



Plagiarism, Cheating and Authentication of Assessment Policy

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Introduction:

Foundation Learning Centre is committed to ensuring the standards of academic integrity and honesty are upheld. Foundation Learning Centre will not condone plagiarism or cheating in any form by any student undertaking a qualification or accredited course with Foundation Learning Centre. It is a requirement of students to authenticate work to be their own. As a Registered Training Organisation, Foundation Learning Centre adheres to the guidelines set out by the regulating bodies such as VRQA and VCAA and the information set out in the VCE and VCAL Administrative Handbook.

Purpose:

To establish and maintain a common understanding of plagiarism and cheating and to ensure prevention, detection and appropriate courses of action with regard to plagiarism and cheating. To establish a student understanding of authentication of work, what action educators and students need to take regarding authentication of assessments.



Definitions:

Plagiarism:

- The process of copying another person's idea or written work, partial or in full and claiming it as original.
- Plagiarism can take the form of direct, word-for-word copying or the theft of the substance or idea of the work.
- The failure to quote or reference or gain permission for the use of another's work, including rephrasing, and submitting this as one's own work or assignment.
- Plagiarism includes information obtained through the Internet as well as hard copy.
- Supporting the act of plagiarism through providing work to another party, regardless of the belief that the work will be copied.

Cheating:

- To deceive or mislead somebody, especially for personal advantage.
- To provide submissions of or use falsified data.
- To undertake any forms of plagiarism.
- To provide work that has not been undertaken by the student.
- Theft or unauthorised use of another's work and/or materials.
- To duplicate or exchange assignments or work of another and present as one's own work.
- To take credit for a group assignment where the student has not equally contributed to the work

Authentication:

- To establish as genuine.
- To establish the authorship or origin of conclusively or unquestionably, chiefly by the techniques of scholarship: *to authenticate a painting.*
- To make authoritative or valid.

Responsibilities:

Students:

It is the students' responsibility to understand the terms of reference of this policy that under no circumstances will cheating and plagiarism be tolerated from students undertaking qualifications or accredited courses provided by Foundation Learning Centre. Students are required to gain an understanding of the requirements and processes surrounding authentication of their work and the documentation they need to sign.

Staff:

It is the responsibility of all staff and trainers/educators to understand the terms of reference of this policy that under no circumstances will cheating and plagiarism be tolerated from students undertaking qualifications or accredited courses provided by Foundation Learning Centre, and to ensure appropriate steps are undertaken to:



- Make students aware of the requirements and responsibilities regarding cheating and plagiarism in their course work.
- Supervise and assess work and assignments to evaluate as to whether any forms of cheating and plagiarism are being undertaken.
- Act accordingly and reasonably to establish if any act of cheating and plagiarism is/or has been undertaken and take the appropriate steps outlined in the Plagiarism and Cheating Procedure.
- Educators need to provide an understanding to students what the requirements of authentication are and necessity of authentication of individual work.

Awareness:

The provisions of this policy will be made readily available to all students at all times and prior to enrolment through Foundation Learning Centre's website, promotional materials and the student handbook. Staff can also access these documents on Novacore.

Further Information:

Code of Practice

Plagiarism and Cheating Procedure

VCAA VCE and VCAL Administrative Handbook