Academic Misconduct Detection Policy

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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 and cheating, including assisting others to cheat, and thus encourage academic honesty.

2.0 Scope

This policy applies to all members of EIT's 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.

- 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 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.

To further raise awareness, the following paragraph is included on all assessment coversheets.

Work submitted may be subjected to a plagiarism detection process. If this process is used, then copies of this work would be retained and used as source material for conducting future plagiarism checks.

4.2 Plagiarism Detection Software – TurnItIn

In the first instance plagiarism detection tools should be used primarily for educational purposes. Students will be allowed to use the software to educate themselves through submission of draft assignments. It should be kept in mind that *TurnItIn* is more accurately described as a text matching tool for use in the deterrence and detection of plagiarism.

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 degree is being protected.
- 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.

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.
- 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
  - Allow more than one marker to grade at any one time – no waiting time for the first marker to complete their task.

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

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.

4.3 Proctoring / Remote Invigilation Software (IRIS)

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

The EIT exam process is overseen by remote invigilation / proctoring software called IRIS. When students access IRIS to do an exam, the online session will be recorded and their computer will be monitored during the exam. Potential integrity breaches are automatically flagged by a facial recognition algorithm. Once the student finishes their exam, 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 exam, the proctoring plugin opens up 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.
   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
   c. Screenshots of the student computer is also taken

5. The proctoring is automatically stopped once the student finishes the exam 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.

5.0 Definitions

Academic Integrity: Demonstrating the values of honesty, trust, fairness, respect and responsibility in all academic endeavours, including preparing and presenting work for assessment as part of coursework or research.

Academic misconduct: means conduct by which a student seeks to gain for himself, herself or another person an unfair or unjustified academic advantage in a course or unit of study and includes, cheating, collusion and plagiarism. It may be intentional or reckless.

Cheat/Cheating: means to seek to obtain an unfair advantage in an examination or written, oral or practical work, required to be submitted or completed for assessment in a course or unit of study and includes the resubmission of work that has already been assessed in another unit.

Collusion: means unauthorised collaboration on assessable written, oral or practical work with another person or persons.

Plagiarism: Using another person's ideas, designs, words or works without appropriate acknowledgement.

Turnitin: An electronic text matching system that compares text in a student assignment against electronic text found in the publicly accessible Internet, published works, commercial databases, and student assignments.

Proctoring/Remote Invigilation: The online monitoring of audio, video and screen of students' work environment during an online examination, with flagging of behaviour that may show academic dishonesty.

6.0 Related policies and procedures

The following policies and procedures are related to this policy:

- Academic Honesty and Misconduct Policy

7.0 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.