

Plagiarism and Cheating

Introduction

The fundamental approach that Comm Unity Plus Services Ltd takes in regards to plagiarism and cheating adheres to the Principles of Assessment regarding Authenticity, as outlined in the Standards for Registered Training Organisations 2015 Clause 1.8.

This policy demonstrates the measures that Comm Unity Plus Services Ltd has in place to prevent and detect cheating and plagiarism amongst students. The policy describes a systematic approach to deal appropriately with any instances of these practises.

Authorisation

Chief Executive Officer to authorise policy;

Director of Education to implement operational strategies.

Policy

The Plagiarism and Cheating Policy provides a systematic approach to plagiarism and cheating that ensures:

- Trainers and Assessors conduct assessment in accordance with the Principles of Assessment and The Rules of Evidence as outlined in clause 1.8 Standards for Registered Training Organisations 2015;
- Students are informed that breaching the Plagiarism and Cheating Policy is unacceptable;
- Process is in place that minimises the opportunity for students to either plagiarise or cheat;
- The approach to both plagiarism and cheating is fair and consistent; and
- The penalties for both plagiarism and cheating are clear.

Definitions

Plagiarism: is the presentation of the thoughts, ideas or work of another person's as your own. Plagiarism practices include:

- Cheating in an exam by copying other students' work or using unauthorised notes and other aids;
- Submitting work that another student has completed;

- Downloading information, text, computer code, artworks, graphics or other material from the internet and present it as your own work without acknowledging the author;
- Quoting and paraphrasing material from a source without acknowledgement;
- Quoting/using a direct quote when you copy the exact words of another text (using someone else's words);
- Paraphrasing means taking another person's work or ideas and rewriting them in your own words, keeping the meaning of the original;
- Piecing together sections of the work of others into your work and presenting this as your own;
- Preparing a correctly cited and referenced assignment from individual research and then handing part of, or all of, that work in twice, in different units/subjects;
- Copying material or ideas from other members while working in a group;
- Contributing less, little or nothing to a group assignment and then claiming equal share of the marks.

Encouraging or assisting another person to commit plagiarism is a form of improper collusion and may attract the same penalties which apply to plagiarism.

Cheating: is defined as fraud, deceit, or dishonesty in an academic assignment. It may involve:

- Copying or attempting to copy from others during an examination or for an assignment;
- Communicating examination information to, or receiving such information from, another person during an examination;
- Pre-programming a calculator or computer to contain answers or other unauthorized information for examinations;
- Using, attempting to use, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment or examination in question, such as: books, web sites, prepared answers, written notes, or concealed information;
- Allowing others to do one's assignment or a portion of one's assignment or using a commercial term paper service;
- Altering examination answers after an assignment has been completed or altering recorded grades; and
- Resubmitting a previously written assignment for a new course without the permission of the instructor.

To reduce plagiarism and cheating:

- All students, trainers and assessors, and Student Service Officers at Comm Unity Plus Services Ltd will be trained on understanding the policy and procedures regarding plagiarism and cheating;
- The Director of Education, Training Manager, Program Coordinators and the Trainers and Assessors will monitor and review the plagiarism process;
- Increase the engagement of the students to gain confidence in their own work;
- Plagiarism and cheating will be explained to students at orientation and commencement of each cluster of assessments ensuring the information is consistent and can be understood by students;

Trainers and Assessors will:

- Refer students to their Student Handbook and explain in simple language or use an interpreter when they have low English language skills;
- Be clear on what they expect in their assessments, especially the standard expected;
- Ensure students complete and understand the Student Statement on the Student Assessment Task Cover Sheet for each assignment and explain that this declaration ensures that the work that they submitted is their own;
- Refer students to the Classroom Rules and Behaviour Policy;
- Ensure students know that plagiarism and cheating is misbehaviour that can lead to suspension and finally to cancellation of enrolment.

Detection of Plagiarism

There are many ways in which plagiarism and cheating can be detected, a few examples follow:

- Constant looking at other people's work;
- Using modern mobile phone technology to access the internet;
- Tweeting / texting between students;
- The presented work reflects responses that are verbatim / significantly the same to that provided by other students.

A Student will be Guilty of Plagiarism

If they do any of the following in an assignment or, in any piece of work which is to be assessed, without clearly acknowledging their source(s) for each quotation or piece of borrowed material:

- Copy out part(s) of any document or audio-visual material, including computer-based material;
- Use or extract someone else's concepts or experimental results or conclusions, even if they put them in their own words;

- Copy out or take ideas from the work of another student, even if they put the borrowed material in their own words;
- Submit substantially the same final version of any material as a fellow student. On occasions, a student may be encouraged to prepare their work with someone else, but the final form of the assignment must be their own independent endeavour.

It is recognised that different kinds of plagiarism and cheating take place and require different approaches and procedures. However, in adherence to the Principles of Assessment regarding fairness and reliability, it is in the interests for all parties to have a consistent set of procedures and penalties.

The level of intent to deceive and the extent of the plagiarism should be the principal criteria for determining penalties. For example, a deliberate intention to deceive and gain unwarranted advantage will attract severe penalties, as will copying assignments in whole from other students or other sources.

Plagiarism and Cheating Procedure

Procedures that will be followed in cases of suspected plagiarism are:

1. The staff member who suspects an instance of plagiarism will report the situation to the Program Coordinator and Training Manager.
2. If staff suspect that plagiarism has occurred they will document the instance using the attached Plagiarism and Cheating Form (see below Annexure A).
3. The responsibility of the Training Manager is to assess and determine what action needs to be taken. The Training Manager will offer a process of stages for management of actions required ensuring:
 - all students are treated with a fair and consistent process and have the opportunity to respond to the instance;
 - incidence of plagiarism is reported and recorded on the student academic file; and
 - any issues or opportunities for improvement are recorded in the Continuous Improvement Register.
4. After discussion, if the Training Manager agrees that the case warrants more than a warning, the student will be informed in writing of the nature of the complaint and given an opportunity to respond in writing. Assistance with writing their response will be given to the student if required.
5. If the response indicates that there is a case to answer, it will be referred in writing to the Director of Education with a recommendation regarding penalty. The Director of Education may then call for further discussion, or sign off on the recommended penalty. This should be in writing.

6. Where the Director of Education feels the case is particularly serious or requires further investigation, the case may be referred to an independent party. Under all circumstances where the Director of Education finds that plagiarism has occurred, a form (see below Annexure A) will be added to the student's file. The student will be given the opportunity to add a comment to the record and will be asked to sign the form. A copy of the form will also be given to the student.

Procedural Fairness

Comm Unity Plus Services Ltd is committed to dealing with student plagiarism and cheating in accordance with the Principles of Assessment regarding fairness, including the right of a student to:

- Be informed of the allegations in sufficient detail to be able to respond appropriately;
- Have a reasonable period of time within which to respond to the allegations;
- Have the matter resolved in a timely manner;
- Be informed of their rights under this policy;
- Invite a support person or student representative to attend any meeting regarding alleged plagiarism; and
- Impartiality in the investigation and decision-making process.

This does not preclude penalties being imposed if detection occurs at a time after assessments have been returned or after results have been issued.

Plagiarism and Cheating Penalties

First Breach - Negligent Plagiarism

- If the student breaches the plagiarism code for the first time, the student should be educated about ways to avoid plagiarism. A warning will be given about the penalties for future breaches. The Trainer will note the warning, and a note will be placed in the student's file.
- An appropriate grade, determined by the trainer in consultation with the Training Manager, will be given to the student.
- For a first breach involving Negligent Plagiarism, the following penalties may be applied:
 - A warning given and no further action taken;
 - The student will be required to resubmit the item of work;
 - The student will be required to complete a new assessment task;
 - Award NYC for the assessment item; or

- Any combination of the above.
- Subsequent negligent breaches will be dealt with as outlined under the next section 'Dishonest Plagiarism'.

Subsequent Breach - Dishonest Plagiarism

- Instances of plagiarism that follow the first warning will be considered 'Dishonest Plagiarism' and will be referred to the Training Manager, unless the Training Manager considers the allegation to be serious enough to warrant formal review by the Director of Education.
- Advising the student within ten working days of receipt of the allegation, the Training Manager will advise the student in writing of the nature of the allegation and the processes that will follow. The Director of Education or delegate will arrange to meet with the student within twenty working days to discuss the allegation.
- If the student advises in writing that the allegation is accepted, the Training Manager will determine the appropriate penalty, in accordance with this policy. If the student wishes to attend a meeting, he/she must, within ten working days of posting of the letter advising of the allegation, confirm their attendance either in writing or by telephone.
- The Meeting - The student is permitted to invite a support person or student representative to any meeting regarding alleged plagiarism. The Director of Education or delegate may invite another nominated officer (s) of Comm Unity Plus Services Ltd to the meeting.

For subsequent breaches involving Dishonest Plagiarism, in addition to the penalties outlined above, the Training Manager/Director of Education may impose one or more of the following penalties:

- Suspending the student for a period of time (to be determined by Training Manager/Director of Education);
- Excluding the student permanently;
- Such other penalty as is deemed appropriate;

Appeals

Appeals against decisions regarding either plagiarism or cheating will be handled through Comm Unity Plus Services Ltd Student Complaints and Appeals Policy.

Responsibility

The Chief Executive Officer is responsible for adopting this policy.

Address: Level 1, 358 Main Road West, St Albans, 3021
Email: education@comm-unityplus.org.au
Ph: 03 8312 2030 Fax: 03 9367 9438
ABN: 75 989 153 699 ACN: 603 318 494



The Director of Education is responsible for the implementation of this policy and will delegate components of the procedure to the relevant authorised delegates of the Education team.

Supporting Documents

Student Handbook

Classroom Rules and Behaviour Policy

Student Complaints and Appeals Policy

Assessment Policy

Annexure A

Plagiarism and Cheating Form

Student's Name	
Student ID:	
Teacher's Name:	
Course:	
Please provide details of the matter:	
Remedial action:	
Teacher's signature:	
	Date:
CEO's recommendation:	

Address: 358 Main Road West, St Albans,
3021
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ABN: 75 989 153 699 ACN: 603 318 494



Director of Education Signature:		Date:	