



## Plagiarism and Cheating Policy and Procedure

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Approved by the Board:			
On behalf of the Board	David Ling President	Signature 	Date: 27/3/19
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### Basic Beliefs/Purpose

Diamond Valley Learning Centre (DVLC) is committed to maintaining standards of academic integrity and honesty in student learning and assessment. This policy provides a framework for staff and students to follow to avoid or prevent plagiarism, cheating, collusion or other academic misconduct.

### Scope

This policy applies to all DVLC staff and students.

### Policy Guidelines

All DVLC staff and students are responsible for the integrity and originality of their work. DVLC expects that all students will submit work that is their own and that acknowledges the work of others. DVLC regards intentional plagiarism, cheating, collusion or academic misconduct as a serious matter and will take action to penalise students where this has been detected.

DVLC recognises its responsibility to:

- inform, guide and support staff and students to ensure that unintentional plagiarism does not occur; and
- minimise or prevent intentional plagiarism, cheating, collusion or academic misconduct.

In seeking to minimise and prevent such behaviour, DVLC will take the following approach:

- students will be made aware of this policy and procedure, which will be available in the Student Handbook;
- staff will be advised of their responsibilities in maintaining academic integrity and honesty through this policy, which will be accessible in electronic format, and through professional development activities and staff meetings;

- teachers and trainers will support and guide students by informing them of an appropriate method for referencing another person's ideas or work;
- students will be required to sign a declaration that any work submitted for assessment is their own;
- staff, including teachers and trainers, will be responsible for identifying instances of plagiarism or academic misconduct, and reporting instances where misconduct is intentional;
- students who are suspected of intentional plagiarism or academic misconduct will be reported to DVLC management, and will be given the opportunity to respond during the investigation;
- penalties for intentional plagiarism or academic misconduct will be appropriate to the offence and include one or more of the following:
  - counselling;
  - a request to resubmit the work;
  - temporary suspension from the course;
  - permanent removal from the course and the cancellation of the enrolment.

## Procedure Guidelines

### Staff Responsibilities

DVLC staff, including teachers and trainers, will be held responsible for:

1. providing students with clear expectations around the submission of their own work, and clear explanations of when and how it is suitable to collaborate on work;
2. informing students about how group work will be assessed and how group performance will be measured;
3. informing students of the appropriate mechanism for referencing the ideas and work of others and setting a good example in their own practice;
4. designing and developing assessment tasks that minimise the possibility of plagiarism, cheating or collusion (such as in class assessment or direct observation of performance);
5. taking active steps to identify cheating, collusion and plagiarism, including electronic and manual detection methods (such as detecting identical assessment responses, or identifying language style, grammar and/or spelling that is different from previous student work);
6. providing students with a verbal warning where unintentional plagiarism or academic misconduct is detected;
7. collecting evidence and reporting any student suspected of intentional plagiarism or academic misconduct to a DVLC manager or the Chief Executive Officer (CEO);
8. participating in a review of the student's academic misconduct; and
9. asking for advice and support from DVLC management where concerns over a potential breach of academic integrity has arisen.

### Student Responsibilities

DVLC students are expected to:

1. be aware of the requirement of academic integrity and the penalties for academic misconduct;
2. ask for assistance or clarification where needed in understanding what work must be submitted for assessment;
3. adequately reference the ideas and work of others;
4. sign the declaration that they have submitted their own work; and
5. take reasonable precautions to avoid other students copying their work.

## Definitions

**Plagiarism** involves taking someone else's ideas and way of presenting those ideas and passing off those ideas as own work without appropriate acknowledgement, regardless of the source of those ideas. Intentional plagiarism involves the intent to deceive. Unintentional plagiarism may occur through ignorance, lack of understanding of plagiarism or how to acknowledge ideas sourced from other people or their work.

Examples of plagiarism include:

- word for word copying without acknowledgement;

- submitting written work, sound, images or objects created by someone else;
- submitting any work previously submitted by another student or group of students;
- downloading portions of text from the web and passing this off as own work;
- copying ideas or expressions without acknowledging the source;
- paraphrasing ideas without acknowledging source and passing them off as own work; and
- “washing” techniques used to disguise plagiarism, such as using a translation service to translate plagiarised work into another language and then back into English.

**Cheating** and **academic misconduct** are dishonest attempts to gain unfair advantage when submitting assessment work, and may or may not include payment to another party.

Examples of cheating include:

- “ghost writing” or writing under the name of someone else, whether for payment or not;
- “recycling” of work such as the resubmission of work or parts of work previously submitted as an assessment for a different unit of competency.

Examples of other academic misconduct include:

- paying someone to complete work on your behalf;
- other forms of bribery;
- falsifying information; and
- fabricating data used in an assessment.

**Collusion** involves submitting work where there has been unauthorised collaboration with other students, and where this work is passed off as the student’s own work. This is separate from:

- group, team or project work, authorised by a teacher, that produces common assessable work and / or an individual component of work; and
- informal cooperative learning groups where students meet outside the classroom to discuss work and collaborate to enhance their learning progress.

Examples of collusion include:

- allowing another student to copy your work;
- sharing your answers with others;
- asking someone else to write or substantially edit (not proofread) your work; and
- offering to complete work for another student.

### **Related Policies**

P-30 Assessment Policy and Procedure

P-52 VCAL Assessment Policy and Procedure

P-13 Code of Ethics Policy

P-14 Accuracy and Integrity of Records Policy

### **Related Documents**

D-028 Student Handbook

### **Legislation**

### **Mapping Information**

AQTF Standards 2 and 3

VRQA Guidelines for Non-school Senior Secondary Education Providers: Minimum Standards for Registration to Provide an Accredited Senior Secondary Course, Standard 5 Teaching and Learning