**Academic honesty**

Candidates are reminded that work submitted as part of any assessment or examination at CDN must be expressed in their own words, thoughts, ideas and judgements. Plagiarism, cheating and collusion are all examples of malpractice and will not be tolerated in any assessment or examination situation.

Plagiarism occurs, for example, if you:

* copy word for word from a text
* paraphrase the word of a text very closely
* use text downloaded from the internet
* use statistics or assembled facts without acknowledging the source
* copy or download figures, photographs, images, diagrams without acknowledging the source
* copy from lecturer notes
* pay for work and submit it as your own.

Accidental plagiarism may occur due to inexperience and you should ensure that you are aware of your responsibilities, and ask your course assessor if you are unsure.

Collusion occurs if you:

* copy another candidates work with their knowledge
* allow your work to be copied by another candidate
* do another student’s work for them
* submit work as your own when it is actually the work done in collaboration with others (except where collaboration is part of the assignment and your course assessor has made this clear to you).

**Copying**

* copying from another candidate without their knowledge, using any means including electronic

**Personation**

* sit an assessment for someone else, impersonate another or allow yourself to be impersonated