



Blessed George Napier RC School

AI/Plagiarism Policy

2025/26

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

Approved/reviewed by	
Date of next review	October 2026

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 without appropriate referencing. 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 rectify their work, if necessary, as outlined below and 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 and dates for submitting final work.
3. ensure that all students in their class know that *Turnitin* will be used to detect any plagiarism or use of AI.
4. Periodically check all submitted work using Turnitin
5. 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 subject, be required to sign a statement (appendix A)
2. will ensure that any text which is the work of others has been properly footnoted and attributed.
3. If any plagiarism or use of AI is detected, the student will have at least week to correct their work.
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
<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; a range of 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) plus any additional work where there is doubts about the authenticity. <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 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.

Declaration: Teaching staff have:-

1. informed me of the consequences of the use of plagiarism or AI.
2. informed me of the procedure and dates for submitting final work.
3. informed me that *Turnitin* will be used to detect any plagiarism or use of AI.
4. informed me that my work during my course may be periodically checked using Turnitin
5. informed me that they will sample a range of student work using Turnitin as a final check before sending to the board.
6. I understand that if AI misuse or plagiarism is detected or suspected by the centre and the declaration of authentication has been signed, the case will be reported to the relevant awarding organisation. This procedure is detailed in the *JCQ Suspected Malpractice: Policies and Procedures (<https://www.jcq.org.uk/exams-office/malpractice/>)*.

SUBJECT: _____

STUDENT NAME: _____

STUDENT SIGNATURE: _____

DATE: _____