

Wyndham Community and Education Centre Inc Policy and Procedure

Policy name	Plagiarism, Cheating and Collusion Policy and Procedure
Responsible person	Education Manager RTO Manager (VET programs)
Staff involved	VCAL & Youth Manager, TSU Coordinators, Teachers and Trainers
Review dates	2020
Related documents	<u>Policies:</u> Access & Equity Policy and Procedure, Complaints and Appeals Policy and Procedure <u>Other:</u> Student Code of Conduct, Plagiarism Register, Enrolment Interview Checklist

DEFINITIONS

Plagiarism: To take and use another person’s ideas and / or manner of expressing the ideas and to pass the ideas off as one’s own by failing to give appropriate acknowledgement. This includes material from any source, staff, students or the internet – published and un-published works.

Cheating: Seeking to obtain an unfair advantage in an examination or in other written or practical work required to be submitted or completed for assessment.

Collusion: Unauthorised collaboration on assessable work with another person or persons.

Source: The source is the body of work used by the student to complete a task. The source should be acknowledged or referenced by the student. If a source needs to be referenced, the trainer of the particular course should indicate how the referencing is to be done.

Policy Statement and Context

Wyndham Community and Education Centre Inc. (Wyndham CEC), is committed to upholding standards of educational integrity and honesty.

Plagiarism, cheating or collusion in any form is unacceptable and will be treated seriously by Wyndham CEC.

For the purpose of assessment, Wyndham CEC requires students to complete and submit work that is their own.

This document was reviewed and accepted by the Board of Governance of the Wyndham Community Centre Inc on the 29/03/19 and supersedes all previous versions.

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Page 1 of 3

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Wyndham Community and Education Centre Inc Policy and Procedure

Students will be advised at the enrolment interview about the *Plagiarism, Cheating and Collusion Policy*. Students are also given a hard copy. All codes, policies and procedures relevant to students are on Wyndham CEC's website under 'Information' and are accessible on SharePoint. Students can also request a hard copy from their teacher or coordinator.

Students of Wyndham CEC have a responsibility to accept and follow the conditions of this policy and the *Student Code of Conduct*.

Staff of Wyndham CEC have a duty to ensure they gain the necessary understanding to minimise incidences of plagiarism, cheating and collusion.

Procedures

1. Training Services Unit staff are responsible for ensuring students are aware of this policy and its implications. This includes outlining clear expectations around when it is suitable to collaborate on work and when it is not, particularly when assessment activity is taking place. It also includes informing students of appropriate use and acknowledgement of intellectual property and material relevant to their course, if applicable.
2. Assessors should design assessment tasks that minimise the possibility for students to plagiarise, cheat or collude with others.
3. Trainers and Assessors who suspect that plagiarism has occurred must produce evidence (through identifying the source) to support their allegation. The Education Manager (or RTO Manager or nominee) must decide whether or not they believe that plagiarism was likely to have been intentional or unintentional.
4. A student found to have plagiarised, cheated or colluded will be provided with the opportunity to respond.
5. If the student is unable to provide a satisfactory explanation of the correspondence between the student's work and the sources identified by the staff member, Wyndham CEC may infer that plagiarism was done with intention to cheat.
6. If the failure to acknowledge the ideas of others was not intentional, the only offence the student has committed is the misdemeanour of failing to reference a source correctly. In this case, especially if a first offence, the matter will be resolved via a verbal warning only.
7. If a training services manager is reasonably satisfied that the plagiarism, cheating or collusion was, more likely than not, done with the intention to obtain an unfair advantage in assessment, the matter must be documented, in writing, and included on the student's file.

Wyndham Community and Education Centre Inc Policy and Procedure

8. Wyndham CEC staff will actively take steps to detect plagiarism, collusion or cheating which may include the use of electronic or manual methods of detection.
9. If an act of plagiarism, cheating or collusion is found to be considered deliberate, then Wyndham CEC, maintains the right to take disciplinary action against the student(s) involved.
10. Disciplinary action may include the disallowance of the assessment and a verbal warning being issued to the student. The student would also need to re-do the assessment, preferably in a supervised arena.
11. If a subsequent occurrence of plagiarism, cheating or collusion is committed, Wyndham CEC may issue a written warning and reserves the right to exit the student from the course.
12. A register² will be maintained by the CEO, which will record the outcomes of an accusation of plagiarism, cheating or collusion. The outcomes will also be recorded in the student's file
13. Any further action by either party must be taken in accordance with the *Complaints and Appeals Policy and Procedure*.

Student responsibilities

Students are responsible for:

- being familiar with this policy & procedure that is received at enrolment
- acknowledging intellectual material used by them
- submitting work that is their own
- taking all reasonable steps to ensure that their work cannot be accessed by others.