

Plagiarism, Cheating and Collusion Policy

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Purpose

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

Overview

From time to time, there may be incidents of student plagiarism, cheating and collusion which Diversitat 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.

Scope

This policy applies to all Diversitat trainers and assessors.

Policy

Diversitat 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 Diversitat.

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.

Diversitat 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

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

If you suspect cheating or collusion has occurred, arrange a time to meet with the student to discuss your concerns. During this conversation you should:

- Explain why you 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 your questions

Take notes to be recorded in the student's file.

If you suspect plagiarism has occurred, submit the work to the plagiarism detection software currently being used by Diversitat.

Students found to have plagiarised, cheated or colluded will be dealt with through the Student Discipline Policy.

Associated Documents

Student Discipline Policy

Document Control

Document Name	Plagiarism, Cheating and Collusion Policy
Approved by	Carolyn Jones – Education Programs Manager
Summary of content (new) or amendments (revised)	Improved document layout and addition of contents.