Plagiarism Guidelines (including use of Artificial Intelligence)

Before presenting a task:

At the beginning of any piece of coursework / non-exam assessment, the teacher is required to:

- familiarise themselves with the rules and conditions of the task, including any resubmission opportunities (see the subject specification / Non-Exam Assessment (NEA) documentation to ensure the NEA guidance is always followed by teachers)
- familiarise themselves with 'A Guide for Centres' general instructions and 'Instructions for Conducting Controlled Assessments' from WJEC.
- consider the administration of the task, for example, digital requirements, is it necessary to lock a Teams assignment, set up an exam account/file etc.
- NEA storage must be considered for hard copies, candidate work should be stored in a secure place that pupils are unable to access.
- explain the conditions of the task / controlled assessment to all candidates.
- show the Joint Council for Qualifications (JCQ) malpractice and plagiarism presentation, drawing particular attention to the section on AI

PDF	PDF	PDF	PDF	PDF
JCQ AI teacher presentation for stude	JCQ-AI-poster-for-students.pdf	Plagiarism & Assessments Guide.pc	IFC-NE_Assessments_2024_FINAL.pdf	IFC-Coursework_Assessments_2024_FINAL

- reinforce correct referencing guidelines when completing work.
- set timely deadlines that allow sufficient time to assess the work, return the mark and provide the period for appeal before submitting the mark in accordance with JCQ guidelines.

All teaching staff must/will:

- be vigilant with regards to candidate misconduct and be aware of the JCQ regulations AI Use in Assessments: Protecting the Integrity of Qualifications
- assess/monitor the work continuously, if the specification allows, to identify and respond to any concerns in a timely manner.
- not accept work which is not the student's own. (JCQ)
- only be able to assess work that is the student's own work.
- must ensure that the learner understands the implications of the declaration of authenticity document and that the learner's statement is signed **before submission of the final piece of work**.
- report any suspicion, accusation or incident of misconduct to Head of Department / Senior Leadership Team (SLT) following the school policy.

Discrepancies and action timeline:

Discrepancies identified by the **centre before** the applicant signs the verification statement	• This is likely to be during the task taking period. • Follow school guidelines (see flow chart) • There is no need to inform the examining board except that the confidential assessment material has been disclosed
Discrepancies identified by the **centre after** the candidate has signed the verification statement	• This is likely to be during the teacher assessing stage. • Follow school guidelines (see flow chart) • The SLT link responsible for exams to contact the teacher / department to gather evidence to complete a JCQ/M1 form to report to the Awarding Body.
Discrepancies identified by a **moderator after** the candidate has signed the verification statement	• The JCQ awarding organisations ensure that their staff, moderators and examiners are appropriately trained in the identification of malpractice and have established procedures for reporting and investigating suspected malpractice. • If AI misuse is suspected by an awarding organisation's moderator or examiner, or if it has been reported by a student or member of the public, full details of the allegation will usually be relayed to the centre. • The relevant awarding organisation will liaise with the Head of Centre regarding the next steps of the investigation and how appropriate evidence will be obtained. • The awarding organisation will then consider the case and, if necessary, impose a sanction in line with the sanctions given in the JCQ Suspected Malpractice: Policies and Procedures • Possible sanctions for candidates can be found on Page 32 of PDF JCQ Suspected Malpractice (Policies a https://www.jcq.org.uk/exams-office/malpractice/

Artificial Intelligence (AI) Malpractice Flowchart

Teacher suspects plagiarism or malpractice where statement is unsigned.

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Discussion with Subject Lead.

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- Meet and discuss with the learner.
- Transfer comments to school MIS as a log.
- Contact parents-carers to inform them of the concern.
- Head of Year is informed for information at this point.

Concerns continue?

↓ **Yes** | ↓ **No**

- Explain to the parents-carers and pupil that the department (with a member of SLT) will carry out an investigation and make comparisons across a range of work.
- Hold further discussion(s) with the learner to check understanding of what was presented.

- No further action required

Decision on plagiarism / misconduct

↓ **Yes** | ↓ **No**

- SLT communicates to parents-carers explaining the next steps with the work involved and cross-subject investigation.

  (Attachment 2)

- Letter/email to parents-carers from the senior leader/SLT link for exams explaining the outcome.

  (Attachment 1)

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- Email to the parents-carers and Head of Year (from the relevant SLT member) explaining the results of the wider investigation listing any work that needs to be resubmitted or where marks cannot be awarded.
- Notify the Headteacher.

- **If a parents-carers/learner appeals the decision, the school will arrange for an independent subject specialist to look at the work.**
- **The cross-subject investigation will continue during this period.**

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- SLT collaborates with the Subject Lead to identify any potential modifications to the departmental guidance to further reduce the risk of plagiarism and malpractice.
- Report findings to the Headteacher.

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SUMMARY OF JCQ GUIDELINES

All Subject Leads are required to be familiar with the guidelines below together with the school's policies and guidelines, ensuring that the content is understood by all members of the department who administer non-examination assessments

AI Use in Assessments: Protecting the Integrity of Qualifications

"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". "In signing the learner declaration, the learner states that the work submitted is their own, using their own words and has not been copied or paraphrased from another source, including AI. Learners should be able to discuss any work submitted demonstrating a good understanding of the information and skills included".

"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".

"Teachers, assessors and other staff must discuss the use of AI in qualification assessments and agree their approach to managing students' use of AI in their school, college or exam centre. Centres must make students aware of the appropriate and inappropriate use of AI, the risks of using AI, and the possible consequences of using AI inappropriately in a qualification assessment. They should also make students aware of the centre's approach to plagiarism and the consequences of malpractice". Where work must be completed digitally staff must be vigilant, adhering to the guidance to minimise risk e.g. AB tutor, blocking access to the internet etc.

"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/)**, 25/01/2024. The student 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".

Teachers must monitor work closely making comparisons with the learner's other pieces of work to identify malpractice, showing consideration for spelling and punctuation, grammar, writing style and tone, vocabulary, complexity and coherency, general understanding etc. Teachers should be confident that the work submitted is that of the learner before signing the teacher declaration.

PDF

JCQ-AI-information-s
heet-for-teachers.pdf

Attachment 1

Email Title: Non-Exam Assessment <<Qualification Name in Welsh / English>> Non-Examination Assessment

Cymhwyster: XXX

Uned: XXX

Fel y gwyddoch roedd amheuaeth o len-ladrad/defnydd Deallusrwydd Artiffisial yn y gwaith uchod ar gyfer eich plentyn. Yn unol â rheolau'r bwrdd arholi cynhelir ymchwiliad anffurfiol drwy gyfweld â XXX i drafod y gwaith a braf yw nodi bod y gwaith wedi ei dderbyn ac yn gallu cael ei ddilysu.

Rydym wedi atgoffa XXX o bwysigrwydd cyfeirio unrhyw ffynonellau sydd wedi eu defnyddio o fewn asesiad sy'n cael eu achredu fel rhan o gymhwyster er mwyn sicrhau eu bod yn gweithredu o fewn y rheolau a osodir. Mae hwn yn cynnwys defnydd rhaglenni cyfieithu a/neu Deallusrwydd Artiffisial. Ceir mwy o wybodaeth yma.

Qualification: XXX

Unit: XXX

As you are aware a concern was raised regarding plagiarism / use of Artificial Intelligence in your child's work for the unit listed above. In line with the Exam board regulations, we met with XXX to discuss the work as part of an informal investigation and I'm pleased to share that the work has been accepted and can be validated for accreditation.

We have reminded XXX of the importance of referencing any sources used when completed an assessment which forms part of an accredited qualification to ensure the work is completed in line with all relevant guidance. This includes the use of translation websites and/or Artificial Intelligence. More information can be found here.

Diolch yn fawr iawn am eich cefnogaeth parhaus.

Thank you very much for your continued support

<<Enw Arweinwydd Adran>>

Arweinydd XXX

Attachment 2

Cymhwyster: XXX

Uned: XXX

Fel y gwyddoch roedd amheuaeth o len-ladrad/defnydd Deallusrwydd Artiffisial yn y gwaith uchod ar gyfer eich plentyn. Yn unol â rheolau'r bwrdd arholi cynhelir ymchwiliad anffurfiol drwy gyfweld â XXX i drafod y gwaith. Yn anffodus mae wedi dod i'r amlwg bod darnau eang o'r gwaith wedi'u cynhyrchu gan ddefnyddio meddalwedd Deallusrwydd Artiffisial / cymryd o ffynonellau heb eu cyfeirio a'u trosi i'r Gymraeg gan ddefnyddio meddalwedd cyfieithu ar lein.

Opsiwn 1

Yn unol â rheolau'r cymhwyster bydd angen di-ystyri rhan yma'r gwaith ond bydd XXX yn derbyn marc ar gyfer y gweddill.

Opsiwn 2

Yn unol â rheolau'r cymhwyster bydd angen di-ystyri rhan yma'r gwaith ond yn ffodus yn ôl y rheoliadau gan nad yw XXX wedi llofnodi'r datganiad bydd cyfle i ail gyflwyno'r elfen hon. *Bydd sesiwn ychwanegol iddo/i gwblhau'r gwaith ar XXX.*

Rydym wedi atgoffa XXX o bwysigrwydd cyfeirio unrhyw ffynonellau sydd wedi eu defnyddio o fewn asesiad sy'n cael eu achredu fel rhan o gymhwyster er mwyn sicrhau eu bod yn gweithredu o fewn y rheolau a osodir. Mae hwn yn cynnwys defnydd rhaglenni cyfieithu a/neu Deallusrwydd Artiffisial. Yn sgil yr achos hwn bydd gofyn i bob adran wirio unrhyw asesiadau di-arholiad sydd wedi eu cyflwyno dros y tymor diwethaf a bydd y Pennaeth Blwyddyn yn cysylltu gydag unrhyw ddeilliannau pellach ymhen ychydig wythnosau.

Qualification: XXX

Unit: XXX

As you are aware a concern was raised regarding plagiarism / use of Artificial Intelligence in your child's work for the unit listed above. In line with the Exam board regulations, we met with XXX to discuss the work as part of an informal investigation. Unfortunately, it appears that Artificial Intelligence was used to create a significant portion of the work / online translation tools have been used to change the language of sources without appropriate referencing for a significant portion of the work.

Option 1

In line with the qualification regulations this portion of the work must be discounted and XXX will receive a mark for the remainder of the work submitted.

Option 2

In line with the qualification regulations this portion of the work must be discounted but fortunately in line with the controls, as XXX, hasn't yet signed the declaration, therefore he/she will not be reported to the Awarding Body in this case.

(Only include this if the subject specification allows). XXX is able to resubmit this portion of the work. *A session has been arranged for him/her to complete the work on XXXX*

We have reminded XXX of the importance of referencing any sources used when completed an assessment which forms part of an accredited qualification to ensure the work is completed in line with all relevant guidance. This includes the use of translation websites and/or Artificial Intelligence. Due to this finding, all relevant departments have been asked to check non-examination work submitted this term (if the subject specification allows) to ensure this hasn't occurred across other subjects.

Os hoffech drafod ymhellach mae croeso i chi gysylltu â mi. Diolch yn fawr iawn am eich cefnogaeth parhaus.

If you would like to discuss further, please feel free to contact me. Thank you very much for your continued support.

<<Enw Arweinwydd Adran>>

Arweinydd XXX