



# Assessment/Assignment Malpractice Policy

## **ASSESSMENT MALPRACTICE**

Assessment malpractice includes: cheating, collusion and plagiarism. Bedford College regards the integrity of assessment as critical to its professional responsibilities as an RTO and therefore strives to ensure the assessment processes are not compromised. Bedford College has policies and procedures in place for dealing with assessment malpractice.

### **Cheating**

All assessments must be 100% your own work. Cheating (including copying) or the use of another person's work and submitting it as your own is cheating and will not be tolerated.

### **Collusion**

Collusion is the presentation of work, which is the result in whole or in part of unauthorised collaboration with another person or persons. It is your responsibility to ensure that other students do not have opportunity to copy your work.

### **Plagiarism**

Copying from a published work (including the internet), without referencing, will not be tolerated.

This includes presentation of work which has been copied in whole or in part from another person's work or from any other source such as the Internet, published books, and periodicals. This also includes systematic rewording or changing key nouns and verbs. You must follow referencing guidelines if you take another person's idea, and put it into your own words.

#### *How to Avoid Plagiarism*

For subjects at Diploma level, we use the **Harvard Referencing System** which is an international standard used in universities and colleges throughout the world. There are many guides available for Harvard Referencing (just do a Google search or access the Referencing Information in the Student Portal in Moodle).

### **Penalty**

The penalty for cheating, collusion and plagiarism is LOSS OF ALL MARKS for the assessment or assignment. This penalty applies to all parties involved in the incident including students who assisted the event.