



Blessed George Napier RC School

AI/Plagiarism Policy

2023/24

This policy is reviewed annually to ensure compliance with current regulations.

Approved/reviewed by	
Date of next review	October 2024

Important Information for Candidates & Teachers on identifying the use of plagiarism and/or artificial intelligence (AI) in all Non-Examined Assessments (NEA) and Coursework at BGN School

Rationale:

It has always been the case that 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, or cutting and pasting from the internet without proper referencing. The content must reflect the student's own independent work and thinking.

In line with JCQ guidance, BGN has put in place a procedure to identify use of plagiarism and / or AI in non-examined assessed work and coursework which will be used prior to the final submission of work for assessment, and prior to the signing of the declaration of authenticity. (Once signed the work becomes subject to the exam board's policy on malpractice and sanctions will be applied by them).

'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, the attainment that they have demonstrated in relation to the requirements of the qualification does not accurately reflect their own work:

*JCQ AI Use in Assessments: Protecting the Integrity of Qualifications
<https://www.jcq.org.uk/exams-office/malpractice/artificial-intelligence/>*

To mitigate against the use of plagiarism and / or AI in NEA or Coursework modules; all students' work will be uploaded to *Turnitin*, (an online platform used widely in further and higher education to detect both plagiarism and use of AI). <https://www.turnitin.com/regions/uk/divisions/secondary-education>.

It is the responsibility of the student not to plagiarise (often the result of 'cut and pasting') or to use any tools of artificial intelligence. If the exam board detects any abuse of this, then the student risks malpractice sanctions as mentioned above. Therefore, it is also the responsibility of the student to have their work checked by *Turnitin* and to act upon the report to rectify their work, if necessary, as outlined below. It is also their responsibility to allow sufficient time for their work to be checked and amended in order to meet their teacher's final deadline on time.

Procedure: Teaching staff will:-

1. inform students of the consequences of the use of plagiarism or AI.
2. Inform students of the procedure for submitting final work.
3. ensure that all students in their class know how to use *Turnitin*.
4. will give students in each NEA/Coursework subject, guidance on how to log in and use *Turnitin* and, if needed, guidance on how to use the report to amend their work before their final submission.

5. the Sixth Form team will ensure that all relevant classes are enrolled on *Turnitin*, and that each student knows their log in, by producing the user guides which students need to access the platform effectively.
6. sample a proportion of student work using Turnitin as a final check before sending to the board.

Procedure: Students

1. who have a non-examined assessment or coursework in any Level 3 subject, will upload their work to *Turnitin* a minimum of a week before their final deadline. This will allow time to correct work if plagiarism or the used of AI is found.
2. will download the analysis report and if any plagiarism or use of AI has been detected, the student will have at least week to correct their work.
3. will then submit their revised work to *Turnitin* by the final deadline and will print off the analysis report and submit that to their teacher together with a paper copy of their work. (*Turnitin* produces a 'similarity index' and if all text which is the work of others has been properly footnoted and attributed, then work is not plagiarised).
4. will also be required to submit their work electronically in case further checking is needed by the teacher.
5. Any work which is found to be plagiarised needs to be either re written or properly attributed. Similarly, if *Turnitin* finds text which is the result of the use of tools of artificial intelligence, then it is the student's responsibility to rewrite that work.

Appendix A

Important Information for Candidates on identifying the use of plagiarism and/or artificial intelligence (AI) in all Non-Examined Assessments (NEA) and Coursework at BGN School – Candidates Declaration

'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.

*JCQ AI Use in Assessments: Protecting the Integrity of Qualifications
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To mitigate against the use of plagiarism and / or AI in NEA or Coursework modules; all students' work will be uploaded to *Turnitin*, (an online platform used widely in further and higher education to detect both plagiarism and use of AI). <https://www.turnitin.com/regions/uk/divisions/secondary-education>.

It is the responsibility of the student not to plagiarise (often the result of 'cut and pasting') or to use any tools of artificial intelligence. If the exam board detects any abuse of this, then the student risks malpractice sanctions as mentioned above. Therefore, it is also the responsibility of the student to have their work checked by *Turnitin* and to act upon the report to rectify their work, if necessary, as outlined below. It is also their responsibility to allow sufficient time for their work to be checked and amended in order to meet their teacher's final deadline on time.

Procedure: Teaching staff will:-

1. inform students of the consequences of the use of plagiarism or AI.
2. Inform students of the procedure for submitting final work.
3. ensure that all students in their class know how to use *Turnitin*.
4. will give students in each NEA/Coursework subject, guidance on how to log in and use *Turnitin* and, if needed, guidance on how to use the report to amend their work before their final submission.
5. the Sixth Form team will ensure that all relevant classes are enrolled on *Turnitin*, and that each student knows their log in, by producing the user guides which students need to access the platform effectively.
6. sample a proportion of student work using *Turnitin* as a final check before sending to the board.

Procedure: Students

1. Students who have a non-examined assessment or coursework in any Level 3 subject, will upload their work to *Turnitin* a minimum of a week before their final deadline. This will allow time to correct work if plagiarism or the used of AI is found. (*Turnitin* produces a 'similarity index' and if all text which is the work of others has been properly footnoted and attributed, then work is not plagiarised).
2. Teachers will check the level of plagiarism/AI used in *Turnitin*; students will then have at least a week to correct their work.
3. Students will then submit their revised work to *Turnitin* by the final deadline and submit a paper copy of their work to their teacher plus an electronic copy in case further checking is needed by the teacher.

Any work which is found to be plagiarised needs to be either re written or properly attributed. Similarly, if *Turnitin* finds text which is the result of the use of tools of artificial intelligence, then it is the student's responsibility to rewrite that work.

SUBJECT: _____

I have been told and understand what plagiarism and AI is. I understand the consequences if my work contains either or both of these.

STUDENT NAME: _____

STUDENT SIGNATURE: _____

DATE: _____