



Plagiarism and Collusion Policy

1.0 Introduction

The ACT takes very seriously cases of plagiarism and/or collusion. Plagiarism is a serious offence and any candidate found to be copying another candidate's work or quoting work from another source without recognising and disclosing that source will be penalised.

2.0 Definition of Plagiarism

Plagiarism is the deliberate or unwitting passing off of someone else's work as your own; this includes direct copying of work, paraphrasing or précising and over-reliance on someone else's work without appropriate referencing.

Plagiarism may happen if

- a candidate is careless in reproducing notes that were originally taken from other sources, or
- there is a lack of awareness by the candidate of the originator, or
- candidates collaborate and do not acknowledge each other's work, or
- there is indiscriminate use of the web and electronic sources, eg copying and pasting without referencing, or there is incomplete or inadequate referencing.

3.0 Definition of Collusion

Collusion involves unauthorised cooperation between at least two people, with the intention to deceive. It can involve:

- two or more candidates conspiring to produce an assignment or part of an assignment with the intention of at least one candidate passing it off as their own work;

- the submission by a candidate of another candidate's work, where the latter has willingly lent their work, and where it should be evident to the candidate lending their work that by so doing, an advantage is conferred on the other candidate;
- unauthorised cooperation between a candidate and another person in the preparation and production of work which is presented as the candidate's own.

All work that candidates submit as part of the ACT assessment requirements must be expressed in their own words and incorporate their own judgements. Direct quotations from the published or unpublished work of others, including that of tutors or employers, must be appropriately referenced. Authors of images used in reports and audiovisual presentations must be acknowledged.

Situations where plagiarism and collusion are suspected will be taken very seriously. Candidates believed to be involved will have their work looked at separately by the Senior Assessor and/or another senior academic and plagiarism detection software may be used. Sanctions are listed on the Guidance Notes attached to assignments and projects.

There is a separate guide to Harvard referencing and it is strongly advised that this document is consulted before starting to write the assignment or project. Refer to

4.0 Definition of Impersonation

Impersonation is the deliberate use of the wrong name or candidate number, or impersonating another individual, or arranging to be impersonated by someone else.

Any of these offenses will be taken very seriously and marks relating to such assessments will be held in abeyance until any potential breach has been thoroughly investigated. Anyone found to be impersonating another, or arranging to be impersonated will have their work declared null and void and both individuals may be subject to other sanctions, particularly if the offense has been carried out more than once.

