



CHEATING & PLAGIARISM POLICY

INTRODUCTION

1. GippsTAFE is committed to ensuring that all learners understand their individual responsibility when submitting work for assessment.
2. This Policy provides advice to teachers and learners at GippsTAFE regarding cheating and plagiarism.

POLICY

1. Cheating and Plagiarism are serious offences and are not tolerated in any form at GippsTAFE. A learner who is suspected of cheating or plagiarising work will face penalties as outlined below.
2. Cheating is an attempt to benefit from another person's work/activity in order to achieve an outcome which is not generated from your own efforts.
3. Plagiarism is taking another person's work or ideas and representing them as your own. It may be as simple as taking a few words or phrases to capturing an entire article, essay or piece of work.
4. Plagiarism may result from deliberate copying, insufficient knowledge, inadequate referencing or collusion. It may be intentional or accidental and include the use of social media.
5. Subject to the severity of the breach, a learner found to have cheated or plagiarised may:
 - Be requested to resubmit an assignment or assessment task for a remark (which may involve the full grading scale or simply a pass/fail);
 - Automatically fail an assignment or assessment task;
 - Automatically fail the subject;
 - Be requested to leave the course; or
 - Be excluded from GippsTAFE.

PROCEDURE

The following procedure is designed to guide all teaching staff of GippsTAFE.

Preventing Cheating & Plagiarism

1. Reinforce the significance of integrity to the learning process.
2. Ensure learners are aware of the GippsTAFE Cheating & Plagiarism Policy and the consequences of a breach of the policy.



3. Prohibit talking during assessments.
4. Require learners to sign a cover sheet asserting the work is that of the learner, or its online equivalent.
5. Ensure learners are aware of the library guide, [Referencing – APA Style](#).

Detecting Cheating & Plagiarism

6. Compare work of learners.
7. Look for inconsistency of voice and tone in writing styles.
8. Undertake 'spot checks' of learner work, using online checking tools (i.e. [grammarly.com](#)).

SUPPORTING DOCUMENTATION

[Referencing – APA Style](#)

APPLICATION

All learners of GippsTAFE

RESPONSIBILITY

Educational Performance Advisor

AUTHORITY

General Manager Teaching & Learning, September 2011

To be reviewed in September 2013