC Board Meeting	Version No:	V2026.1
Review Due To:	Initial Policy	Date Approved:	15/06/2026
Next Review Due:	15/06/2027		
Department: Compliance and Governance		School Standards: STD-Curriculum and Student Learning	
		RTO Standards: Choose an item.	

Revision Record:

Date	Version	Revision description
15/06/2026	V2026.1	Initial Policy