ACT Plagiarism & Collusion Policy

All ACT qualifications

INTRODUCTION

All work that you submit as part of the ACT assessment must be expressed in your own words and incorporate your own judgements. Quotations from the published or unpublished work of others, including that of the ACT course materials, tutors or employers, must be appropriately referenced. Authors of images used in reports and audio-visual presentations must be acknowledged. No Artificial Intelligence (AI) software may be used at any point during the assessment process.

DEFINITION OF PLAGIARISM

Plagiarism is the deliberate or unwitting passing off of someone else's (or AI) work as your own. This includes direct copying of work, paraphrasing or over-reliance on someone else's work without appropriate referencing. Using AI generated material in your submission is also plagiarism.

Plagiarism may happen if:

- a candidate is careless in reproducing notes that were originally taken from other sources
- candidates collaborate and do not acknowledge each other's work
- there is indiscriminate use of the web and electronic sources, e.g. copying and pasting without adequate referencing
- a candidate submits material created or amended by AI.

Types of plagiarism:

- **outright copying** is when a student uses exactly the same words as the original source without using quotation marks or saying where the words are from
- **paraphrase plagiarism** is changing some of the words and grammar but leaving most of the original text the same
- **patchwork plagiarism** is when parts of the original author's words are used and connected together in a different way
- **stealing an apt term** is when a short phrase from the original text has been used in the student's work, possibly because it is so good.

There are many ways the ACT can check whether or not you have plagiarised, including the use of AI, so it is not worth the risk. A finding of plagiarism against you will constitute a breach of the ACT's Ethical Code for which you will be subject to the ACT's disciplinary process.

DEFINITION OF COLLUSION

Collusion involves unauthorised co-operation between two or more 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 sole work
- the submission by a candidate of another candidate's work, where the latter has willingly lent the work, and where it should be evident to the candidate lending the work that by so doing, an advantage is conferred on the other candidate
- unauthorised co-operation between a candidate and another person (a non-candidate) in the preparation and production of work that is presented as the candidate's own sole work.

HOW WILL PLAGIARISM AND COLLUSION BE MONITORED?

Cases of suspected plagiarism and collusion will be taken very seriously. If the ACT believes you are involved, you will have your work looked at separately from the marking process and your work will be subject to the anti-plagiarism software and processes listed below:

- the ACT will use anti-plagiarism software as well as consulting senior assessors to investigate any claims even further
- when submitting an assignment, you are agreeing that all work submitted is your own and that it may be processed through anti-plagiarism software
- you may be required to submit additional evidence to prove that the assignment is your own work, e.g. previous versions of your submission
- all evidence is assessed by the Assessment Operations Manager before any investigations are taken forward as a breach of conduct.

Pease note that all assessments and assignments submitted for marking go through a rigorous and independent marking process including second marking, standardisation, moderation, and careful scrutiny before marks are finalised. This process happens separately to the plagiarism checks to ensure a fair marking process is followed; however, marks may be withheld if an investigation is ongoing.

WHAT HAPPENS NEXT?

If, at the end of its processes, the ACT finds that you have plagiarised (including the use of AI) or colluded, you will be contacted and disqualified in line with the ACT's Assessment Rules & Regulations.

To find all the resources needed to take your assessment successfully and support any post-assessment queries you may have, please visit our website at: learning.treasurers.org/assessment.

If you have any questions regarding your assessments, please contact us at assessment@treasurers.org.