

CHEATING AND PLAGIARISM POLICY AND PROCEDURE

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| Date Approved: | 30 June 2022 |
| Policy Category: | Training and Assessment |
| Policy Owner: | National Training Manager |

1. Purpose

The integrity of training and assessment is reliant on thorough measures to prevent conduct that impacts the validity of assessment decisions. SEDA is committed to ensuring that assessment decisions are made correctly and according to the rules of evidence and principles of assessment.

This policy sets out student, trainer and assessor obligations with respect to ensuring the integrity of assessment, through the prevention of cheating and plagiarism.

2. Scope

This policy applies to all training and assessment, within each training product on SEDA's scope of delivery as a registered training organisation. The policy applies to training products delivered by SEDA and third parties that deliver on behalf of SEDA through Auspice agreements.

The scope may not apply to non-accredited training and assessment provided by SEDA or accredited training that is not delivered by SEDA under the Auspice agreement from other registered training organisations.

3. Application

This policy and procedure is to be applied in conjunction with guidelines for training and assessment as set out in the SEDA *Trainer and Assessor Guide*, as well as *Operating Manual*

4. Definitions

4.1 Plagiarism- the practice of taking someone else's work or ideas and passing them as one's own.

Includes but is not limited to:

- Submitting another student's response or responses within an assessment task
- Submitting information from another resource (internet or other) as your own response
- Claiming someone else's work or ideas as one's own

4.2 Cheating- the act of gaining an advantage via dishonest or unfair methods.

Includes but is not limited to:

- Gaining excessive assistance from a fellow student or other source
- Having someone else complete your work on your behalf
- Allowing another student to copy your work
- Utilising resources that are not allowed
- Fabricating information

5. Policy

5.1 Cheating and plagiarism is unacceptable at SEDA Group and students are made aware of this through the Course Information Brochure, which they are given prior to enrolment. The Cheating

and Plagiarism Policy and Procedure is also on the SEDA Group website.

5.2 Trainers/Assessors are informed about SEDA Group’s cheating and plagiarism procedures through the *Trainer and Assessor Guide* and at staff induction. Trainers/Assessors will actively monitor students for cheating and plagiarism.

5.3 Submitted written work on MySEDA is scanned through the inbuilt plagiarism detection software in MySEDA.

5.4 Any submission determined as plagiarised will be assessed as “not satisfactory” and follow the plagiarism procedure to determine further consequences and resubmission options for students.

5.5 Any submission determine as cheating will be assessed as “not satisfactory” and follow the cheating procedure to determine further consequences and resubmission options for students.

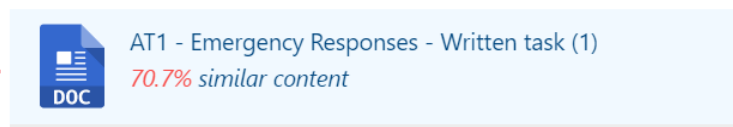
6. Procedure

6.1 Plagiarism

Where assessors suspect students have plagiarised answers they will:

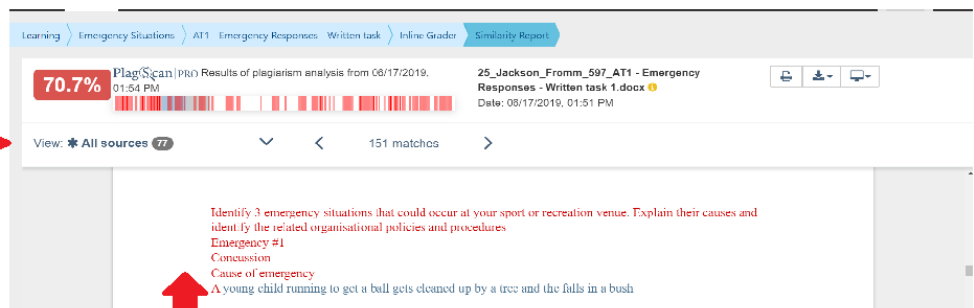
- Check for plagiarism using the inbuilt plagiarism software located within MySEDA

In the students submission the scan states the similarity score



Click on the highlighted similarity score to access a detailed report.

If students responses are plagiarised/similar click on the "All sources" button to access a list of the source of similar content.



Text highlighted in red is the same as another source.

- There is no specific threshold score applied by SEDA Group that denotes an acceptable level of plagiarism, as the score is likely to be high due to assessment tasks containing the same pro-forma information (unit information, assessment information, task instructions, etc) and questions.
- Check the first submission by a student in an assessment task to ascertain if they have plagiarised. If not, this will provide a guide as to an appropriate threshold plagiarism score for this particular task. A range of around 10% should be applied to this score, as the depth of student’s responses will vary, and longer responses will decrease the rate of plagiarism (as decreases the impact of the pro-form and questions).
- Assessors may also check individual responses within tasks that they suspect are plagiarised.
- In determining whether a student has plagiarised the assessor must consider:
 - The student’s response- have they demonstrated they have the skills and knowledge required even though their response contains similarities?
 - The assessment task- is it a group task and therefore responses are likely to be similar? (Similar not the same)
 - The assessment question- the length of response required and the

range of possible answers will dictate how similar students' responses will be.

- The certificate level- higher level certificates are expected to provide more detail, more analysis and demonstrate greater depth of skills and knowledge.
- If the assessor determines the student has plagiarised, they will be required to arrange an interview with the student to discuss the incident and determine if it was intentional. The student will be given an opportunity to explain.
- At the conclusion of the meeting the following procedure will be followed where it is still determined that the student plagiarised:
 1. In the first instance the student will be given a verbal warning. The trainer/assessor will record in pastoral care records in MySEDA (The student will be required to re-do another equivalent assessment task)
 2. In the second instance the student will be given a second warning and required to attend training on researching, plagiarism and referencing. The trainer/assessor will record in pastoral care records in MySEDA (The student will be required to re-do another equivalent assessment task)
 3. In the third instance the student will be given a third warning with an academic performance letter. The trainer/assessor will record in pastoral care records in MySEDA (The student will be required to re-do another equivalent assessment task)
 4. In a subsequent incident the student will be given a final written warning outlining the details which will be signed by the head of teaching and learning, trainer/assessor and the student. This will be kept in pastoral case records in MySEDA. (The student will be required to re-do another equivalent assessment task).
 5. Any further infringements will result in the students being withdrawn from SEDA Group. A letter will be given to the student explaining the situation and will be kept on student file.

6.2 Cheating

Where assessors suspect students have cheated, they will:

- Arrange a meeting with the student to discuss their responses. In the meeting assessors will verbally assess the student on their responses to confirm:
 1. Whether they received assistance
 2. Whether they abided by the assessment conditions and requirements
 3. Their knowledge of the responses they have submitted
 4. Their knowledge relating to the question and activities within the assessment
 5. Their skills in producing products submitted
- Students will be given the opportunity to discuss the incident and confirm if any breaches were intentional. The student will be given an opportunity to explain their actions and confirm their competency.
- In determining whether a student has cheated the assessor must consider:
 - The student's response- have they demonstrated they have the skills and knowledge required even though they may have received assistance
 - The assessment task- is it a group task and therefore responses are likely to be similar? (Similar not the same)
 - The assessment condition requirements- if they didn't follow the conditions does this impact the student demonstrating the unit requirements
- If the assessor determines the student has cheated, at the conclusion of the meeting the following procedure will be followed:

1. In the first instance the student will be given a verbal warning. The trainer/assessor will record in pastoral care records in MySEDA (The student will be required to re-do another equivalent assessment task)
2. In the second instance the student will be given a second warning with an academic performance letter. The trainer/assessor will record in pastoral care records in MySEDA (The student will be required to re-do another equivalent assessment task)
3. In a subsequent incident the student will be given a final written warning outlining the details which will be signed by the head of teaching and learning, trainer/assessor and the student. This will be kept in pastoral case records in MySEDA. (The student will be required to re-do another equivalent assessment task).
4. Any further infringements will result in the students being withdrawn from SEDA Group. A letter will be given to the student explaining the situation and will be kept on student file.

7. Policy History

| Version | Policy Owner | Approval Date | Effective Date | Summary of Changes |
|---------|---------------------------|---------------|----------------|--------------------|
| 1.0 | Programs Manager | 24/7/2020 | 24/7/2020 | New policy |
| 1.1 | National Training Manager | 30/06/2022 | 30/06/2022 | Logo updated |