

# 634-1 Plagiarism, Collusion and Cheating Management Procedure

## Purpose

1. To provide guidelines for the prevention, detection and management of plagiarism, collusion and cheating within Community College Gippsland (CCG) and ECG Secondary College, to be referred to as CCG for the purpose of this procedure.

## Procedures

Informing students of their responsibilities in relation to plagiarism, collusion, and cheating, with the aim of ensuring academic honesty.

### Trainers and Teachers are responsible for:

- informing students about the appropriate use and acknowledgement of all forms of intellectual material relevant to their discipline.
- informing students of what constitutes plagiarism, collusion, and cheating.
- ensuring that students clearly understand when it is appropriate to collaborate in the preparation and submission of assignments and when it is not.
- informing students about the expectation of behaviour when undertaking assessments.
- informing students about the potential actions and penalties in suspected cases of plagiarism, collusion, or cheating.

### Students are responsible for ensuring that:

- they are familiar with the terms and consequences of plagiarism, collusion and cheating as outlined in the Student Handbook, Student Guides, Student Rights and Responsibilities form and Student Code of Conduct.
- work submitted for assessment is their own.
- they take all reasonable steps to ensure their work cannot be accessed by others who might seek to submit it, in whole or in part, as their own.
- assessment pieces, including logbooks and group work are submitted with the Plagiarism Statement signed and dated by the student(s) to state that the work submitted is their own.
- where the assignment is submitted online an electronic self-declaration such as an email confirming that the work submitted is their own must be attached.

### The Principal and Executive Manager Training and Lead Teachers are responsible for ensuring that:

- the Plagiarism, Collusion and Cheating Policy and Procedure is known and understood by all staff delivering training and assessment.

## Detection

2. A Trainer or Teacher who suspects plagiarism should:

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- a. Test the piece of work using anti-plagiarism detection software, available at <http://www.neilstoolbox.com/plagiarism-tester/>
- b. Report their findings to their Executive Manager Training or Lead Teacher.
3. The Executive Manager Training or Lead Teacher must decide whether the submitted material amounts to plagiarism, cheating or collusion and whether the plagiarism was done with the intention of gaining an unfair advantage.
4. The Executive Manager Training or Lead Teacher will review the work and decide on the course of action.
5. If the Executive Manager Training or Lead Teacher decides there was no plagiarism, cheating or collusion they will then ask an assessor to assess/mark the work.
6. If the Executive Manager Training or Lead Teacher decides there is a possible case of plagiarism, cheating or collusion and there is evidence that the student intended to obtain an unfair advantage, the Executive Manager Training or Lead Teacher must give the student an opportunity to respond before making a final determination.
7. The Executive Manager Training or Lead Teacher will organise a meeting with the student to discuss the situation and the Student Support Officer will be available for the student if requested.
8. In the situation the Executive Manager Training or Lead Teacher decides that plagiarism, cheating or collusion has occurred the levels of severity will determine the outcome for the student as outlined and per the Student Code of Conduct and Student Disciplinary procedures.

## Outcomes and Levels of Plagiarism, Collusion and Cheating

9. Students who are found cheating or engaging in plagiarism, cheating or collusion on any form of assessment will be deemed Not Competent for the relevant Unit of Competence. The student will then need to re-submit the work and resit the assessment.
10. Students who are found cheating or engaging in plagiarism, cheating or collusion for a second time will be fully withdrawn from the Unit of Competence they are completing and will need to re-enrol and repeat the entire Unit of Competence and pay applicable fees.
11. Students who are found cheating or engaging in plagiarism, cheating or collusion for a third or subsequent time, the matter will be referred to the CEO.
12. Students will also be issued an official written warning which will be placed in the student's file with the findings and outcomes.
13. Continued behaviour of this kind may result in students being expelled or suspended from CCG.

## Relationships

- VCAA VCE VM/VPC Administrative handbook
- Plagiarism, Collusion and Cheating Policy
- Student Code of Conduct
- Student Roles and Responsibilities Form
- Student Prent Handbook

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