



## COPYING AND PLAGIARISM POLICY

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### OVERVIEW

NVR Education Australia must ensure that the evidence presented for assessment is the learner's own work. Any student presenting evidence that is not authentic or belonging to the student being assessed may result in an incorrect judgement of the student's competency being made.

Students found to be copying, plagiarising or cheating will face disciplinary action.

### COMPLIANCE

This process is required to ensure compliance with Clause 1.8 of the Standards for RTOs 2015.

### RESPONSIBILITY

- NVR Education Australia's Trainers and Assessors are responsible for identifying and reporting student's found to be copying or plagiarising work, or 'cheating'.
- The Academic Coordinator and RTO Manager are responsible for reviewing the matter and making decisions regarding disciplinary action imposed on the student/s.

### POLICY

#### DEFINITIONS

Students must not copy or "steal" another person's ideas and/or work and passing it off as your own.

This includes:

- Copying someone else's work
- Copying someone's work and changing a few of the words
- Paying someone to do your work
- Using an idea from a text without proper referencing

Doing an assessment **together** with your friends and handing in identical assessments is **Copying**.

Handing in someone else's work as your own individual work is **Plagiarism**.

Paying for an assessment is **cheating**.

#### IDENTIFICATION OF COPIED OR PLAGIARISED WORK

Trainer must be mindful of copied or plagiarised work:

- There will be similarities in responses and some answers may even be the same based on the task being answered
- Students may refer other items of work for confirmation, but assessment tasks must be written separately and in their own words
- Students may refer to external information within their assessment but must reference the source within their Assessment

NVR Education Australia provides Trainer and Assessors with access to Grammarly's Plagiarism tool to check student's work for copying.

Where a trainer has identified copied or plagiarised work, or otherwise believes the student to be cheating, the trainers should approach this topic with students privately and clarify requirements with students.



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Any students suspected of unethical behaviour should also be reported to the Academic Coordinator and/or RTO Manager for disciplinary procedures which may require the student to attend discipline meetings, submit their assessment again, and pay the re-assessment fee.

Any difficult students should be directed to speak with the Academic Coordinator or Management.

### DISCIPLINARY ACTION

Any students who have been found to be copying or plagiarising other's work will be deemed 'Not Yet Competent' in the unit.

Students will need to reassess the unit and complete additional work. Students will also be charged the maximum reassessment fee of \$250 per unit.

Continued misbehaviour will result in an official warning notice being issued based on student behaviour which may lead to the student's suspension or reporting to Immigration.

### ASSOCIATED DOCUMENTS AND FORMS

- *International Student Handbook*
- *Trainers Information Guide*
- *Training and Assessment Quality Assurance*

### DOCUMENT CHANGES AND MODIFICATIONS

Date	Summary of changes	Approved by
20/08/2020	Updated to NVR formatting	Samantha
25/05/2021	Updated to include use of Grammarly Plagiarism checking tool	Samantha