

PLAGIARISM AND COLLUSION

POLICY STATEMENT

REIWA Training does not tolerate plagiarism, cheating or collusion in training and assessment.

REIWA Training regards the integrity of its assessments as critical to its professional responsibilities and will not allow the assessment processes by which REIWA Training assesses the knowledge and skills of students to be compromised.

PURPOSE

The purpose of this document is to outline how REIWA training will address instances of plagiarism, cheating and collusion in maintaining the integrity of assessment evidence submitted by students for the accredited training courses.

SCOPE

All assessment tasks must be the student's own work – plagiarism is a form of cheating. Plagiarism, Cheating or Collusion can include:-

- submitting work which is very similar to another student's
- presenting another's work without adequate referencing, including copying directly from the course material
- submitting another student's work as your own, including a completely duplicate assessment
- allowing another student to use your assessment evidence as their own
- collaborating in completing the assessment component of the course

PENALTIES

REIWA Training recognises that each situation of alleged plagiarism or collusion must be analysed with impartiality and that all pertinent facts including the intent behind the behaviour are explored prior to reaching a decision on the student's enrolment.

In instances of two students being involved in the alleged plagiarism or collusion, focus will be given to each individual circumstances and each individual enrolment. The severity of each incident will be considered and the impact to the overall academic integrity of the student's assessment evidence.

Consequences of plagiarism and collusion could include:-

- Verbal assessment with an assessor
E.g. where minor instances of collusion have been noted
- Resubmission of the assessment document in the student's own word
E.g. where instances of copying and pasting form the course material have been detected

- Additional assessment activities
E.g. to determine competency in form completion where the original contracts contain information from previous versions of the course no longer in use
- Completion of the assessment at REIWA Training's premises
E.g. where the authenticity of a student's assessment evidence is in doubt
- Expulsion from the course
E.g. where identical assessment evidence is submitted by two students, including the signatures on the contracts are those of another student

PROCEDURE

1. In such instances the student's submission will be referred to the Executive Manager Training or the Compliance Coordinator.
2. A review of the student's assessment evidence will be completed and the areas of concern noted.
3. Contact will be made with the student / s to address the issue with them and explore any pertinent mitigating factors and /or relevant information
4. Contact will be made with the assessor to gather information relating to their concerns about the student's assessment evidence in line with the principles of assessment and rules of evidence.
5. Reference will be made to REIWA Training's policy in preserving the integrity of assessment evidence in line with the Rules of Evidence
6. Executive Manager Training and Compliance Coordinator will complete the plagiarism and collusion investigation form and reach a decision on how to progress the student's enrolment. The outcome will depend on the severity of the situation and could include verbal assessment, resubmission of the portion of the assessment in question, additional alternate assessment questions or the cancellation of the enrolment.
7. A written outcome of the outcome will be provided to the student via vettrak and an event created on the student record in vettrak.
8. The student will be made aware of REIWA Training's Appeals process
9. The sheet recording incidences of plagiarism and collusion in REIWA Training's Appeals register will be updated, recording the outcome of the process

ASSOCIATED DOCUMENTS

- Plagiarism and collusion investigation form
- Appeals register
- Appeals Lodgment form
- Appeals progress form

REVIEW OF THE POLICY

This is a controlled document. It may only be changed on the authority of the Executive Manager Training.

AUTHOR OF POLICY: Lesley Reagon - Executive Manager Training

DATE REVIEWED: March 2018

DATE TO BE REVIEWED: March 2020

VERSION CONTROL

Version	Page	Revision Details	Changed by	Date
1.0	All	New policy	Lesley Reagon	13/03/2018
