



**PORT + CRANE
ACADEMY**
OF NEW ZEALAND

Academic Integrity, Plagiarism and Cheating

POLICY

PCANZ is committed to supporting learners to develop the skills and abilities required to meet their study goals. Academic integrity is of the highest importance to maintain quality courses and quality outcomes for learners, stakeholders, and industry.

Cheating in any form will not be tolerated, including plagiarism, where a learner claims the work of someone else as their own or fails to reference it appropriately.

PROCEDURE

1. Assessment activities are organised and moderated by staff / Learning & Assessment Partners to mitigate risk of cheating
2. Marking guides are used to give the appropriate achievement standard and ensure consistency in assessment
3. Learner identity is verified before any assessment event as appropriate
4. If it is suspected a learner has been discovered to have plagiarised their work, an investigation will ensue:
 - a. Learner's assessment is scanned with plagiarism detection software and sections flagged by the software are reviewed to check if they are plagiarised or properly cited
 - b. Assessments completed by other learners are reviewed to identify similarities in work
 - c. If there is suspicion or evidence of plagiarism the learner is interviewed about the authenticity of their work, their sources and how they completed the assessment
 - d. Investigations will be conducted in a manner that respects learner dignity and cultural values, including offering the presence of a support person or kaumatua if requested.
 - e. If the assessment is deemed as plagiarised, the severity of the plagiarism will be determined

5. Learners found culpable of academic dishonesty are subject to a strict disciplinary process as outlined in Learner Disciplinary Procedure Policy.

RESPONSIBILITIES

General Manager

- Ensure Assessors are suitably trained and maintain appropriate assessment procedures and are trained in detecting academic dishonesty