

# HRD - Cheating and plagiarism policy

## Cheating and plagiarism

### Compliance

**Standards for RTOs 2015, Standard 5.2(e)(ii)**

### Purpose/explanation

To ensure that learners do not gain unfair advantage by plagiarising, colluding or cheating at any time during their learning and assessment whilst being a learner at HRD Integrated Services.

The policy:

- describes the steps to be taken when plagiarism, collusion or cheating are suspected or identified.
- provides information to learners and employers about what constitutes plagiarism, collusion and cheating in assessment.
- establishes procedures and practices that recognise and counter plagiarism, collusion and cheating in order to quality assure HRD Integrated Services assessment protocols.

### Related documents

*HRD–Access, equity and conduct policy*

*HRD–Learner performance policy*

*HRD–RPL/RCC policy and procedure*

### Scope

This policy applies to all learners enrolled in qualifications and courses delivered by HRD Integrated Services.

Trainers are responsible for explaining the ethical approach to preparing, completing and submitting assignments, examinations and assessment tasks, and for identifying and reporting plagiarism, cheating and collusion

Learners must reference their work correctly, not collude on assessments and not cheat in examinations or tests.

### Responsible parties

This policy and procedure is implemented by all HRD staff.

### Definitions

|          |  |
|----------|--|
| Cheating | <p>Cheating, in a study environment, means to act dishonestly in any way so that the assessor of the work accepts what a learner presents as genuinely representing their understanding of, and ability in, the subject concerned.</p> <p>It is cheating to:</p> <ul style="list-style-type: none"> <li>▪ use notes or other resources without permission during formal testing</li> <li>▪ submit another learner's work and claim it as your own (with</li> </ul> |
|----------|--|

RTO operations  
HRD - Cheating and plagiarism policy

|             |   |
|-------------|---|
|             | <p>or without that person's permission)</p> <ul style="list-style-type: none"><li>▪ hand in a completely duplicated assignment</li><li>▪ allow another learner to submit your work as their own</li><li>▪ steal an examination or solution from a trainer.</li></ul> <p>It is not cheating to:</p> <ul style="list-style-type: none"><li>▪ discuss assignment requirements and course materials with trainers or other learners to understand what is being asked for</li><li>▪ submit work done with the assistance of staff</li><li>▪ get help to correct minor errors in spelling, grammar or sentence construction</li><li>▪ submit one assignment from a group of learners where this is explicitly permitted or required</li><li>▪ use other people's ideas where they are acknowledged in an appropriate way, such as referencing.</li></ul> |
| Collusion   | <p>Collusion is an understanding or agreement between two or more people to intentionally cooperate to gain an unfair advantage in assessment and may include:</p> <ul style="list-style-type: none"><li>▪ unauthorised and unacknowledged joint authorship in an assessment task</li><li>▪ unauthorised and unacknowledged copying or use of material prepared by another person for use in assessment</li></ul>   |
| Plagiarism  | <p>Plagiarism is to copy work or use part of someone else's work without acknowledging the source and is a form of cheating.</p>  |
| Referencing | <p>Referencing is a standardised method of acknowledging the sources of information and ideas and other material used in an assignment or assessment task.</p>  |

## POLICY

---

Learners must avoid plagiarism or cheating by not presenting plagiarised work or work done in collusion with another person or persons as their own work.

Learners must not knowingly attempt to gain, or assist another learner to attempt to gain an unfair advantage by cheating in an assignment, assessment task, examination or test.

Trainers must not engage in any activity whereby they knowingly collude with learners that contributes to plagiarism and/or cheating on an assignment, assessment task or during an examination or test.

## PROCEDURE

---

If a learner is suspected of cheating, the trainer will investigate to gather evidence to support the suspicion.

If the suspicion is confirmed, the trainer will notify the HRD Integrated Services Director or Training Manager.

A time will be arranged to discuss the matter with the learner, who will have the opportunity to counter the allegations made against them.

In cases of deliberate plagiarism, cheating or collusion the learner's employer will be informed in writing of the allegations.

HRD may, at its discretion, notify the learner's employer of what has occurred and discuss appropriate sanctions with the employer.

If the allegations are substantiated HRD Integrated Services may reach one of the following decisions:

- for a minor or unintentional offence the learner should undergo an alternative assessment; this could be an oral assessment or responding to alternative written questions. In these cases the learner may receive the lowest level of competency or pass for all the learning outcomes being assessed.
  - if it is a serious offence, but the first of its kind by the learner, the person can be required to undertake a complete re-assessment or re-submission of the assignment, assessment task or examination and will receive the lowest level of competency or pass; HRD may seek mediation with the learner's employer to arrive at an agreed outcome
- OR
- if it is a serious offence HRD may take into consideration the learner's ongoing performance, whether there have been previous instances of cheating or misconduct and the relative seriousness of the cheating (that is, the potential for a safety-critical issue); HRD may seek mediation with the learner's employer and/or may recommend to the employer that the learner be suspended or withdrawn from training.

Learners will be formally advised of the HRD or employer decision.

HRD staff found to have engaged in collusion with a learner will be subject to disciplinary action and counselling consistent with the 'HRD Performance monitoring procedure'.

### **Auspiced training/assessment**

Cheating, copying another's work or collusion, whether when under the supervision of a HRD staff member or when it occurs during auspiced training or assessment is contrary to this policy.

Therefore, the provisions of this policy and procedure document apply equally to a learner participating in auspiced training and assessment.

Similarly, instances of a trainer/assessor who is working under auspice and who engages in unethical, improper or collusive conduct will be reported to their employer and agreement on suitable corrective action sought.