**Hong Kong Diploma of Secondary Education Examination**

**Handling of Suspected Plagiarism Cases in School-based Assessment (SBA)**

(November 2013)

**Note:**

Some typical examples of suspected plagiarism cases in SBA and how they should be handled are provided below for schools’ reference.

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| **Serious plagiarism cases (P cases)**<br>(To be forwarded to the HKEAA for follow-up) | The Product of the IES of Liberal Studies was found to be copied from internet without acknowledgement, and with no contribution to the enquiry from the student. | 1. When submitting the SBA marks to the HKEAA, the school should put ‘P’ in the relevant mark box of the student concerned.  
2. The school should submit a report to the HKEAA, using the template provided in the SBA handbooks.  
3. The HKEAA will follow up with the case according to stipulated procedures. |
| | Nearly all the tasks of an elective module in Chinese Language were mostly copied from newspaper articles or internet without acknowledgement. The student made little contribution to the work. | |
| **Other cases**<br>(To be handled by the school) | The majority of an SBA assignment was directly quoted from other sources and only a short paragraph was written by the student. The quotes were identified and the sources acknowledged in the assignment. | This is NOT a plagiarism case. However, low marks should be awarded as the student has only made minimal contribution to that piece of work. |
| | The task involved was conducted in S5 and was the student’s own work without any plagiarised material. However, the student forgot to include a reference list at the end of the work. The student did keep a record of the reference material and admitted that the omission was due to his negligence. | 1. The teacher can ask the student to amend and re-submit his work.  
2. The teacher should remind the student of the importance of acknowledging sources and, if necessary, issue a verbal/written warning to the student. |
| | The majority of the assignment, which was completed in S6, was the student’s work. However, a paragraph was found to be directly copied from a book without acknowledgement. | 1. The unacknowledged part should be disregarded when the teacher marks the student’s work.  
2. The school may impose a suitable penalty (e.g. deduction of a proportion of the marks from the task) according to school regulations. |
| | The student completed an experiment in S6 in a science subject and collected the data himself. However, the majority of the report was found copied from the work of another student. | 1. Zero marks should be awarded to the report.  
2. The school may impose an appropriate penalty according to school regulations. |