

Purpose

To ensure cases of plagiarism are identified and are dealt with appropriately.

Scope

This policy applies to all assessments conducted by TexSkill assessors

Procedure

Plagiarism is the presentation of work that has been copied in whole or in part from any other source such as the Internet, published books, periodicals or other students without due acknowledgement given in the text. For example, when quoting or paraphrasing material from other sources, the original source must be acknowledged in full.

Examples of plagiarism are, but are not limited to:

- Text (sentences or paragraphs) copied from another source when the original source is not appropriately acknowledged;
- A fellow student's work is copied or partly copied.
- Designs, drawings, charts and images are presented as original work.
- A piece of work has already been submitted for assessment in another unit.

If an Assessor suspects or detects evidence of plagiarism they will contact the student to obtain the student's account of the circumstances. Should an inadequate explanation be provided the Assessor will investigate the matter and in consultation with the TexSkill CEO will decide:

a. That no case has been established and assessment to continue as normal,

Or

b. That minor plagiarism has occurred and the assessment is graded accordingly,

Or

c. That serious plagiarism has occurred and the assessment to be disallowed,

The student will be advised of the outcome in writing and students who believe the matter has not been dealt with satisfactorily have the option to appeal the decision as per the Students Complaints Resolution process.



Management Responsibility

Training Coordinators

Implementation Responsibility

CEO

Reference

Student Induction Handbook, Assessment Procedure, Student Complaint Resolution