

ACADEMIC MISCONDUCT DETECTION POLICY

Policy / Document Approval Body:	Academic Board
Date Created:	1 May 2022
Policy Custodian:	Dean of Engineering
Policy Contact:	IT Manager/HR Manager
Location on EIT website:	https://www.eit.edu.au/about/policies-procedures/
Review Period:	Every Three Years from Commencement
Revision No:	6
Date of Revision:	1 May 2023
Date Approved:	29 August 2023
Date Commenced:	15 September 2023

1.0 Purpose

The purpose of this policy is to clarify the techniques employed by EIT to discourage and detect academic misconduct including plagiarism, collusion, cheating, using generative artificial intelligence, contract cheating, including assisting others to cheat, and thus encourage academic honesty.

2.0 Scope

This policy applies to all members of EIT's Vocational Education and Training (VET) and Higher Education community.

3.0 Objectives

The objective of these guidelines is to promote the understanding and importance of academic integrity and to clarify the techniques employed by EIT to discourage and detect academic misconduct. EIT will undertake to:

- Promote the importance and benefits of maintaining academic integrity;
- Educate students in proper citing techniques and discourage uncited work;
- Encourage discussion;
- Refer students to EIT's website and Moodle course pages for more information on academic integrity; and
- Educate students on what constitutes academic misconduct, how to avoid it, and the consequences of submitting plagiarised material.

4.0 Implementation

Implementation will arise through collaboration between academic staff, Learning Support Officers and students. Lecturers and students will be working together for a common cause (i.e., maintaining academic integrity and protecting the academic standing of EIT's Higher Education and VET courses).

EIT has adopted TurnItIn as a Plagiarism Detection Software tool for online submission of written assignments. Other tools may be used. The use of plagiarism detection software is only one element of the overall strategy aimed at encouraging academic integrity and sound scholarly practice. The professional judgement of academic staff remains the most effective way to determine whether a piece of assessment has been plagiarised.

Furthermore, remote invigilation/proctoring software is used to digitally record and monitor students while attempting invigilated assessments or exams. This allows testing of a student's knowledge with a high level of integrity in terms of preventing them accessing unauthorized sources of support (either another individual/communication channel or materials); or if the student does access these unauthorized sources of support, we have demonstrable evidence of this breach.

4.1 Student awareness

EIT will remind students that plagiarism detection and invigilation/proctoring software may be used as a means of upholding academic integrity.

During the enrolment process, all students are required to acknowledge their awareness that plagiarism detection and invigilation/proctoring software may be used in courses in which they enrol.

Enrolled students also have to successfully complete the mandatory academic integrity module on Moodle. This is designed to educate students on academic integrity at EIT.

4.2 Plagiarism Detection Software – TurnItIn

Turnitin is an originality checking and plagiarism prevention service. Turnitin encourages best practices for using and citing other people's written material. Students submit assessments through the assignment submission box on Moodle which has been adapted to include a Turnitin plugin.

Turnitin's software compares the assessment's text to a database of 12+ billion pages of digital content including the internet, journal articles and student assignments previously submitted to Turnitin.

The new Turnitin feature of detecting artificial intelligence is currently being trialled.

4.3 Student benefits:

- Students learn how to prepare and submit original work (e.g., use of proper referencing techniques);
- Students learn to evaluate their own skills and self-educate themselves on avoiding plagiarism in the future;
- Students know that academic integrity is being maintained and value that their qualification is being protected; and

- Students know their intellectual property is protected – TurnItIn date stamps submitted work providing an indication of originality; and assists those wanting to publish their work as it provides some protection against others copying all or part of their work.

4.4 Staff benefits:

- The software provides a fast and thorough check for plagiarism due to the breadth of the database search;
- The Peer Review tool within TurnItIn facilitates on-line peer review; and
- The Grademark tool (online marking) within TurnItIn could be used to:
 - Develop and apply rubrics (rules or comments for common errors in assignments) which reduces marking time; and
 - Allow more than one marker to grade at any one time – no waiting time for the first marker to complete their task.

4.5 Joint Benefits:

- The integrity and value of EIT's awards are protected;
- Awareness of how to avoid plagiarism is increased; and
- Promotes better assignment writing and citation practices.

4.6 Limitations of plagiarism detection software:

The use of plagiarism detection software is a tool used to identify possible plagiarism by matching text. Academic staff will use this software as an initial tool to detect possible plagiarism, and then apply professional judgement to determine whether or not material has been plagiarised. Academic staff will then undertake to determine if it was done intentionally.

TurnItIn cannot be used to check images or computer programs. In addition, resources that are not available electronically require manual checking.

4.7 Proctoring / Remote Invigilation Software (IRIS)

Remote proctoring software can monitor the audio, video, and screen of students' work environment during online assessments and flag behaviour that may show academic dishonesty, which helps provide educators with greater assurance of assessment integrity.

The EIT assessment process may be overseen by remote invigilation / proctoring software called IRIS. When students access IRIS to do an assessment, the online session will be recorded, and their computer will be monitored during the assessment. Potential integrity breaches are automatically flagged by a facial recognition algorithm. Once the student finishes their assessment, the recorded session will be reviewed by the LSO and lecturer (where required).

How IRIS Proctoring Works:

1. Students receive a URL link to install a plugin into their Google Chrome browser:
 - a. This is a browser extension that functions as the proctoring application.

2. When students enter the relevant online assessment, the proctoring plugin opens a window, showing steps for students to follow.
 - a. Students enter their name and student number and select their webcam and audio.
 - b. A webcam snapshot of the student's ID card is required, and
 - c. Screensharing is initiated.
3. When ready, students click the start button and proctoring begins.
4. The following is recorded:
 - a. Audio – all audio is recorded for the duration of the proctoring.
 - b. Video (from webcam) – one snapshot every 2-30 seconds, and
 - c. Screenshots of the student computer is also taken.
5. The proctoring is automatically stopped once the student finishes the assessment, and this recording is then saved on the EIT server (with a backup stored on the student computer for redundancy).
6. This recording is stored online with Amazon Web Services in Sydney.

4.8 Other methods used

- The use of oral examinations, presentations or verbal questioning.
- Knowing the student's capabilities in the context of being able to authenticate student work
- Random sampling of assessment tasks to check for similarities
- Part of moderation process
- Comparing student's performance across a number of tasks and units/modules
- Detecting a change in students writing style and sophistication of language
- Other artificial intelligence detection software

5.0 Definitions

Please refer to the EIT Glossary that can be found [here](#) for all definitions used in this document.

6.0 Related Documents

The following policies and procedures are related to this policy:

- Academic Freedom and Code of Ethics Policy.DS
- Academic Honesty and Misconduct Policy and Procedure.DS
- Copyright Policy.DS
- Copyright Procedure.DS
- Diversity, Fair Treatment and Equal Opportunity Policy
- EIT01 Training and Assessment Policy
- EIT02 Quality Assurance Policy
- EIT06 Complaints and Appeals Policy

- EIT07 Governance and Administration Policy
- Health and Wellbeing Policy and Procedure.DS
- Higher Education Fees Policy.HE
- Information Management and Security Policy and Procedure.DS
- IT Policy for System Administrators and Managers.DS
- Learning and Teaching Policy.HE
- Learning and Teaching Policy.VET
- Learning and Teaching Resources Policy .DS
- Privacy Policy.DS
- Records Management Policy and Procedure.DS
- Student Complaints, Grievances and Appeals Policy.HE
- Student Complaints, Grievances and Appeals Policy.VET
- Student Complaints, Grievances and Appeals Procedure.HE
- Student Complaints, Grievances and Appeals Procedure.VET
- Student Support for Online Learning and ICT Infrastructure Procedure.VET
- Student Support Policy.DS
- Student Support Procedure.DS
- Students at Risk Policy.HE
- Students at Risk Policy.VET
- Students at Risk Procedure.HE
- Students at Risk Procedure.VET
- Work, Health and Safety Policy.DS

7.0 Related Legislation

The following legislation is relevant to this policy, however not all are mandatory for education providers:

- [Copyright Act 1968 \(Cwth.\)](#)
- [Equal Opportunity Act 1984 \(WA\)](#)
- [Higher Education Standards Framework \(Threshold Standards\) 2021 \(Cwth.\)](#)
- [Privacy Act 1988 \(Cwth.\)](#)
- [Work Health and Safety Act 2011](#)
- [Work Health and Safety Act 2020 \(WA\)](#)

8.0 Accountabilities

The Academic Board is responsible for review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and EIT's community via the website and other publications.