



# WOODBIDGE HIGH SCHOOL

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## PLAGIARISM AND MALPRACTICE POLICY 2022 - 2023

The purpose of this policy is to ensure that candidates and their parents are aware of the sanctions that can be implemented by either the centre or Awarding Bodies should:

- plagiarism be detected in a piece of work, either Non-Examined Assessment (NEA) or coursework
- malpractice be detected in a piece of work, either NEA or coursework or an examination unit

It is the responsibility of candidates and parents to read and understand this policy.

This policy has been updated to acknowledge the use of Artificial Intelligence (AI) in line with the JCQ document “[AI Use in Assessments: Protecting the Integrity of Qualifications](#)”.

What is meant by plagiarism?
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The Joint Council for Qualifications (JCQ) defines plagiarism as:

“The failure to acknowledge sources properly and/or the submission of another person’s work as if it were the candidate’s own”.

This could be either copying from published texts, either in print or from the internet, or copying pieces of work that have previously been submitted for examinations.

Plagiarism for the purpose of this document is restricted to those examination components where students undertake examination work in unsupervised conditions, such as coursework, pre-release work, or the production of research notes which can be used in the examination. It can also occur when candidates are allowed to annotate texts and take these into an examination.

What is meant by malpractice?
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There are many different instances where malpractice may be identified by either the centre or the Awarding Body. Examples of malpractice can include:

- a breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations;
- failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments;
- collusion: working collaboratively with other candidates, beyond what is permitted;
- copying from another candidate (including the use of IT to aid the copying);
- allowing work to be copied e.g. posting written coursework on social networking sites prior to an examination/assessment;
- the deliberate destruction of another candidate’s work;
- disruptive behaviour in the examination room or during an assessment session (including the use of offensive language);
- exchanging, obtaining, receiving, passing on information (or the attempt to) which could be examination related by means of talking, electronic, written or non-verbal communication;
- making a false declaration of authenticity in relation to the authorship of controlled assessments, coursework or the contents of a portfolio;
- allowing others to assist in the production of NEA or coursework or assisting others in the production of NEA or coursework;
- the misuse, or the attempted misuse, of examination and assessment materials and resources (e.g. exemplar materials); being in possession of confidential material in advance of the examination;
- behaving in a manner so as to undermine the integrity of the examination.

In the context of NEA, candidates must not:

- submit work which is not their own;
- lend work to other candidates or allow other candidates to copy their work;
- allow other candidates to have access to their own independently sourced material;
- assist other candidates to produce work;
- use books, the internet or other sources without acknowledgement or attribution;
- submit work that has been word processed by a third party without acknowledgement;
- copy or paraphrase sections of AI-generated content so that the work is no longer their own;
- copy or paraphrase whole responses of AI-generated content;
- use AI to complete parts of the assessment so that the work does not reflect the their own work, analysis, evaluation or calculations
- fail to acknowledge use of AI tools when they have been used as a source of information, or provide incomplete or poor acknowledgement of AI tools;
- submit work with intentionally incomplete or misleading references or bibliographies.

Staff Responsibilities
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Teaching staff must:

- accept the obligation to authenticate the work which is submitted for assessment;
- not accept work which they suspect is not the candidate's own without further investigation;
- know the policy and procedures of the centre concerning plagiarism;
- Understand and comply with the general guidelines detailed within the JCQ publication Instructions for conducting Coursework and the Instructions for conducting Non-Examined Assessment
- Understand and comply with the awarding body's specification for conducting NEA, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- explain to candidates the importance of them producing their own independent work and stress to them and to their parents/carers the sanctions that can be imposed if plagiarism is discovered;
- explain to candidates how to reference appropriately (including websites), how to acknowledge any use of AI to avoid misuse, provide techniques and allow them to practice the skill. JCQ guidance on referencing can be found in the following documents:
  - the JCQ document '[Plagiarism in Assessments](#)' (see the 'Guidance on referencing' section)
  - the JCQ document '[AI Use in Assessments: Protecting the Integrity of Qualifications](#)' (see the 'Acknowledging AI use section')
  - the JCQ document '[Instructions for conducting coursework](#)'
  - the JCQ [Information for Candidates documents](#)
- allow time for sufficient work to be completed in class under direct supervision to allow authentication of candidate's work with confidence;
- examine intermediate stages in the production of work in order to ensure that work is underway in a planned and timely manner and that work submitted represents a natural continuation of earlier stages;
- introduce classroom activities that use the level of knowledge/understanding achieved during the course thereby making the teacher confident that the student understands the material;
- issuing tasks for centre-devised assignments which are, wherever possible, topical, current and specific, and require the creation of content which is less likely to be accessible to AI models trained using historic data;

- set reasonable deadlines for submission of work and provide reminders;
- ensure that work undertaken in previous years examinations is not copied by the current seasons candidates. Its issue to candidates for reference purposes must be carefully monitored;
- reinforce to students the significance of their (electronic) declaration where they confirm the work they're submitting is their own, the consequences of a false declaration, and that they have understood and followed the requirements for the subject;
- remind students that awarding organisation staff, examiners and moderators have established procedures for reporting and investigating malpractice. Information on this can be found in the JCQ document "[AI Use in Assessments: Protecting the Integrity of Qualifications](#)" (see the 'Awarding Organisation actions' section);
- check the content of work and look out for pointers such as the varying quality of the work submitted, varying styles of punctuation, questioning if the language contained in the work is at the level expected of the candidate. Guidance can be found in the JCQ document "[AI Use in Assessments: Protecting the Integrity of Qualifications](#)" (see the 'Identifying misuse' section);
- do not accept, without further investigation, work which you suspect has been taken from AI tools without proper acknowledgement or is otherwise plagiarised – doing so encourages the spread of this practice and is likely to constitute staff malpractice which can attract sanctions;
- try to locate the source of the plagiarised work;
- report to the Examinations Officer any case where plagiarism has been detected after the candidate has signed the declaration of authenticity form.

Centre Responsibilities
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The Centre will:

- make accessible to staff and candidates the policy and procedures of the centre concerning plagiarism and malpractice;
- establish a process for candidates to appeal decisions resulting from plagiarism;
- ensure that policy and procedures of the centre are known and implemented throughout the centre;
- report to the awarding bodies all instances of plagiarism or malpractice in line with the JCQ publication dealing with this subject;
- maintain confidential records of any cases of plagiarism or malpractice.
- ensure that teachers and assessors are familiar with AI tools, their risks and AI detection tools. Information on this can be found in the JCQ document "[AI Use in Assessments: Protecting the Integrity of Qualifications](#)" (see the 'What is AI use and what are the risks of using it in assessments?' and 'What is AI misuse?' sections);
- ensure that each student is issued with a copy of, and understands, the appropriate JCQ Information for Candidates ([www.jcq.org.uk/exams-office/information-for-candidates-documents](http://www.jcq.org.uk/exams-office/information-for-candidates-documents));
- consider how the school can improve the education about AI and how teachers communicate this to all students completing NEA;
- disable AI/chatbot software on school systems;
- ensure that access to online AI tools is restricted on centre devices used for exams.

## Penalties

The following penalties could be applied:

### Candidate

#### Centre Applied Penalties

- a warning may be given regarding future conduct;
- loss of marks;
- if the declaration form has not been signed, and where it is allowed, the candidate may be required to complete an alternative piece of work under supervision;
- awarding body are notified of plagiarism/malpractice, see penalties below which could be applied by them

#### Awarding Body Penalties

- Warning about further sanctions if the offence is repeated within a set period of time;
- Loss of marks for a section/component or unit;
- Disqualification from a unit or all units preventing the candidate aggregating or requesting certification in that series, if the candidate has applied for it;
- Disqualification from a whole qualification or all qualifications preventing the candidate aggregating if the candidate has applied for it;
- Candidate debarment preventing a candidate from entering one or more examinations for a set period of time

### Staff

- Written warning
- Training
- Special conditions
- Suspension (not being allowed to be involved in the delivery of an awarding bodies assessments or examinations)

### Centre

- Written warning
- Review and Report (Action plans)
- Approval of specific assessment tasks
- Additional monitoring or inspection
- Removal of direct claim status
- Restrictions on examination and assessment materials
- Independent invigilators
- Suspension of candidate registrations and entries
- Suspension of certification
- Withdrawal of specific qualifications and centre recognition

## Appeals

Appeals can only be made through the Head of Centre/Exams Officer and must be put in writing by the parent/carer. Where a penalty has been applied by an awarding body the request for an appeal must be made within 5 calendar days. In line with JCQ regulations, candidates are not entitled to appeal to the awarding body directly. The Head of Centre's decision on whether to proceed with an appeal is final.

*Policy Approval: Approved by C&S Committee on 7th June 2023*

*Policy Reviewers: Mr T. Bhullar (Deputy Headteacher) and Mrs J. Smith (Data and Examinations Assistant)*

*Date of Next Review: Summer term 2024*