

## Plagiarism Policy

### Policy purpose and scope

This policy sets out the position of Dynamic Training UK Ltd on plagiarism and employee and learner responsibilities in this area.

### This policy aims to:

1. Define the term 'plagiarism'.
2. Define the proper and improper use of Artificial Intelligence (AI) in learning and assessment, including plagiarism detection.
3. Explain why plagiarism is unfair and not acceptable.
4. Set out the commitment of Dynamic training UK Ltd to prevent plagiarism.

### What is plagiarism?

Plagiarism is the act of taking another person's writing, conversation, data, content, or event idea and claiming this as your own. This could differentiate from web pages, books, television shows, interviews, articles, photos, artwork, email, and text messages and even interviews or any other medium. It can also include letting someone write part of your paper or even getting too much help on your assignment from parents or friends of the learner.

### What is Artificial Intelligence (AI)? And what are the risks of using it in learning and assessments?

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. An example of an AI tool is AI chatbots which generate text in response to user prompts and questions.

Misuse of AI tools in relation to qualification assessments at any time constitutes malpractice. Skills and development Coaches/Tutors and learners 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. 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. Learners 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, they must be identified by the learner, this will not allow them to demonstrate that they have independently met the marking criteria and therefore will not be rewarded.

### Acknowledge AI use.

Appropriate referencing demonstrates academic integrity and is key to maintaining the integrity of assessments. If a learner uses an AI tool which provides details of the sources it has used in generating content, these sources must be verified by the learner and referenced in their work in the normal way. Where an AI tool does not provide such details, learners should ensure that they independently verify the AI-generated content – and then reference the sources they have used.

Where AI tools have been used as a source of information, a learner'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/>), 25/01/2024. The learner must retain a copy of the question(s) and computer-generated content for reference and authentication purposes, in a non-editable 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 Tutor/Skills and development coach is able to review the work,

the AI-generated content and how it has been used. Where this is not submitted, and the Tutor/Skills and development coach suspects that the learner has used AI tools, the Tutor/Skills and development coach will need to consult Dynamic training's malpractice policy for appropriate next steps and should take action to assure themselves that the work is the learner's own.

### **What is AI misuse?**

In accordance with section 5.3(j) of the JCQ General Regulations for Approved Centre's (<https://www.jcq.org.uk/exams-office/general-regulations/>), learners must submit work for assessments which is their own. This means both ensuring that the final product is in their own words and is not copied or paraphrased from another source such as an AI tool, and that the content reflects their own independent work. Learners 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 learners have been set.

It is necessary to indicate the source of information within the written work whenever words, phrases, summaries etc. are being used. It's always important to ensure the content is referenced and plagiarism and AI misuse is avoided by doing this through internal citation.

### **Why is plagiarism wrong?**

It is fundamentally dishonest.

- Learners who commit plagiarism are seeking an unfair advantage over other learners
- Learners who commit plagiarism are devaluing the value of the qualification they seek
- It is disrespectful to their Skills and development coaches, and a betrayal of their trust

### **Avoiding plagiarism**

The best way to avoid plagiarism is to develop good research habits:

- Write down the citation details of all sources you consult.
- Keep notes (paraphrased or quoted) and their citation details together.
- Learn proper paraphrasing – it is not just changing a few words.
- In your notes, clearly differentiate among quotes, paraphrasing, summaries, common knowledge and personal opinion.
- Learn how to correctly cite different works.
- Where AI tools have been used as a source of information, a learner'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/>), 25/01/2024.

### **Consequences of plagiarism**

- Learners who commit plagiarism learn far less than those who do not.
- Assessment procedures are compromised if the work submitted is not the learner's own
- Skills and development coaches are unable to form correct decisions on the progress of individual learners
- It may result in legal action due to infringement of copyright laws
- It may be penalised by failure in one or more components of a qualification or programme
- It could be unfairly interpreted as professional incompetence on the part of the Skills and Development Coach.

### **The Role of Winston AI in Plagiarism Detection**

Dynamic Training UK Ltd is committed to using advanced tools to uphold academic integrity. **Winston AI** is an AI-powered detection tool that helps identify plagiarism and the misuse of AI in submitted work. Winston AI will be used periodically to review learner submissions, such as assignments, essays, and workbook answers, to ensure the work is demonstrably the learner's own. This tool complements our existing processes and provides additional assurance that the work submitted reflects the learner's independent effort.

#### **How Winston AI Supports Integrity**

- **AI Detection:** Winston AI identifies whether submitted work has been generated by AI tools, ensuring learners meet assessment criteria independently.
- **Plagiarism Detection:** Winston AI checks submitted work against online sources to identify instances of copied or improperly paraphrased content.
- **Readability Feedback:** Winston AI provides feedback on the clarity and readability of written work, supporting learners in improving their writing skills.

### **Learner Responsibilities When Using AI Tools**

Learners must:

- Ensure all submitted work is their own and meets the assessment criteria independently.
- Acknowledge the use of AI tools in their work by referencing the AI source, the date of generation, and retaining a copy of the AI-generated content for review.
- Avoid using AI tools to generate content that is directly submitted without proper verification or acknowledgement.

Dynamic Training UK Ltd reserves the right to use Winston AI to verify the authenticity of learner submissions. If concerns arise regarding plagiarism or AI misuse, the case will be investigated in line with the **Malpractice and Maladministration Policy**.

### **Actions that will be taken by Dynamic Training**

Dynamic Training UK Ltd has an obligation to the awarding bodies, the learners, the employers to ensure plagiarism does not allow learners to attain qualifications that do not accurately represent their competency and knowledge of what they will achieve. If AI misuse is detected or suspected by the Centre and the declaration of authentication has been signed, the case will be investigated as set out in Dynamic training's Malpractice and maladministration policy. The case must be reported to the relevant awarding organisation.

The procedure is detailed in the JCQ Suspected Malpractice: Policies and Procedures (<https://www.jcq.org.uk/exams-office/malpractice/>).

If a learner was to achieve a qualification by unfair means, then this would also be unfair to all other learners who achieve the same qualification in the correct and appropriate way. Plagiarism undermines the value of qualifications for all concerned.

When plagiarism has been detected the learner(s) concerned may, subject to the severity, be offered the chance to resubmit their assignment. Training and development will be provided, however failure to improve will lead to withdrawal from the programme. In the event plagiarism takes place during timed exam conditions, learners will be disqualified from the examination and the processes outlined in the invigilation policy will be administered.

In extreme cases learners found committing plagiarism could be withdrawn from their programme.

### **Related Policies**

- Malpractice and Maladministration Policy