

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.

Category	Irregularities Identified	Handling Procedures and Proposed Penalty
Serious plagiarism cases (P cases) (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.	<ol style="list-style-type: none"> 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 (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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 1. Zero marks should be awarded to the report. 2. The school may impose an appropriate penalty according to school regulations.