

## PLAGIARISM, CHEATING AND COLLUSION POLICY

### Standards & Legislation

This policy incorporates the requirements of:

Standards for Registered Training Organisations (RTOs) 2015 Standard 1.

### Scope

This policy applies to all Cultura trainers and assessors and Cultura Students.

### Purpose

This policy outlines the approach taken by Cultura to avoid and detect student plagiarism, cheating and collusion.

### Policy Statement

From time to time, there may be incidents of student plagiarism, cheating and collusion which Cultura is required to act upon in order to uphold the value of assessment outcomes and the reputation of the nationally recognised certification issued.

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

### Policy

Cultura is committed to upholding standards of student integrity and honesty in regards to the assessment of their work and places value in the declarations of authenticity made by students.

Students are expected to only submit work that is their own, or that has been appropriately referenced and includes acknowledgements of all texts and resource materials utilised in the development of their work.

Student plagiarism, cheating and collusion in any form are unacceptable and will be treated seriously by Cultura.

Trainers/ assessors will consistently implement this policy and procedure to ensure that students understand the difference between cooperative learning, group work and collusive behaviour

Upon the submission of an assessment task, students are required to sign either a partial or full assessment cover sheet that includes a declaration of the authenticity of the work submitted against the units of competency the task correlates to.

Cultura will take the necessary steps to detect plagiarism and cheating which may include:

- Monitoring students in closed book examinations;
- Comparison of the work with electronic reference materials, internet resources and the work of other students
- Electronic plagiarism detection software
- Comparison of work against various academic database;
- Other methods deemed appropriate by the trainer/assessor.

A student found to have plagiarised, cheated or colluded will be given an opportunity to respond to the allegations and may face disciplinary action.

## Procedure

### 1. Prevention

- 1.1. Cultura provides all students with definitions of collusion, cheating and plagiarism in pre-enrolment information and at the Student Induction.
- 1.2. Cultura provides information on the outcome of collusion, cheating and plagiarism to students in pre-enrolment material and at the Student Induction.
- 1.3. Cultura provides students with the following definitions:

#### *Cheating*

- *Cheating is the use of any means to gain an unfair advantage during the assessment process. Cheating may be (but not limited too) copying a friend's answers, using mobile phones or other electronic devices during closed book assessments, bringing in and referring to pre-prepared written answers in a closed book assessment and referring to texts during closed book assessments amongst others.*
- *Cheating in any form during assessments will result in the student's assessment submission being invalidated.*

#### *Plagiarism*

- *Plagiarism is the wrongful close imitation, or copying and publication, of another person's language, thoughts, ideas, or expressions, and the representation of them as one's own work. This includes copying all or pieces of another students work and representing it as your own.*
- *If students are including other people's work in submissions, e.g. passages from books or websites, then reference should be made to the source.*
- *For further information on what constitutes plagiarism please refer to: <http://www.plagiarism.org/>.*
- *Submitting plagiarised work during assessments will result in the student's assessment submission being invalidated.*

#### *Collusion*

- *Collusion is the presentation by a student of an assignment as his or her own, which is actually the result in whole or in part of unauthorised collaboration with another person or persons. Collusion involves the cooperation of two or more students in plagiarism or other forms of academic misconduct or cheating. Both collusion and plagiarism can occur in group work.*
- *Unauthorised collusion during assessments will result in the student's assessment submission being invalidated.*

- 1.4. Students are also advised that collusion, cheating, and plagiarism is treated as Academic Misconduct, and when detected, they will be dealt with according to the Academic Misconduct policy and procedure.
- 1.5. Trainers/ assessors reinforce the definitions of collusion, cheating and plagiarism and the outcomes of detection when administering assessments.
- 1.6. Trainers/ assessors provide information to students on assessment conditions prior to commencement of assessments.
- 1.7. Trainers/ assessors ensure no unauthorised reference material is available to students by inspecting the desks/ work areas of students undertaking the assessment.
- 1.8. Trainers/ assessors ensure that there is the appropriate spacing between desks to prevent viewing other student's answers.
- 1.9. Trainers/ assessors monitor students under closed book assessment conditions to ensure assessment conditions are being adhered too.
- 1.10. Trainers/ assessors provide information to students on assessment conditions prior to commencement of open-book assessments.
- 1.11. Trainers/ assessors provide information to students on how to reference other people's work when submitting reports, open-book assessments.

- 1.12. Trainers/ assessors provide information to students on appropriate circumstances for referencing other people's work.

## 2. Detection

- 2.1. Trainers will review students work to detect prose/ writing styles that differ from the student's normal writing style/ sentence construction. When reading a student's written assessment, assessors should look for the following that may indicate plagiarism, cheating or collusion:
  - Language style and vocabulary that is inconsistent with the student's verbal communication
  - Language style and vocabulary that is inconsistent throughout the whole of the assessment
  - Inconsistent use of fonts that may indicate cut/paste
  - Similarity to another current or former student's work
- 2.2. Trainers will cross-reference student's submissions with other members of the cohort.
- 2.3. If a trainer suspects cheating or collusion has occurred, they arrange a time to meet with the student to discuss concerns. During this conversation the trainer should:
  - Explain why they believe that cheating or collusion may have occurred
  - Ask the student what sources they used to complete their assessment
  - Ask the student specific questions to uncover their knowledge of the content of their assessment
  - Allow the student to respond to questions
  - Take notes to be recorded in the student's file.
- 2.4. If Trainers/ Assessors suspect plagiarism has occurred, they will use online plagiarism detection tools to check the submission.

## 3. Consequences of unauthorised collusion, cheating and/or submitting plagiarised material

- 3.1. On identifying collusion, cheating or plagiarism, the trainer collects the evidence and notify the CEO.
- 3.2. The circumstances of the incident must be documented.
- 3.3. Students found to have plagiarised, cheated or colluded will be dealt with through the Student Discipline Policy.
- 3.4. No refund is provided to students who have been removed from a course due to collusion, cheating and/or plagiarism.
- 3.5. Students have the right to appeal any decision relating to collusion, cheating and plagiarism by accessing the Complaints and Appeals policy.
- 3.6. The Complaints and appeals policy is available in the Student Handbook or on request by contacting the RTO Manager.

## Related Documents

- Misconduct Policy and Procedure
- Complaints and Appeals Policy and Procedure
- Student Handbook
- Induction Checklist
- Student Referencing Guideline

