4.3 Cheating and Plagiarism

The procedure exists to ensure Construction Training Group has mechanisms in place to investigate and respond to instances of cheating and plagiarism.

Definitions:

Cheating includes but is not necessarily limited to:

- Submission of work that is not the student's own for papers, assignments or examinations.
- Submission of work which has been stolen purchased or borrowed.
- Submission or use of falsified data.
- Collaboration in the preparation of an assignment, unless such collaboration is specifically permitted or required by the assessor.
- Use of unauthorised material including textbooks, notes or computer programs during an examination.
- Submission of the same work for credit in two courses.

Plagiarism means to take and use another person's ideas or work without acknowledgement.
Whether inadvertent or deliberate plagiarism includes the following:

- Word-for-word copying of sentences or whole paragraphs from one or more sources, or presenting substantial extracts from books, articles, internal reports, lecture notes CD's or the internet, without clearly indicating the origin;
- Using very close paraphrasing of sentences or whole paragraphs without due acknowledgement in the form of reference to the original work;
- Use of another person's ideas, work or research data without acknowledgement;
- Copying computer files without clearly indicating their origin.

Prevention

Students will be informed of cheating and plagiarism including definitions via the Student Information Booklet. Unsupervised assessment activities will require students to complete an authenticity declaration; which will alert students to matters pertaining to cheating and plagiarism in an ongoing way.

Staff will be informed of cheating and plagiarism requirements during the orientation and induction process. Staff will have ongoing electronic access to this procedure.

While course assessment methods will remain unchanged, specific details of course assessment tasks/activities will be rotated i.e. scenarios and questions.

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Detecting

Upon the submission of all unsupervised assessment tasks, students are required to sign an Assessment Cover Sheet that includes a declaration of authenticity of the work.

Construction Training Group will take the necessary steps to detect cheating and plagiarism which may include:

a) Comparison of the work with the work of other students;
b) Comparison of the work with electronic reference materials and internet sources;
c) Other methods deemed appropriate by the trainer/assessor.

All staff have an obligation to identify and investigate any possibility of cheating or plagiarism. A staff member who suspects that cheating or plagiarism may have occurred should first establish the evidence (through identification of the source) to support their allegation.

Process

1. Where the primary assessor believes that the action of a student may involve cheating or plagiarism, the assessor will notify the RTO Manager and shall request that the participant attend an interview with the primary assessor and an independent assessor.

2. The student may elect to invite a support person or nominee to be present at this interview.

3. If, as a result of this interview, the primary assessor concludes that no cheating or plagiarism was involved, no further action will be taken and no record of the interview shall be kept.

4. Where the primary assessor and independent assessor conclude that the action of the student was an example of inadvertent cheating/plagiarism, the student will be counselled by the primary assessor and the primary assessor shall place a note to that effect on the student's file. The RTO Manager will be informed of the interview outcome.

5. Where the primary assessor and independent assessor conclude that the case involves deliberate cheating/plagiarism and provides evidence to the student to this effect, and the student admits to cheating/plagiarism, the matter will be referred to the RTO Manager.

6. The RTO Manager will undertake additional investigation as required, and determine what penalty will apply.

7. In instances of deliberate cheating/plagiarism all evidence, interview records and other relevant documentation will be retained in the student file.

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Penalties

A student found guilty of deliberate cheating/plagiarism shall be subject to any of the following penalties:

- Formal warning from the RTO Manager and a notation in the student's file;
- Not Yet Competent or zero score, in the component of the course/module/unit, and a notation in the student's file.

A student found guilty of a second incident of cheating/plagiarism will have their enrolment terminated.