Plagiarism Policy

Introduction:

Plagiarism occurs when a person uses other people's thoughts, writing or creative work and presents them as their own, that is without clearly acknowledging the source of the information. It can take several forms, including:

- directly copying work from another source, for example from the internet including Artificial Intelligence (AI) tools such as Chat GPT, class resources and exemplars written by teachers, a book, another student's assignment; the work may include text, statistics, figures, photographs, pictures, diagrams etc
- paraphrasing another person's work
- cutting and pasting together sections of the work of others into a new whole
- receiving material help from other people while producing an assignment, without express permission or instruction from a teacher

Plagiarism is a serious breach of discipline and constitutes malpractice as set out in the JCQ document 'Instructions for conducting non-examinations assessments':

- https://www.jcq.org.uk/wp-content/uploads/2022/08/Instructions_NEA_22-23_FINAL.pdf

Guidance can also be sought via:
- https://www.jcq.org.uk/exams-office/malpractice/plagiarism-in-assessments---guidance-for-teachersassessors/

Teachers delivering courses where any form of coursework is used (NEA) will use both links to refresh their own knowledge but also make students aware of the NEA policy early in the student's programme of study, at which point students are responsible for ensuring they understand the details and implications for them.

If a student lends another student their work and the work is subsequently copied, the lender will be deemed to have contributed to the malpractice. This may be true even if the copying is completed without the lender's permission or knowledge.

Artificial Intelligence (AI) tools including Chat GPT

Recent AI development is the advanced work that can be produced using Chat GPT. Students should be aware that using Chat GPT or similar AI tools to generate written work that the student passes off as their own work would constitute plagiarism. JCQ AI Guidance https://www.jcq.org.uk/exams-office/malpractice/artificial-intelligence/

AI use refers to the use of AI tools to obtain information and content which might be used in work produced for assessments which lead towards qualifications. While the range of AI tools, and their capabilities, is likely to expand greatly in the near future, misuse of AI tools in relation to qualification assessments at any time constitutes malpractice. Teachers and students should also be aware that AI tools are still being developed and there are often limitations to their use, such as producing inaccurate or inappropriate content. AI chatbots are AI tools which generate text in response to user prompts and questions. Users can ask follow-up questions or ask the chatbot to revise the responses already provided. AI chatbots respond to prompts based upon patterns in the data sets (large language model) upon which they have been trained. They generate responses which are statistically likely to be relevant and appropriate. AI chatbots can complete tasks such as the following:

- Answering questions
- Analysing, improving, and summarising text

- Authoring essays, articles, fiction, and non-fiction
- Writing computer code
- Translating text from one language to another
- Generating new ideas, prompts, or suggestions for a given topic or theme
- Generating text with specific attributes, such as tone, sentiment, or formality

As stated by JCQ, "Examples of AI misuse include, but are not limited to, the following:

- copying or paraphrasing sections of AI-generated content so that the work is no longer the student's own
- copying or paraphrasing whole responses of AI-generated content
- using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation or calculations
- failing to acknowledge use of AI tools when they have been used as a source of information
- incomplete or poor acknowledgement of AI tools - submitting work with intentionally incomplete or misleading references or bibliographies." (Source: 'AI Use in Assessments: Protecting the Integrity of Qualifications, Guidance for Teachers & Assessors, March 2023)

The JCQ guidance emphasises the following requirements:

- As has always been the case, and in accordance with section 5.3(j) of the JCQ General Regulations for Approved Centres (https://www.jcq.org.uk/examsoffice/general-regulations/), all work submitted for qualification assessments must be the students' own
- Students who misuse AI such that the work they submit for assessment is not their own will have committed malpractice, in accordance with JCQ regulations, and may attract severe sanctions
- Students and centre staff must be aware of the risks of using AI and must be clear on what constitutes malpractice
- Students must make sure that work submitted for assessment is demonstrably their own. If any sections of their work are reproduced directly from AI generated responses, those elements must be identified by the student and they must understand that this will not allow them to demonstrate that they have independently met the marking criteria and therefore will not be rewarded (please see the Acknowledging AI Use section below)
- Teachers and assessors must only accept work for assessment which they consider to be the students' own (in accordance with section 5.3(j) of the JCQ General Regulations for Approved Centres); and
- Where teachers have doubts about the authenticity of student work submitted for assessment (for example, they suspect that parts of it have been generated by AI but this has not been acknowledged), they must investigate and take appropriate action

In accordance to JCQ guidance, teachers and external markers will reserve the right to use software developed to check written work for the use of such AI tools.

Students should be aware of the risks and limitations of online AI tools such as Chat GPT even when simply using them for research. Whilst they appear advanced, such tools are language generators that use an algorithm to analyse the statistical likelihood of the language selected being an appropriate response to a question posed. Such tools may return responses which are incorrect even though they appear convincing. If asked to look

for references on a topic, they may very well return results which do not exist in reality. Where a teacher or external marker or moderator discovers that references and research have been generated using such a tool and are not genuine, this would constitute an offence of plagiarism under this policy.

Where ChatGPT or other AI tools have been used by students to generate content, or as part of a planning or creative process, this should be acknowledged and referenced as a conversation with a third party might be, and the search term used to generate the response should be included as part of this referencing.

Where a student is at all unsure about whether their use of ChatGPT or other AI tools would be acceptable in producing work, they should speak to their subject teacher(s) and, in the case of NEA, refer to the JCQ document 'AI Use in Assessments – Protecting the integrity of Qualifications' (See above link)

Procedure to avoid plagiarism.

To avoid plagiarism, it is the college policy that all NEA courses must make learners aware of the what constitutes plagiarism and in turn help them to protect themselves from any scenarios where doubt is raised.

Students should:

1. Not allow other students to borrow their work unless a teacher gives explicit permission for this to happen
2. Quote the source when using others' work. This also refers to any work where the originator's words have been paraphrased rather than directly copied
3. Place any word-for-word, literal quotation in quotation marks
4. Avoid reliance on an AI tool such as Chat GPT
5. Reference website pages used as part of the gathering of research, including AI tools such as ChatGPT – good practise here is to reference any source material in and outside of lessons via bibliography documents
6. Acknowledge specific help received while producing NEA, this can be any form of help (friends, family, teachers). Any such reference should be made in writing on the awarding body's 'candidate authentication statement'
7. Avoid copying material created by teachers for use in class as notes and exemplars.
8. Understand that when they sign their candidate authentication statement, they are confirming that their work sits within these rules, any sources have been appropriately referenced and that if any plagiarism subsequently comes to light, the College will be duty bound to report it to the JCQ
9. Where doubt exists, students should consult a teacher

Teachers should:

1. Use course induction materials to provide instructions to students' information about plagiarism, including relevant advice about how to avoid it. The college Exams Manager will also share the NEA guidelines issued by JCQ
2. In the case of NEA make students aware, before they undertake the work, that they will be required to sign an authentication statement for the awarding body in which they are confirming that their work is their own, sources have been referenced and that their work is not plagiarised in any way
3. Information about plagiarism will also be shared via Parent Portal and new parents' evenings

If a student is suspected of plagiarism:

When a student is suspected of plagiarising work or is involved by allowing it to happen, the following procedures will be followed:

1. For internally assessed work, where the marks do not contribute to a student's final qualification, the matter will be dealt with in accordance with the College's [Behaviour Policy]
2. For NEA where marks do contribute to a student's final qualification, the procedure detailed below will be followed

Where the teacher marking the work suspects the presence of plagiarism within a student's submitted work they will:

1. Alert the subjects Faculty/Deputy Faculty Manager at the earliest opportunity
2. Record the investigation as a Stage 1 record on the student ILP
3. Alert the students Pathway lead
4. The Faulty/Deputy Faculty Manager will then interview the student, preferably with another member of staff present, to put the evidence before them of the suspected plagiarism as defined above (where two or more students are suspected of plagiarism, this initial interview should be conducted separately for each student)
5. ask the student to sign a statement regarding their explanation of the plagiarism identified
6. Within five working days the FM/DFM complete a brief report of the incident, interview and its conclusion for the Assistant Principal (Exams) handing on all documents

Where the plagiarism as defined above is confirmed and uncontested by the student in their signed statement, the Assistant Principal (Exams) will decide on appropriate follow-up action. If the student has by this stage signed the coursework authentication form. Working with the Exams Manager

1. The awarding body will automatically be informed of the malpractice
2. The Faculty Manager will complete the JCQ malpractice report which will be submitted to the relevant awarding body along with a copy of the student's statement and any accompanying materials

In the case of uncontested plagiarism as described above the Assistant Principal (Exams) will meet with the student to explain the outcome of the investigation and the action to be taken. A letter will be sent to the student and parent(s).

All documentation arising from the investigation will be held on the student's file with reference made on the individual ILP.

For NEA, where plagiarism is suspected but is denied by the student:

The Assistant Principal (Exams) will examine the evidence already collated and conduct any further investigation as necessary to establish the facts and will be advised by the Examinations Officer in relation to the awarding body's regulations.

A meeting will be held between the Assistant Principal (Exams) and student to discuss the evidence.

1. If the Assistant Principal (Exams) decides, during this meeting, that there is no case to answer, no further action will be taken

2. If the student admits to plagiarism during this meeting, action will be taken by the Assistant Principal (Exams) in accordance with above, and a revised signed statement will be produced by the student
3. If, at the end of the meeting, the positions of the College and the student remain unchanged, further action will be taken (See below)
4. A written record will be made of this meeting
5. The written record of the meeting referred to above will be added to the student's file
6. The parent(s) will be informed that an investigation, as outlined below, is underway and will also receive a copy of the written record of the meeting

If the positions of the College and the student remain unchanged, the Examinations Officer will advise the Assistant Principal (Exams) in relation to the awarding body's regulations.

The Assistant Principal (Exams) will decide on appropriate follow-up action. If this action includes a report to the awarding body, the report will include a copy of the student's statement denying the suspected plagiarism.

The Assistant Principal (Exams) will meet with the student, to explain the outcome of the investigation and what action, if any, is to be taken. If the action to be taken is not in accordance with the stated position of the student, they will be informed about their right to seek resolution via the College's Complaints Policy. If appropriate, a copy of the Complaints Policy and Procedures will be handed to the student at the meeting. The student will also be advised of the information available on the JCQ website in relation to appeals against internal assessment decisions. This can be found at https://www.jcq.org.uk/exams-office/malpractice

A written record of this meeting, together with a copy of the malpractice report, if such a report is submitted, will be sent to the student and their parent(s) and a copy will be kept on the student's file.

All documentation arising from the investigation will be copied to the student's tutor and held on the student's file.

Consistent with the statement above regarding what constitutes plagiarism, the awarding body's sanction for an act of plagiarism could involve disqualification "from at least the subject concerned". Furthermore, the College reserves the right to impose its own sanctions consistent with the College Behaviour Management Policy.

Relevant College Policy Documents

- Behaviour Management Policy.
- Non-Examination Assessment Policy

Review of Policy

The policy will be reviewed on an annual basis.

Date of Last Approval/Revision	July 2023
Review interval (years)	Every two (2) years (or in line with JCQ updates)
Author	Assistant Principal
Approval/review body	SLT
Date of next review	July 2025
Public File location	College Website (students/parents) and internal SharePoint (staff)