

Policy	Bower (training) Assessments, Plagiarism and Cheating Policy
Applicability	Bower Place
Authorisation	General Manager / Directors
Policy Endorsement Date	18 <sup>th</sup> November 2021
Policy Review Date	
Next Policy Review Date	November 2022
Document version	V1.0 Final
Policy Owner	Directors

### Assessments

To be successful, you need to:

- Attend/participate in all scheduled assessments.
- Submit written assessment on or before the due date (unless an extension has been granted).
- Follow all assessment instructions, including submission requirements.
- Undertake assessment honestly, without any form of cheating, plagiarism or collusion and retain copies of all assessment at least until your marked work is returned.

### Resubmission

If you do not satisfy the assessment requirements on your first attempt, you will receive feedback and may be able to re-submit the assessment item. It is important that students address all the criteria contained in their first submission feedback to a satisfactory standard.

Students will have one assessment re-submission opportunity and are required to submit on or before the resubmission due date provided. Students are encouraged to speak with their course facilitator if assistance is required.

If you do not attempt or complete the resubmission assessment to a satisfactory standard, you will be marked as a fail 'F' and will be required to re-enrol in the unit.

No assessment re-submissions will be permitted after the close of study date or after the final result for the unit of competency has been issued.

## **Plagiarism and Cheating**

All content that is not the original work of the student, must recognise the original source.

Students that do not reference the works of others are claiming the content as their own, and as such are plagiarising the work of another.

Rights of the author means students are required to attribute and acknowledge the name of the person and source of the work, not use the work in a manner which would degrade the author's reputation or honour, not change the work and not falsely attribute.

Acknowledgement of the source needs to be completed by referencing, by in-text citations and a list of sources used in all written tasks.

## **Cheating**

Students that present work of others, as their own representation of their understanding and abilities is cheating. This includes not acknowledging the true source, handing in the work or copy of work of others and allowing others to hand in your work as their own.

Referencing means the true source is acknowledged in the appropriate way. Harvard Referencing generators are an excellent source to assist with citation, along with footnotes and endnotes.

## **Penalties**

Any suspicions of cheating will be investigated. If there is evidence to support the allegation, the matter will be referred to the Practice and Training Manager and a time will be made to discuss for a decision to be made.

This may mean an outcome where the matter is deemed to be unintentional and an alternative assessment will be provided, such an oral assessment to clarify a student understanding of the content required.

If deemed intentional the student will be graded as a 'F' fail for the unit and the student will need to reenrol to participate in and complete the unit again.

