



## Plagiarism, Collusion and Cheating Policy and Procedure

Policy Version Details				
Current Version	Last Updated	Next Review Date	Author	Approved By
V3.2	15 FEB 2023	14 FEB 2025	Compliance Manager	CEO

### Policy

The plagiarism, colluding and cheating policy supports the quality of teaching, learning and assessment at ICV. ICV requires learners, for the purpose of assessment, submission of tasks which are their own work. ICV considers that plagiarism, collusion and cheating constitute academic misconduct for which penalties may be applied. This policy demonstrates ICV's commitment in, promoting and upholding the academic integrity of the registered course and meet the training package requirements

### Procedures

#### Plagiarism

Plagiarism is defined as taking someone else's words, ideas or materials and presenting them as your own. Learners at ICV must avoid plagiarism by providing clear acknowledgement of the sources of any information, ideas or other material used in response to the requirements of an assessment task, which is not their own.

#### Collusion

Collusion is an understanding or agreement between two or more people to intentionally cooperate to gain an unfair advantage in assessment. Collusion may include unauthorised and unacknowledged joint authorship in an assessment task and unauthorised and unacknowledged copying or use of material prepared by another person for use in assessment. Learners at ICV must not present solely as their own work any work done in collusion with another person or persons.

A class test environment is an environment where learners are to be assessed in the company of other learners and a trainer/assessor, where learners are required to not communicate with other learners in any way.

#### Cheating

Cheating in a written or oral assessment task conducted in a class test environment is to seek to obtain an unfair advantage in that assessment task. Learners will be informed in the learner guide for each unit of competency and prior to the assessment task if a particular assessment task is to be conducted in a class test environment.

Learners at ICV must not engage in any situation whereby the student knowingly attempts, or assists another student to attempt, to gain an unfair advantage by cheating during an assessment task conducted in a class test environment.

#### Referencing

Referencing is defined as a standardised method of acknowledging the sources of information, ideas, and other material used in a submission in response to an assessment task. Trainer/assessors are responsible for



explaining to learners how to appropriately provide references in assessment task submissions. Trainer/assessors are also responsible for identifying and reporting plagiarism, collusion and cheating

### Responsibilities of trainers/assessors

Trainer/assessors are responsible for explaining and reinforcing the conventions for authorship in the Australian educational framework and the appropriate use and acknowledgement of all forms of intellectual material to students. Trainer/assessors are required to explain to learners how to appropriately provide references in assessment task submissions and when it is appropriate to collaborate with other learners on the development of assessment task submissions and when it is not. Trainer/assessors are also responsible for informing learners of the consequences of plagiarism or collusion in terms of possible penalties for academic misconduct, and for identifying and reporting plagiarism, collusion and cheating.

### Responsibilities of learners

Learners are required to ensure that they are familiar with the conventions for authorship in the Australian educational framework and the appropriate use and acknowledgement of all forms of intellectual material. They must at all times submit only their own work for assessment (or the work of the group to which they have been assigned by the trainer/assessor, in the case of an assessment task which requires a group submission). They are required to take responsibility to ensure that their work cannot be accessed by other learners who might submit it inappropriately as their own. Learners must submit every response to a written assessment task with an attached ICV assessment cover sheet. A response to a written assessment task will not be considered to have been submitted if it does not have an ICV assessment cover sheet which is signed and dated by the student attached to it.

### Responsibilities of the Training Manager

The Training Manager is responsible for ensuring that all trainers and assessors are familiar with ICV's policy and procedures for plagiarism, collusion and cheating. The Training Manager will ensure that the policy and procedures for plagiarism, collusion and cheating are discussed during the induction program for each trainer and assessor. The Training Manager is also required to organise regular professional development programs which provide advice for trainers and assessors on recognising and preventing plagiarism, collusion and cheating, understanding the various learning styles of international learners, and approaches to designing and implementing assessment tasks which provide learners with minimum opportunity to submit plagiarised material or engage in collusion.

### Sources of information for learners about plagiarism, collusion and cheating

Learners will be informed about plagiarism, collusion and cheating and the consequences of engaging in those practices during the compulsory orientation presentation prior to attending classes. This is also available in the student handbook, in the learner guide for each unit, during the first class of each unit, and during the explanation of the requirements for each assessment task of each unit of competency.

### Reporting suspicion or evidence of plagiarism, collusion or cheating

If a trainer/assessor has identified or suspects that a student has engaged in plagiarism, collusion or cheating, the trainer/assessor must notify the Training Manager as soon as practicable. The notification must be made through the use of the "notification of suspected plagiarism, collusion or cheating" document.



### Meeting to discuss suspicion or evidence of plagiarism, collusion or cheating

The trainer/assessor must meet with the student as a means of advising the student of the findings and allow the student their right of reply. The Trainer/assessor will then meet with the Training Manager to describe the circumstances and provide evidence of plagiarism, collusion or cheating to the Training Manager. There are two (2) possible outcomes:

- 1) Inadvertent plagiarism - a result of inadequate understanding by the student of the correct method for referencing and/or for sharing information with colleagues
- 2) Authenticated allegation of Plagiarism

In the case of **“inadvertent plagiarism”**, the trainer/assessor will meet with the student and provide advice on why it was deemed to be plagiarism and provide an opportunity for reassessment. The reassessment will take place at no charge to the student. The student will also be mentored with regard to the correct procedures for referencing and sharing information with colleagues. The student will also be advised that the matter will be recorded on their file as a warning and that any future occurrences will be taken seriously

In the case where the allegation for plagiarism has been proven (**authenticated allegation of plagiarism collusion or cheating**), the student will be notified in writing within five working days and for the requirement to attend a meeting with Training Manager. The student will also be advised of the right to be accompanied to the meeting by a support person and that the meeting will follow the principles of natural justice.

During the meeting, the Training Manager will provide the student with the evidence of plagiarism, collusion or cheating. The student will be questioned and will have the right of reply.

If the available evidence is sufficient to indicate plagiarism, collusion or cheating, then the student may incur a penalty. The Training Manager, will notify the student in writing of the outcome of the meeting. The notification to the student will include details of any penalties imposed.

All correspondence and outcomes will be recorded and placed in the student’s file

### Outcome/Penalty associated with plagiarism, collusion or cheating

The following outcomes or penalties may be applied

- Issuance of an academic misconduct letter
- record unsatisfactory completion of the assessment task (with the opportunity to be reassessed)
- record unsatisfactory completion of the assessment task (without the opportunity to be reassessed)
- suspension in further Training and Assessment Activities
- cancellation of enrolment (severity or reoccurrence)
- a combination of the above

### Factors considered in the determination of penalties

The following is a list of factors (not comprehensive or complete) which may be considered in determining the penalty for plagiarism, collusion or cheating.

- Seriousness and extent of the plagiarism
- Degree of premeditation
- Negligence
- Extent to which the event corrupts the assessment process
- If the event was a repeat occurrence
- Role played by others (if any)
- Degree of remorse and cooperation shown



- Willingness to seek assistance to avoid further misconduct

### **Appealing a decision of the Academic Misconduct Committee**

Students may appeal any decision in accordance with ICV's complaints and appeals policy and procedures.

Students have 20 working days to lodge an appeal from the date of the Academic Misconduct Letter

The letter will refer the student to the complaints and appeals policy and procedures published on ICV's website