



Managing Plagiarism and Cheating Procedure P023

Policy Purpose

To ensure integrity of the assessment process by preventing academic dishonesty.

Background

A student that cheats during the assessment process may incorrectly be deemed competent and subsequently put themselves and others at risk in the workplace.

This policy along with the expected standard of behaviour is included in the Student pre-enrolment handbook which is provided to students prior to commencement of training.

Process

The risk of plagiarism and cheating is managed by Ironbark Training by the following strategies:

- All assessments conducted by IRONBARK TRAINING are conducted under exam conditions with no reference materials, notes or other aids unless allowed within the assessment material for the unit of competency being assessed.
- The room seating is configured so as to allow sufficient space between students.
- Candidates are told to put mobile phones and any other communication devices facedown on the table in front of them during assessment.

Students caught cheating will be asked to leave the course immediately and no refund will be given. Where external reporting requirements exist, Ironbark Training staff must ensure notification to the external regulator is made within the required timeframe. A student may be re-assessment on another date under strict supervision of an assessor unless prohibited by a requirement of an external regulator, with all electronic devices (eg mobile phones) turned off and placed face down on the table in front of them.

The trainer will separate the student from others to minimise the opportunity for cheating. A second attempt to cheat will result in dismissal from the course with no refund and the student will be prevented from attending courses at IRONBARK TRAINING in the future.

Note

This procedure will be reviewed for effectiveness at the end of each financial year by the CEO and Compliance Manager.

Who is responsible

CEO, Compliance Manager, Trainers