



THE CENTRE OF EXCELLENCE

Cheating and Plagiarism (Vocational)

Policy

Assessments and tests are considered the most important aspect of a student's development throughout the course and any form of plagiarism or cheating will be considered a serious violation of The Centre of Excellence's (CoE) rules. To incorporate the most fair and honorable system of grading and assessment available for students, CoE operates and maintains a policy of honesty and integrity with regard to the presentation and submission of assessment material. Therefore this situation is viewed formally with serious regard to uphold a high standard and to apply consequences for any deviation of this intent.

Definitions

Plagiarism is defined as attempting to pass off an idea or creation of another person's work as your own. Material can come from written, electronic or graphic sources (including the internet) and be presented written, orally, visually, or graphically. Direct quotes must be appropriately cited.

Cheating is regarded as any of the following:

- copying another student's work during a test;
- copying any section of another student's assignment work;
- allowing another student access to one's assignment work for the purpose of copying content;
- using without adequate attribution* content from any printed material or website;

Responsibilities and Detection

- Students are responsible for avoiding either plagiarism and cheating or contributing and allowing others to plagiarise or cheat from them
- Trainers / Assessors are responsible for detecting and reporting incidents where cheating or plagiarism is suspected
- The Director of Studies is responsible for investigating suspected incidents of plagiarising and cheating and determining what the suitable disciplinary action is in accordance with the organisations policies and procedures
- The Centre of Excellence is responsible for ensuring fair and consistent assessment of students across its programs. In accordance with this responsibility cheating and plagiarism are not condoned behaviours and discouraged.



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Strategies to avoid plagiarism

- When you are taking notes, try to record key ideas and information from source material in your own words either in sentence or note form.
- Remember to write down the source and page number for ideas and information you record in your notes.
- Always distinguish other writers' ideas in your notes from general knowledge and your own ideas. You may do this by using quotation marks if you are directly quoting a source or notes in the margin of the page.
- Remember that an effective approach to note taking involves identifying the author's purpose, evaluating the ideas presented, and raising your own questions about these ideas. The main benefit of this approach is that it assists you to impose your own understanding on the texts you have read - something your lecturer will be looking for in your writing.
- When writing your assignment, try to paraphrase the ideas and information you have found in your own writing style so that you do not retain the same sentence structure as the source material.
- As you are presenting information from source material in your assignment, remember to acknowledge the source. It is much easier to write a citation for the source at this time than when you are editing a final draft of the assignment.
- Always follow referencing guidelines and models carefully.

Strategies to avoid cheating

- Don't lend your work (workbooks, assignments, projects) in draft or finished form to other students
 - Don't leave copies of your work on computers accessible to other student.
 - Don't discuss the details of your answers, discuss the general ideas but not how you would explicitly express them.
 - Attempt to do the work yourself and if you need help ask your trainer/assessor
- Steps taken by trainers/ assessors if plagiarism or cheating is suspected
1. During the marking of assessments and the assessment process, trainers and assessors are required to be vigilant in the detection of plagiarism and cheating and where detected report the incidents to the Director of Studies
 2. Where cheating or plagiarism is suspected, the trainer/assessor is required to make a copy of the student's work and keep it separate for further investigation
 3. Search for the material that the work is expected to be copied from (if it is another student's work make a photocopy of it, if it is from the Internet then print a copy, if it is from a book or other printed material then make a photocopy)
 4. On the copies mark with a highlighter the similar parts
 5. Provide the copies marked to the Director of Studies
 6. The Director of Studies will meet with the student(s) suspected of cheating/plagiarizing and discuss the issue
 7. The Director of Studies will apply the policy and procedures for Plagiarism and Cheating and for Students Discipline for making a decision on whether an offence has occurred and where appropriate on what disciplinary action is to be taken
 8. The student and the tutor/assessor will be informed of the discipline action to be taken (if any) within 4 days following the meeting of the student(s) and the Director of Studies.