

School Internal Record Form for Less Serious Plagiarism Cases

Note:

1. *Less serious plagiarism cases are to be handled by the school and need not be reported to the HKEAA for follow-up. However, details of such cases should be recorded and retained by the school. Below is a template for schools' reference. It may be adapted for internal record keeping as appropriate.*
2. *If necessary, schools may be requested to provide information about these cases to the HKEAA.*

School Name
Irregularity Record in School-based Assessment (SBA)
School Year 20__ - __

Student's name: _____

Class: _____ **Class No:** _____

Subject: _____

Case Summary

	Details / Remarks
Task/assignment involved	
Date of completion of the task/assignment	
Irregularities identified	
Documentation	Documents attached (<i>please tick as appropriate</i>): <input type="checkbox"/> The SBA task/assignment <input type="checkbox"/> The student's work, with the plagiarised part(s) highlighted <input type="checkbox"/> The source material(s) from which the unacknowledged work is copied <input type="checkbox"/> Others (<i>please specify</i>): _____ _____
Follow-up actions taken	(<i>Please tick as appropriate</i>): <input type="checkbox"/> The student was allowed to re-do/re-submit the SBA work <input type="checkbox"/> Penalty imposed: _____ <input type="checkbox"/> Others (<i>please specify</i>): _____ _____ The student was interviewed and informed on _____(Date)

Signature of Subject Teacher

Signature of Principal

Name of Subject Teacher

Name of Principal

Date