

## Assessment declaration for students

*This declaration is to be:*

- signed by the student when he or she has read and understood the rules for undertaking SACE assessments at Stage 1 and Stage 2
- verified by the principal or the principal's delegate.

### Rules for undertaking SACE assessments at Stage 1 and Stage 2

The following rules apply to school assessments and external assessments. Some assessments, such as a written examination, are directly supervised, and others, such as an investigation, are indirectly supervised, by your teacher or other supervisors.

#### Rules for undertaking SACE assessments that are directly supervised

You must *not*:

- submit work that is not your own
- have any books or notes with you (apart from those allowed for that test, assignment, or examination)
- use any other means that could improperly help you in your work
- have any electronic devices with you, including mobile phones, smart watches, and electronic dictionaries (apart from calculators that are approved for use in particular subjects)
- help any other student
- allow any other student to copy from you or use your papers
- accept help from any other student, or use their papers
- obtain or try to obtain help with your work
- take the place of another student in an assessment (e.g. in an examination)
- allow another student to take your place in an assessment (e.g. in an examination)
- behave inappropriately or disregard school and SACE Board rules.

Your teacher will inform you if any materials are permitted for an assessment and if any special conditions apply.

#### Rules for undertaking SACE assessments that are indirectly supervised

You *must*:

- submit work that is your own
- send your work directly to your teacher (or follow a procedure outlined by your teacher) by the due date. (Extensions may be negotiated with your teacher, but must be consistent with your school's policy on deadlines, SACE Board due dates, and/or special provisions)
- show your teacher evidence of the planning and development of your work so that your teacher can verify that it is your own work
- appropriately acknowledge any part of a work that is not your own. (See [Research advice](#) on the SACE website for information on referencing and advice on how to avoid plagiarism)
- not falsify or misrepresent authorship, evidence, data, findings, or conclusions
- not allow any other student to copy your work

- not allow any other student to use your work (unless the task requires you to do this)
- not use or submit the work of any other student (unless a task requires this)
- not use or submit the work of others (e.g. tutors, family, or friends)
- not submit work that has been completed with other students that is the same or substantially the same as the other students' work
- not submit the same piece of work for assessment in more than one subject
- not distribute or publish online any written work that is being submitted for assessment in the year of your enrolment
- not behave inappropriately, or disregard school and SACE Board rules.

### Breach of rules

If you do not follow the rules or conditions listed in this information sheet you are in breach of the rules, and penalties may apply. Your results for an assessment task, an assessment type, the school assessment component, or a subject may be cancelled or amended, as determined by the SACE Board.

If you are in breach of the rules in an external examination, you may have your results for the examination cancelled or amended, and, if the SACE Board determines, further penalties may apply, such as exclusion from future examinations.

### Incorrect or misleading information

If a student provides incorrect or misleading information in support of their eligibility for enrolment application (e.g. eligibility to study 'English as an Additional Language', a language other than English, or a modified subject) they are in breach of the rules. Such students may be withdrawn from the subject or have their results for the subject removed from official SACE Board records.

### Supervision and verification of student assessment work

The rules for undertaking SACE assessments enable the SACE Board to confirm that the work presented by you is your own work, and that you have appropriately acknowledged any part of a work that is not your own.

The SACE Board requires teachers to verify that the work presented for assessment by students is the students' own work. A breach of the [Supervision and Verification of Students' Work Policy](#) is a breach of the rules.

#### Student's declaration

I have read and understood the following rules for undertaking SACE assessments at Stage 1 and Stage 2.

Name of student \_\_\_\_\_ 

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SACE registration number

Signature of student \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_

#### Verified by the principal or the principal's delegate

Name of principal/delegate \_\_\_\_\_

Signature of principal/delegate \_\_\_\_\_