

## Plagiarism Policy and Associated Procedures

### *Purpose of the policy*

This policy and associated procedures outline Kentford College's approach to ensuring that plagiarism, cheating and collusion do not occur.

This policy and associated procedures outline Kentford College's detection methods for identifying the usage of Artificial Intelligence (AI) and Large Language Models (LLMs) in student assessment.

This policy and associated procedures assists in ensuring the requirements of Standard 1.4 and 1.5 of the Outcome Standards for RTOs are met.

### Policy Statements

#### *Student integrity and honesty*

Kentford College is committed to upholding standards of student integrity and honesty in regard to the assessment of their work and places value in the declarations of authenticity made by students.

Students are expected to act with integrity at all times and only submit work that is their own, or that has been appropriately referenced and includes acknowledgements of all texts and resource materials utilised in the development of the work.

Students and staff have a duty to ensure they gain the necessary understanding of how to correctly acknowledge and cite references and resources so as to minimise incidents of plagiarism and cheating and associated allegations.

Prior to commencing studies, students are provided with information about academic integrity, including information about expectations regarding AI and LLM usage as well as procedures for dealing with academic dishonesty and associated consequences, in Kentford College's Student Handbook and during orientation and prior to each assessment where relevant.

#### *Unacceptable behaviour*

From time to time, there may be incidents of student plagiarism, cheating and collusion which Kentford College is required to act upon in order to uphold the value of assessment outcomes and the reputation of the nationally recognised training provided.

Usage of AI/LLM created work must not be submitted as original work made as part of an official assessment at Kentford College. The use of such tools as aids for the purpose of brainstorming and idea generation are acceptable, provided they are declared, but any use of them to generate answers to assessment questions directly without acknowledgement constitutes academic misconduct.

Student plagiarism, cheating and collusion in any form are unacceptable and will be treated seriously by Kentford College using a fair, consistent and evidence-based process.

## Procedures

### 1. Check for plagiarism, cheating or collusion

- 1.1 Inform students of Kentford College's plagiarism, cheating or collusion expectations which are outlined in the Code of Conduct in the Student Handbook prior to enrolment and during orientation.
- 1.2 Inform students about what is considered acceptable usage.
- 1.3 Upon the submission of all assessment tasks, students are required to sign an Assessment Cover Sheet that includes a declaration of the authenticity of the work. A student may wish to declare use of AI/ LLM and include a summary of what and how AI was used in the assessment.
- 1.4 Check students have completed declaration and if incomplete, request students to sign prior to marking assessment.

### 2. Detection of plagiarism, cheating and collusion

- 2.1 Conduct initial checks using tools designed to detect plagiarism, cheating and collusion. Methods for detecting plagiarism, cheating and collusion include:
  - identifying uncharacteristic usage of language by students
  - detecting text and formatting that is typically generated by LLM
  - answers that are not related to the actual content/intent of the assessment question; and
  - identifying responses where sources are real, but they aren't relevant to the context.
- 2.2 Use an AI detection tool such as Zero GPT (<https://www.zerogpt.com/>) or Grammarly
- 2.3 Review findings and consider whether there are sufficient grounds to indicate the student has plagiarised, cheated or colluded. If so, identify whether an assessment is valid, utilising the following methods wherever applicable:
  - Cross reference with the student's written work that has taken place in a face to face setting.
  - Copy a portion of the assessment that has indicators of AI usage into a LLM and determine whether the responses match or are similar.
  - Question the student orally in class about the assessment and determine whether they understand the question and answer in a similar fashion.
- 2.4 Source evidence to support the allegation.

### 3. Respond to incidents

- 3.1 Provide the student found to have plagiarised, cheated or colluded with an opportunity to respond to the allegations.
- 3.2 Send a written communication to the student outlining the issues.

3.3 In the case of AI/LLM usage, explain to the student what appropriate use is and refer them to the Student Code of Conduct.

3.4 Advise the student in writing that they will be required to redo the assessment in full or as a gap assessment and of any associated charges and that in the event of any further instances their enrolment may be cancelled.

Possible outcomes may also include warning, alternative assessment, competency not achieved result, or formal misconduct record depending on severity.

3.5 Keep all records of the student's involvement in alleged plagiarism, cheating or collusion securely in accordance with records management requirements.

### *Responsibilities*

Trainers and assessors are responsible for identifying plagiarism, cheating and collusion and documenting evidence.

The CEO is responsible for managing plagiarism, cheating and collusion.

All staff must report suspected misconduct.

Students are responsible for submitting authentic evidence.

Policy and Procedure Version Control			
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