



## **Cheating and Plagiarism Policy**

### **Purpose**

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 in the Victorian School of Languages (VSL) Language Certificate Program either through an auspice school or Distance Education arrangement. The policy will clearly describe the steps to be taken when plagiarism or cheating are suspected or identified. To ensure that VSL takes responsibility for informing learners about what constitutes plagiarism and cheating in assessment.

To establish practices that recognises and counters plagiarism and cheating in order to quality assure VSL assessment protocols.

### **Scope**

This policy applies to all learners enrolled in all courses delivered by VSL or VETis auspice schools. This policy will come into effect when updates have been made to training packages and are released to learners.

### **Responsibility**

The VSL RTO Team is responsible in ensuring this policy is followed.

### **Definitions**

**Plagiarism** – Is to take someone’s words or ideas or other materials and present them as your own.

**Collusion** – Is an understanding or agreement between two or more people to intentionally cooperate to gain an unfair advantage in assessment and may include.

- Unauthorised and unacknowledged joint authorship in an assessment task
- Unauthorised and unacknowledged copying or use of material prepared by another person for use in assessment

**Cheating** is to seek to obtain an unfair advantage in an examination or test.

**Referencing** - Referencing is a standardised method of acknowledging the sources of information and ideas and other material used in an assignment.

### **Policy**

The cheating and plagiarism policy and procedure quality assures training, learning and assessment at VSL.

The VSL RTO Team and Instructors are responsible for ensuring that the Cheating and Plagiarism Policy is known within the RTO and auspice schools and that there exist appropriate processes to implement the policy.

The auspice schools and RTO will ensure that adequate professional development activities and induction programs for instructors include advice on recognising and addressing plagiarism and cheating.

The auspice schools and RTO will ensure that staff incorporate advice on plagiarism and cheating related to their areas of training and assessment and include opportunities for learners to learn appropriate academic conventions and the rationale behind them in their training.

The auspice schools and RTO will ensure that a statement on plagiarism and cheating, incorporating approved definitions and penalties, is included in all relevant publications, including the handbooks and manuals.

The auspice school and RTO must provide guidelines and advice on the preferred style of referencing and citing information in assessment pieces.

Instructors must not engage in any activity whereby they knowingly collude with learners for the purposes of plagiarism and/or cheating on a set assessment task or during an examination or test.

Learners of the auspice schools or RTO must avoid plagiarism by clearly referencing the use of words or ideas or other materials of other people in an acceptable format.

Learners at the auspice schools or RTO must not present work done in collusion with another person or persons as solely their own work.

Learners must not engage in any situation whereby the learner knowingly attempts, or assists another learner to attempt to gain an unfair advantage by cheating during an examination, test or assessment work.

### **Principles**

The VSL requires learners to submit work that is their own, and considers that plagiarism and cheating constitute academic misconduct for which penalties may be applied.

The VSL recognises its responsibility for educating learners about what constitutes plagiarism and cheating in their particular discipline.

To ensure the integrity of its assessment processes and outcomes the VSL has established a procedure to recognise and counter plagiarism and cheating.

Countering plagiarism and cheating is the shared responsibility of staff and learners.

### **Penalties**

If the learner is suspected of cheating, the teacher will investigate to establish evidence to support the suspicion.

If there is evidence to support the suspicion, the instructor will notify the RTO Manager and set out the concerns to the learner in writing, requesting a time to discuss the matter. The learner will have the opportunity to counter the allegations.

Once the learner has provided the necessary information, the instructor may come to one of two decisions:

- It is a minor or unintentional offence and the learner will need to undergo an alternative form of assessment.
- It is a serious offence the learner will be given a non-competent grade and the course will need to be repeated. Repeated offences of cheating – minor or serious – will result in the learner not allowed to complete the certificate course plus a record on your learner file, together with the reason.

You will be advised of all penalties writing.

### **What if I don't agree with the decision?**

If the learner is accused of and penalised for cheating and believes that the accusation is unjust, the learner will have the right to appeal against the charge. This appeal must be lodged in writing with the RTO Manager of the VSL within two weeks of the penalty being imposed.

The appeal may be lodged against:

- the process
- the decision
- the penalty.

The appeal will be investigated and the learner will be advised of the decision within a week of the appeal.

**Evaluation:**

This policy will be reviewed as part of the school's three-year review cycle.

This policy was ratified by School Council on

**Signed By:**

**The Principal** \_\_\_\_\_

**School Council President** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_