Plagiarism Policy

GP23

Document History

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V1.1	February 2021	Initial Release	GP23
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Controlled through ISOtracker	May 2024	Reviewed to put more clarity about the use of AI with plagiarism.	Alan Bates

Document update location matrix

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Update required	Yes					

Contents

Plagiarism Policy

1. Introduction

The aim of this policy is to ensure and encourage candidates to adopt good academic conduct in respect of assessment and ensure candidates are informed of the consequences of academic misconduct.

2. Policy Statement

In all assessed work candidates should take care to ensure the work presented is their own and fully acknowledge the work and opinions of others through proper referencing and citation. It is also the responsibility of the candidates to ensure that they do not undertake any form of cheating or other form of unfair advantage.

3. Scope

This policy applies to all forms of assessment, internal and external.

4. Legislation

The Human Rights Act 1998 applies to the operation of this policy.

5. Responsibilities

All staff has a responsibility to give full and active support for the policy by ensuring:

a) The policy is known, understood and implemented.

b) All candidates on all programmes on all levels must be made fully aware by staff of how to reference properly material and learning sources used and researched by candidates

c) It must be noted that within this policy that malpractice committed by training organisations and candidates will be managed through the malpractice policy. Offences committed by candidates will be managed through the Good 2 Go board.

6. Actions to Implement and Develop Policy

6.1. It is appreciated, that the circumstances of individual irregularities and frauds will vary, but it is important that all are vigorously and promptly investigated and that appropriate remedial action is taken. It is an academic offence for an apprentice to act in a manner whereby he/she gains or attempts to gain an unfair advantage. Such acts will be dealt with in accordance with the procedure set out in this policy.

6.2. The determination of whether cheating, plagiarism or other forms of unfair advantage (referred to in this document as academic irregularities) has occurred will be investigated by Good 2 Go.

6.3. The facts must be established initially by the Training provider or Employer and subsequently any sanction can be applied which may affect the candidate's overall performance.

6.4. An allegation of cheating, plagiarism or other unfair advantage is not the same as proof of the incident.

6.5. Once the facts have been established, it is then for the Good 2 Go to judge the seriousness of the case and to exercise discretion accordingly. All confirmed cases of plagiarism will be presented to the Good 2 Go Board that has the ultimate responsibility in issuing the appropriate outcomes.

It is imperative that all Training providers and Apprentice Employers highlight any concerns of plagiarism or academic malpractice to Good 2 Go.

Definitions and Examples

There are different forms of "academic irregularity" all of which may be the subject of the procedures described below. However, it is not possible to state categorically that, in all cases, every perceived academic irregularity will be proved once that matter is investigated (e.g. the copying of a design or a work of art may not in all instances amount to plagiarism). Each case will have to be considered on its merits and on the basis of the strength of evidence. The following sections are different types of academic irregularity.

6.6. Cheating - Cheating includes:

- Communicating with or copying from any other candidate during an examination except in so far as the examination regulations may specifically permit this e.g. group assessments.
- Communicating during an examination with any person other than a properly authorised Invigilator or another authorised member of staff.
- Introducing any written or printed materials into the examination room, unless expressly permitted by the examination or programme regulations.
- Introducing any electronically stored information into the examination room, unless expressly permitted by the examination or programme regulations.
- Gaining access to an unauthorised material relating to an examination during or before the examination.
- Obtaining a copy of an "unseen" written examination paper in advance of the date and time for its authorised release.

- In any other way, the provision, or assistance in the provision, of false evidence or knowledge of understanding in examinations.

6.7. Plagiarism – Plagiarism is defined as the presentation of work by others as the writer's own without appropriate acknowledgement. Examples of plagiarism are:

- The inclusion in a candidate's work of more than a single phrase from another person's work without the use of quotation marks and Acknowledgement of the sources.
- The summarising of another person's work by simply changing a few words or altering the order of presentation, without acknowledgement.
- The substantial and unauthorised use of the ideas of another person without acknowledgement of the source.
- Copying the work of another candidate, with or without that candidate's knowledge or agreement.

Candidates should also be aware of AUTO PLAGIARISM which is deemed as a very serious academic offence. "Auto plagiarism occurs where a candidate's own work is re-presented without being properly referenced.

Restriction on the Use of AI in Good 2 Go Apprentices' Assignments

Students are permitted to make appropriate use of artificial intelligence tools to support their personal study, research and formative work. Where doing so, it is recommended that you discuss this with your supervisor or lecturer to understand how best to engage with these tools whilst still benefiting from the educational experience as intended.

A student using any unacknowledged content generated by artificial intelligence within a summative assessment as though it is their own work constitutes academic misconduct unless explicitly stated otherwise in the assessment brief. (see behaviour and attitude policy)

We encourage staff to clearly communicate their expectations to students and encourage use of available guidance where relevant and useful. If you have any concerns regarding the potential use of artificial intelligence, please discuss this with your supervisor or lecturer to ensure you have the most relevant and up to date information.

The following is an extract from Highfields guidance on the use of AI (may 2024)

Upon review of the learner work, the assessor should check that:

• the default language does not change to US English or contain inconsistencies in the language style

• terminology and or language being used is appropriate or relevant to the qualification

• there isn't a lack of, or omissions of quotes and or references

• there are no fake or incorrect references

• incorrect and or inconsistent perspectives (for example, first-person/ third person perspective) do not exist within the learner's work

• there isn't a lack of images, tables or graphs where these would usually be expected

• there isn't generalised content where specifics would usually be expected, for example, regarding the learner's workplace or work situation

• there isn't inconsistency within the learner's own work relating to spelling, punctuation and grammar

• work isn't typed when previously submitted work had been hand-written, especially where the typed wording is inconsistent with the learner's previous writing style and level of capability

• the content doesn't contain unusual repetition

If in doubt, incorporate further evidence types into your learner's portfolio of evidence. A professional discussion, for example, that is recorded and included as evidence of a learner's knowledge will provide further assurance that your learner has the required knowledge to enable certification. If the assessor completes these checks, they will reduce the likelihood that plagiarism or AI will be detected at the internal quality assurance stage. We recommend that these checks are saved as part of assessment feedback within the learner's portfolio of evidence, as this will support the IQA officer in their decision-making process.

Methods of checking for plagiarism or AI can include:

• using free online AI and plagiarism checkers. [Plagiarism Checker | Grammarly](#)

• copying the learner's wording into a search engine to check for similarities in widely available resources.

• comparing the work to another learner's work in the same cohort or resources they have been supplied with.

• comparing the learner's work to your centre's support resources to ensure that the learner has not directly copied content into their own response. This is particularly relevant where the delivery tends to be within a classroom or where your centre supplies textbooks or other resources that support a learner's knowledge.

6.8. Collusion – Collusion exists where a candidate:

- Submits as entirely his/her own, with intention to gain unfair advantage, work done in collaboration with another person.
- Collaborates with another candidate in the completion of work which is intended to be submitted as that other candidate's own unaided work.
- Knowingly permits another candidate to copy all or part of his/her own work and to submit it as that candidate's own unaided work.

6.9. Ghosting – Ghosting exists where:

- A candidate submits as their own work which has been produced in whole or part by another person on their behalf e.g. the use of a ghost writing service i.e. buying assignments off the internet;
- A candidate seeks to make financial gain or other material gain by using work, which they have written or produced, available to another candidate.

6.10. Dishonest Practice – The use of any other form of dishonest practice not identified by the above definitions.

7. Procedures used to deal with the above

7.1. Initial Procedure for Course Assessment.

- When an academic irregularity is suspected, the member(s) of Training organisation concerned should first discuss the matter informally with the candidate(s). The candidate will be given the opportunity to present his/her case.
- If the candidate(s) concerned admits to the academic irregularity, then the member(s) of Training organisation or Employer concerned shall report the matter and the outcome to Good 2 Go within two working days, for Good 2 Go to determine the action to be taken.
- In cases where the candidate admits misconduct the candidate should be required to sign a letter to that effect. The candidate should also be given the opportunity to declare academic misconduct in other work that they have submitted.
- If this informal meeting does not resolve the matter the member(s) of Training organisation and employer concerned should then, within three days or as soon as reasonably practicable following the discovery or allegation, report the matter in writing to Good 2 Go. The report should contain full details about the circumstances surrounding the alleged irregularity including, if appropriate, photocopies of the candidate's work.

7.2. Initial Procedure for Examinations.

- Where an academic irregularity is suspected in an examination. The candidate will also be advised by Good 2 Go that a full report will be submitted following the examination.
- If the candidate(s) concerned admits to the academic irregularity at the point of being challenged by the Training organisation or Employer will inform Good 2 Go within two working days, for Good 2 Go to determine the action to be taken.
- If a candidate considers other candidate/candidates to be gaining unfair advantage during an examination, it is the responsibility of the candidate to bring this to the attention of Good 2 Go However, no action can be taken unless the infringement of rules on behalf of the candidate/candidates is subsequently verified by Good 2 Go.

8. Candidates Right of Appeal

The candidate has a right of appeal against the decision of Good 2 Go in accordance with the appeals Policy (as set out in the Good 2 Go Appeals Policy GP08).

9. Monitoring and Evaluation

The Good 2 Go will monitor the operation of the policy by:

a) Receiving appeals received and their outcomes during Governance.

10. Monitoring and Review

Good 2 Go will establish appropriate information and monitoring systems to assist the effective implementation of this policy. Good 2 Go will ensure that adequate resources are made available to promote this policy effectively and is committed to reviewing this policy on a regular basis.