PLAGIARISM POLICY 2024

Approved by: Mica Coleman Jones   **Date:** 01.09.2025

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Signed by Chair of Trustees

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FOREWORD

Lilya's Clarendon School and Lilya's Goldsmith School are both sites for Alternative Provision. Whilst neither site holds school status, they are often referred to as schools for the benefit of students.

1. INTRODUCTION

We define plagiarism as students passing off the work of a source other than themselves as their own work. We take plagiarism very seriously and, in line with JCQ guidance, make clear to students that work submitted for qualification assessments and internal assessments must be their own.

Technological progress is making certain forms of plagiarism more accessible to students, and as such we make students aware of the risks of using AI and explain clearly what we and external bodies mean by malpractice. This includes education relating to how students reference work used in their work as a source material, including AI-generated sources. Specifically, we make sure that students know that their work must be written in their own words, that it isn't copied or paraphrased from another source, and that the content is their own independent work.

We also make clear that failure to acknowledge the use of AI or other sources when they have been used in a piece of work is likely to be considered malpractice. If ever we doubt the authenticity of student work, we investigate and take appropriate action. This applies particularly to work not completed under examination conditions, including Non-Examined Assessments and homework.

Our investigations can include discussions with students, analysis of the work in relation to the regular written style of the student, as well as using the latest detection software available to us.

Where plagiarism is established, we agree on an appropriate sanction, in proportion to the scope of the plagiarism and the nature of the work being completed. However, it should be noted that external providers also set their own sanctions for plagiarism, and that these often include disqualification from the qualification.

The full guidance on which our plagiarism policy is based can be found here: https://www.jcq.org.uk/examsoffice/malpractice/artificial-intelligence/. However, if updated guidance is published during an academic year, we reserve the right to update our practices ahead of our annual policy update.