

## 1 Purpose

- 1.1 Students at JPIC are expected to conduct their studies honestly, ethically and in harmony with accepted academic standards. Any form of non-compliance to such standards can result in penalties which may have an impact on the student's academic future and their student visa.
- 1.2 The aim of this policy is to foster cultures and practices and monitoring processes that ensure assessments reflect individual knowledge and effort and to encourage JPIC's students to conduct themselves professionally and ethically while studying and when they enter the workforce.
- 1.3 All training and assessment staff are expected to be familiar with this policy and to incorporate its principles in their management and communication in relation to all assessments.
- 1.4 To assist in the identification and management of situations where plagiarism or cheating are suspected or proven.
- 1.5 To provide an appropriate process for investigating situations where plagiarism or cheating are suspected.
- 1.6 To provide outcomes if the student is found guilty of plagiarism or cheating. JPIC will record the assessment outcome as NYC and student will lose their right to re-submit the assessment. They will have to re-enrol in the whole unit and pay the appropriate fees. Repeat offenders will be deemed to have breached the Student Code of Conduct and will be dealt with under that policy.

## 2 Responsibility

- 2.1 Administration Manager/CEO

## 3 Definitions

- 3.1 **Academic misconduct** includes but is not restricted to: cheating, plagiarism, collusion and improper collaboration during the preparation of any prescribed assessment tasks. student academic misconduct is prohibited at JPIC and any violations may result in academic penalties.
- 3.2 **Cheating:** Dishonest act(s) by a student to gain an unfair advantage in taking an assessment or examination or test in a dishonest way<sup>1</sup>. This may take several forms including:
  - i) Unauthorised communications with other students or unauthorised persons during an assessment;
  - ii) Copying someone else's assessment, or using unauthorised material such as textbooks, notebook or any other written materials during an assessment;
  - iii) Obtaining unauthorised access to assessment materials during or before the assessment;
  - iv) Communicating material to other students in a closed book assessment by leaving answer papers exposed for other students to copy;
  - v) Copying another student's work and submitting it as your own;

- vi) Hiring or asking another person to do an assignment or attend an examination or assessment on the student's behalf;
- vii) Falsification or fabrication of research, lab reports or computer results.

3.3 **Plagiarism**: is defined as presenting someone else's works which include ideas, words, images, or opinions without proper citation as if they are his or her own. Plagiarism may take several forms:

- i) Direct copying of someone else's work such as "phrases, paragraphs, graphs, tables or ideas" without acknowledgment, this also includes downloading of internet materials without referencing;
- ii) Minor paraphrasing of other people's work by changing words or altering phrases or paragraph order without acknowledgment;
- iii) Submitting work which has been developed fully or partly by other people as if it were their own.

3.4 **Collusion**: is the unauthorised collaboration between a group of students in the preparation and production of work which is ultimately submitted by each in an identical or similar form as to be the product of his or her individual efforts. (Note: Collaboration in learning is encouraged for all students; however they need to submit assignments based on their own work and creation.

## 4 Requirements / Process

### Student & Staff Understanding

- 4.1 Students are expected to read, comprehend, respect and comply with this policy and procedures regarding plagiarism, collusion and cheating. Students should also seek assistance from their trainers if they are not sure about the proper way of gathering and using data or references.
- 4.2 JPIC expects all trainers and assessors to be aware of the potential of plagiarism and cheating and apply appropriate risk management strategies.
- 4.3 Staff must ensure that students understand the implications of either act and both the reputational and financial cost of undertaking in such practices.
- 4.4 Staff must take time, especially at the beginning of a qualification to ensure that students understand what plagiarism and cheating are and how it is regarded in Australia.
- 4.5 Students and staff will have notices about improper use of material in their respective handbooks, websites and on the course or unit outlines of every course or unit. Staff that develop course materials are expected to design assessments that do not lend themselves to plagiarism, copying or collusion.

### Detection of Plagiarism

- 4.6 Staff are expected to actively plan to detect plagiarism.
- 4.7 If a staff member, when assessing a piece of work, suspects plagiarism they must subject the piece of work to a test or do sufficient research to satisfy themselves of the extent of the plagiarism (if any).
- 4.8 Plagiarism can vary in scale from incorrect referencing to blatant copying of large chunks of information.

---

***Once printed this is an uncontrolled document – refer to online version for original***

- 4.9 Staff will have to exercise judgment in how to deal with each incident
- i) Comments may be made in terms of the assessment (minor infringement) and a reminder of what constitutes plagiarism and cheating
  - ii) A formal warning may be issued and the student requiring them to be re-assessed
  - iii) The student will be marked as failing their assessment - see actions below.

### Detection of Cheating

- 4.10 Staff will need to have evidence of cheating – for example - by observation in closed book test or by comparison of two students work.
- 4.11 The offending student(s) should be immediately made aware that the trainer/assessor knows and if it is a test situation, remove the student from that test.
- 4.12 If just one student is involved (e.g. obtaining answers without another student’s knowledge) then that student will be marked as “unsatisfactory” or “Not Yet Competent” and will lose the right to repeat the assessment as per the Assessment Policy.
- 4.13 If collusion is suspected then ALL students will be declared as cheating and will be marked as failing their assessment - See Actions below.

### Actions

- 4.14 The assessor will inform the Administration Manager and CEO using the Student Counselling Form. The form is to be filled out and signed by the student and trainer/assessor.
- 4.15 The Administration Manager will then review and investigate allegations. If allegations are found to be true, the students found to have cheated or plagiarised work will not be entitled to repeat the assessments – see below.
- 4.16 A meeting will be arranged within 10 working days to inform the student of the course of action taken and provide counselling where necessary.
- 4.17 The student will receive a formal letter confirming the decision and informing them of their right to appeal under the Complaints and Appeals Policy.

### Assessment Failure

- 4.18 Students found to have cheated or plagiarised work will lose the right under the Assessment Policy to take a repeat.
- 4.19 Student will be required to repeat the unit and pay the appropriate repeat fee.

## 5 Associated Documentation

Assessment Recording Policy  
Assessment Principles Policy

## 6 Version History

Number	Date	Reason	Prepared by	Approved By
1.0	20 June 2010	New Policy	Nina Pearce	Johnson Pearce
2.0	25 July 2012	Reviewed and updated	Nina Pearce	Johnson Pearce
3.0	25 January 2015	Reviewed and updated for audit	Nina Pearce	Johnson Pearce

**Once printed this is an uncontrolled document – refer to online version for original**

File Name: P07 Plagiarism and CheatingV3.0  
Version Date: January, 2015  
Authorised by: CEO

Review Date: January, 2016  
Document Owner: CEO