Greenhead College Corporation

PLAGIARISM PROCEDURE

Reviewed April 2023

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This procedure has been written with reference to JCQ (Joint Council for Qualifications) guidance documents *Plagiarism in Assessments: Guidance for Teachers and Assessors* and *Suspected Malpractice Policies and Procedures.* The guidance document *AI Use in Assessments: Protecting the Integrity of Qualifications* (published March 2023) has also been considered.

Defining Plagiarism

The JCQ guidelines for dealing with instances of suspected malpractice defines plagiarism as:

"unacknowledged copying from or reproduction of published sources or incomplete referencing".

Within this definition, plagiarism does not include collusion ("working collaboratively with other candidates"), copying from another candidate or allowing work to be copied. Nor does it include the misuse of artificial intelligence to create work which is not their own. These are seen as different forms of malpractice. However, for the purposes of this procedure, any references to plagiarism, below, could relate more widely to instances of **plagiarism**, **collusion**, **copying** or **AI misuse (see Appendix 1)**.

Examples of Plagiarism

- Copying from published texts
- Copying from internet sources
- Copying or submitting essays or pieces of work previously submitted for examination
- Copying or submitting manufactured artefacts
- Direct and unacknowledged translation of foreign language texts into English
- Copying from work packs produced by the College.

Preventing Plagiarism

- Raise awareness of plagiarism during induction or before beginning non-examined assessment or coursework
- Ensure that all students are aware of the JCQ documents *Information for Candidates: Non-Examination Assessments* and/or *Information for Candidates: Coursework*
- Ensure that all students understand which penalties may be applied
- Ensure that all students sign declarations (exam board-issued or otherwise) when formally submitting work to confirm the work is their own
- Ensure that students are aware of what is and what is not acceptable in respect of plagiarism
- Ensure that students are introduced to the conventions of using footnotes and bibliographies to acknowledge sources including the use of AI, as appropriate
- Ensure that all deadlines are reasonable and where deadlines are set to assess progress.

Identifying Plagiarism

The following points may help in the identification of plagiarism.

- Check whether the student has submitted draft work throughout the non-examined assessment/EPQ/coursework writing process
- Changes in the quality of content, spelling, punctuation style, writing style and presentation throughout the work
- Outdated references used throughout the work
- The use of specialised terminology and jargon which would not ordinarily be expected from a student at this level.

Confirmation of Plagiarism

Several methods can be used to confirm a case of plagiarism:

- Type a 4-6 word phrase from the text in a search engine such as Google. It may be useful to try a few search engines

- Conduct a viva voce with the students. This may help to assess whether the work is that of the student
- Ask the student whether they have used unacknowledged sources or another student's work.

Reporting Plagiarism

If you suspect that a student has submitted work which involves unacknowledged sources or may be the work of another:

- Inform the appropriate Assistant Principal, Quality of Education that you suspect that a case of plagiarism has taken place
- Provide evidence to support your assessment.

Dealing with Plagiarism

- If suspicions are confirmed and the student has not signed the declaration of authentication, the case will be dealt with as an internal college matter. In this instance:

  1) The student will be informed that any marks given for their piece of work will be removed. There will be no opportunity for the resubmission of work. If the Head of Department and Assistant Principal, Quality of Education agree that it would be difficult for the student to successfully pass the qualification, they should consult with the Deputy Principal and if appropriate the student will be withdrawn from the qualification
  2) The student will be given a formal warning which will be recorded on their file and communicated to the parents by letter
  3) If the student involved lent work to a student which was then used and submitted as a student's own, the student will receive a formal warning which will be recorded in the student's file and communicated to parents by letter. No further action will take place unless the student is involved in a second case of plagiarism.

- If suspicions are confirmed and the student has signed the declaration of authentication, the case must be reported to the awarding body. This procedure is detailed in the JCQ's *Suspected Malpractice Policies and Procedures*. The awarding body will consider any sanctions.

Author:	Deputy Principal
Date drafted:	October 2017
Last Review	April 2023
Date of next review:	April 2026

"This policy has been impact assessed to ensure it complies with all aspects of Equality and Diversity. Members are reassured that this policy is compliant with current equality legislation".

Policy Prepared by: **Deputy Principal**

Policy Holder: **Deputy Principal**

Malpractice in Non-Examination Assessments (NEA), EPQ or Coursework

What is malpractice?
There is more than one kind of malpractice, and you may find yourself committing malpractice accidentally. We want you to know what malpractice is, how to avoid it, and what the penalties might be if you commit it.

One of the most well-known kinds of malpractice is plagiarism – when you copy someone else's work and pass it off as your own. This might involve copying from a study guide, a book or a website or from a friend. You are also committing malpractice if you lend work to someone else so that they can copy from it. If you copy particular phrases (even if they are short) and don't acknowledge them, then this too is malpractice.

Does this mean that you can't use books or websites to help with your ideas?
Of course not! In fact, awareness of different views and interpretations is a key assessment objective. If, however, you use what someone else has written, you must:

- Make sure you know the author and title of any book, or the exact web address you used. You will be asked to record these in your bibliography. It is perfectly OK to acknowledge the source as 'Greenhead College Study Guide' if the precise author is not named in the guide.
- Put in quotation marks any extract you are using, even if it is only a short phrase of a few words; if you don't, this could be classed as malpractice.
- If you are summarising the argument of a critic then acknowledge the authorship of the argument you are paraphrasing.

Please note that you must be extremely carefully if you choose to make use of artificial intelligence as part of formulating your work, as the possibility for misusing this technology is high. Please refer to the *AI Use In Assessments – Guidance from the Exam Boards* document.

What are penalties for malpractice?
If we find, during the course of the year, that you commit malpractice in one of the ways above, then we will notify the Principal who would normally notify the examination board. This could result in your being withdrawn from the whole course. Serious offences can also lead to being disqualified from all public examinations.

When you hand in your NEA, EPQ or coursework, you will be asked to sign a declaration to confirm that all of the work is your own. After that point, if someone finds that you have not been truthful, it is the examination board who will punish you. Depending on the seriousness of the offence, you may be removed from the whole of the qualification, or in the worst cases from all your qualifications.

What else do I need to know?
- You must read and abide by the JCQ *Information for Candidates'* documents (covering NEA, coursework and the use of social media), copies of which will be issued to you before you sign the form below.
- You must ensure you understand the marking criteria for the assessment.
- You must ensure you understand the advice and guidance given to you prior to starting the assessment.
- The start date of the assessment is : …………………………………
- The final deadline for submission for marking is: …………………………………
- You must abide by any time or word limits imposed (your teacher will inform you of these).
- Your NEA/EPQ/coursework may be marked by your teachers, then standardised by department staff. Your teacher will tell you your mark prior to sending it to the exam board. Please bear in mind that the exam board will then moderate the work to ensure the marking is accurate, and your mark may change.
- If you are unhappy with your mark, an appeals procedure is available upon request; an appeal would need to argue that the procedures and processes used in arriving at the mark had not been followed correctly.

Declaration by candidate
I have read and understood all of the above information. I understand what malpractice is, how to avoid it and what the penalties are. I understand that I must adhere to the above regulations.

Candidate's name (print): ……………………………………………………………….

Candidate's signature: …………………………………   Date: ……………………………………….

Subject: ……………………………………………….   Teacher: ……………………………………….

Appendix 1

AI Use in Assessments – Guidance from the Exam Boards

Introduction

The exam boards, headed by the Joint Council for Qualifications, have asked schools and colleges to make students aware of the potential consequences of using Artificial Intelligence (AI) in their assessments, particularly as part of courses which contains elements of coursework or non-examination assessment (NEA).

What is AI Use?

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.** 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

AI chatbots currently available include:

- ChatGPT (https://chatgbt.net/chatgpt-login/)
- Jenni AI (https://jenni.ai)
- Jasper AI (https://www.jasper.ai/)
- Writesonic (https://writesonic.com/chat/)
- Bloomai (https://huggingface.co/bigscience/bloom)
- Google Bard

There are also AI tools which can be used to generate images, such as:

- Midjourney (https://midjourney.com/showcase/top/)
- Stable Diffusion (https://stablediffusionweb.com/)
- Dalle-E 2 (OpenAI) (https://openai.com/dall-e-2/)

The use of AI chatbots may pose significant risks if used by students completing qualification assessments. As noted above, they have been developed to produce responses based upon the statistical likelihood of the language selected being an appropriate response and so **the responses cannot be relied upon**. AI chatbots often produce answers which may seem convincing but contain incorrect or biased information. Some AI chatbots have been identified as providing dangerous and harmful answers to questions and some can also produce fake references to books/ articles by real or fake people.

What is AI Misuse?

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/exams-office/ general-regulations/), **students must submit work for assessments which is their own**. This means both ensuring that the final product is in their own words, and isn't copied or paraphrased from another source such as an AI tool, and that the content reflects their own independent work. Students are expected to demonstrate their own knowledge, skills and understanding as required for the qualification in question and set out in the qualification specification. This includes demonstrating their performance in relation to the assessment objectives for the subject relevant to the question/s or other tasks students have been set.

Any use of AI which means students have not independently demonstrated their own attainment is likely to be considered malpractice. While AI may become an established tool at the workplace in the future, for the purposes of demonstrating knowledge, understanding and skills for qualifications, it's important for students' progression that they do not rely on tools such as AI. Students should develop the knowledge, skills and understanding of the subjects they are studying.

AI tools must only be used when the conditions of the assessment permit the use of the internet and where the student is able to demonstrate that the final submission is the product of their own independent work and independent thinking. 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.

AI misuse constitutes malpractice as defined in the *JCQ Suspected Malpractice: Policies and Procedures* (https://www.jcq.org.uk/exams-office/malpractice/). The malpractice sanctions available for the offences of '*making a false declaration of authenticity*' and '*plagiarism*' include disqualification and debarment from taking qualifications for a number of years. Students' marks may also be affected if they have relied on AI to complete an assessment and, as noted above, the attainment that they have demonstrated in relation to the requirements of the qualification does not accurately reflect their own work.

Acknowledging AI Use

It remains essential that students are clear about the importance of referencing the sources they have used when producing work for an assessment, and that they know how to do this. Appropriate referencing is a means of demonstrating academic integrity and is key to maintaining the integrity of assessments**. If a student uses an AI tool which provides details of the sources it has used in generating content, these sources must be verified by the student and referenced in their work in the normal way. Where an AI tool does not provide such details, students should ensure that they independently verify the AI-generated content – and then reference the sources they have used.**

In addition to the above, where students use AI, they must acknowledge its use and show clearly how they have used it. This allows teachers and assessors to review how AI has been used and whether that use was appropriate in the context of the particular assessment. This is particularly important given that AI-generated content is not subject to the same academic scrutiny as other published sources.

Where AI tools have been used as a source of information, a student's acknowledgement must show the name of the AI source used and should show the date the content was generated. For example: ChatGPT 3.5 (https://openai.com/ blog/chatgpt/), 25/01/2023. The student must retain a copy of the question(s) and computer-generated content for reference and authentication purposes, in a noneditable format (such as a screenshot) and provide a brief explanation of how it has been used. This must be submitted with the work so the teacher/assessor is able to review the work, the AI-generated content and how it has been used.

The JCQ guidance on referencing can be found in the JCQ's *Information for Candidates* documents (https://www.jcq.org.uk/examsoffice/information-for-candidates-documents)

Students are reminded that, as with any source, poor referencing, paraphrasing and copying sections of text may constitute malpractice, which can attract severe sanctions including disqualification – in the context of AI use, students must be clear what is and what is not acceptable in respect of acknowledging AI content and the use of AI sources. For example, it would be unacceptable to simply reference 'AI' or 'ChatGPT', just as it would be unacceptable to state 'Google' rather than the specific website and webpages which have been consulted

Students are reminded that if they use AI so that they have not independently met the marking criteria they will not be rewarded.