



Cheating and Plagiarism Policy and Procedure

Title: Cheating and Plagiarism Policy and Procedure	Operational Area: Training and Assessment
Prepared By: Chandler RTO	Date Created: 10/11/2018
Approved By: CEO	Date Reviewed: 10/03/2020

Purpose

The purpose of the Cheating and Plagiarism policy and procedure is put in place those practices that ensure that students are assessed for work that is their own and meets the standards required for competence. These are the mechanisms in place to investigate and respond to instances of cheating and plagiarism.

Scope

The *Cheating and Plagiarism Policy and Procedure* applies to all assessment undertaken by Chandler RTO toward nationally recognised units of competency or qualifications. This includes predesigned assessment procedures and RPL assessments as well as including assessment undertaken by staff, contractors and other third-party providers who work on behalf of the RTO.

Responsibilities

Responsibility for the delivery of assessment begins with the CEO of Chandler RTO and moves through the reporting hierarchy to ultimately rest with the assessor. The CEO is responsible for ensuring that the RTO uses an assessment system which will allow all assessments to meet the requirements of the relevant Training Package, the Principles of Assessment and the Rules of Evidence. Management is responsible for ensuring that all staff understand the nature of the assessment system and their role within it. The Assessor is responsible for the delivery of assessment following the instructions detailed within the assessment tool.

Definitions

Cheating includes but is not limited to:

- Submission of work that is not the students' own for assignments or assessments
- Submission of work which has been stolen, purchased or borrowed.
- Submission or use of falsified data.
- Partnering in the preparation of an assignment, unless such partnering is specifically permitted or required by the assessor.
- Submission of the same work for credit in two distinct units of study.

Plagiarism means to take and use another person's ideas or work without acknowledgement. Whether inadvertent or deliberate plagiarism includes the following:

- Word-for-word copying of sentences or whole paragraphs from one or more sources, or presenting substantial extracts from books, articles, internal reports, lecture notes, CD's or the internet, without clearly indicating their origin;
- Using very close paraphrasing of sentences or whole paragraphs without due acknowledgement in the form of reference to the original work;
- Use of another person's ideas, work or research data without acknowledgement;
- Copying computer files without clearly indicating their origin.

Prevention

- Students will be informed of cheating and plagiarism including definitions via the Student Handbook. Unsupervised assessment activities will require students to complete an authenticity declaration; which will remind students of matters related to cheating and plagiarism in a continuous way.
- Staff will be informed of cheating and plagiarism requirements during the orientation and induction process, and via the Staff Handbook.

Detection

Students are required to sign an Assessment Cover Sheet that includes a declaration of authenticity of the work and /or attest to the authenticity as part of the electronic submission process when using the LMS. By submitting an assignment through this system, students accept the terms of assessment and more specifically the conditions under which plagiarism and cheating are defined and declare that the work they are submitting is their own.

Statement of authenticity:

Chandler RTO will take the necessary steps to detect cheating and plagiarism which include:

- a) Comparison of the work with the work of other students;
- b) Comparison of the work with electronic reference materials and internet sources;
- c) Other methods deemed appropriate by the trainer/assessor.

All staff have an obligation to identify and investigate any possibility of cheating or plagiarism.

A staff member who suspects that cheating or plagiarism may have occurred should first establish the evidence (through identification of the source) to support their allegation.

Management

1. Where the primary assessor believes that the action of a student may involve cheating or plagiarism, the assessor will notify the RTO Manager and shall request that the student attend an interview with the primary assessor and an independent assessor.
2. The student may elect to invite a support person to be present at this interview.
3. If, as a result of this interview, the primary assessor concludes that no cheating or plagiarism was involved, no further action will be taken, and no record of the interview will be kept.
4. Where the primary assessor and independent assessor conclude that the action of the student was an example of inadvertent cheating/plagiarism, the student will be counselled by the primary assessor and the primary assessor will place a note to that effect on the student's file. The RTO Manager will be informed of the interview outcome.
5. Where the primary assessor and independent assessor conclude that the case involves deliberate cheating/plagiarism and provides evidence to the student to this effect, and the student admits to cheating/plagiarism, the matter will be referred to the RTO Manager.
6. The RTO Manager will undertake additional investigation as required, and determine what penalty will apply.
7. In instances of deliberate cheating/plagiarism all evidence, interview records and other relevant documentation will be retained in the student file.

Penalties

A student found guilty of deliberate cheating/plagiarism shall be subject to any of the following penalties:

- Formal warning from the RTO Manager and a notation in the student's file;
- Not Yet Competent, Not Satisfactory or zero score, in the component of the course/module/unit respectively, and a notation in the student's file.

A student found guilty of a second incident of cheating/plagiarism will have their enrolment terminated with no fee refund.

Appealing a penalty decision:

A Student may appeal against the imposition of a penalty for cheating/ plagiarism as per Chandler RTO's Complaints and Appeals Policy and Procedure.

Alignment

Standards NVR Registered Training Organisations 2015
Clause 1.8-2