

TAFE Assessment Cover Sheet



This cover sheet must be completed and attached to written assessments before submission.

Student Name			
Student ID		Contact No	
Unit Title		Unit Code	
Assessment Task Title / No			
Name of Teacher		Date submitted	

Plagiarism and Collusion

Plagiarism is copying or paraphrasing someone else's work and presenting it as your own. This includes, but is not limited to:

- Presenting another person's work as your own work, this includes the work of other students.
- Copying out parts of any work without acknowledging the source(s), for example - written text (direct copying or paraphrasing), diagrams, and audio-visual material (sound and image files).
- "Washing" - using Google Translate or similar services to translate a plagiarised assessment into another language and then back again into English.
- Using artificial intelligence models (e.g. ChatGPT and Copilot) to generate assessment content without acknowledging the use of the model.
- Submitting your own previously assessed work for a new assessment requirement.

To avoid plagiarism, referencing is required to acknowledge the work and ideas of others that you have used in your assessment.

Collusion is working with others to complete an assessment when the assessment instructions indicate that it is an individual task, and the teacher has not authorised the collaboration. For example, presenting group work as your own.

Consequences of Plagiarism and Collusion

If you are found to have engaged in plagiarism and/or collusion on a submitted assessment, one or all the following actions may occur:

- Referral of the matter to the *Senior Educator/Course Coordinator* for direction with regard to further submission of the assessment, use of available support services such as Learning Hubs and/or recording the alleged plagiarism on your student file.
- Referral of the matter to the *Program Manager* who may issue a written warning, require you to re-submit your work for assessment or undertake another form of assessment such as oral questioning, and/or allocate a not yet competent result for the unit.
- Referral of the matter to the *Executive Director* for suspension from the course and/or official disciplinary action.

Further information on Referencing and Plagiarism can be found here [Referencing | Victoria University \(vu.edu.au\)](https://vu.edu.au).

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Student Declaration

I declare that this assessment submission is:

- original and has not been submitted for assessment elsewhere
- my own work or the collaborative work of my group/team (where allowed in the assessment instructions)
- not plagiarised or the product of collusion

I will keep an electronic or hard copy of my assessment submission to be produced if required.

Student Signature		Date	
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An electronic copy of this Assessment Cover Sheet is available from Student Forms:

<https://www.vu.edu.au/current-students/your-course/forms>