

# Plagiarism Policy

## 1. Purpose

This policy ensures the integrity and credibility of the assessments by preventing, identifying, and addressing plagiarism in learner assessments. The assessments aim to support a fair and transparent process where learners are judged solely on their own merit.

## 2. Scope

This policy applies to all learners submitting work as part of the course assessments, including:

- Scenario-based questions
- Multiple choice questions
- Short answer questions
- Long answer questions
- Reflective questions
- Extended response questions
- Any supplementary evidence (e.g. lesson plans, teaching reflections, supporting documents)

It also applies to assessors and other staff involved in assessment and verification of supporting documents.

## 3. Definition of Plagiarism

Plagiarism is defined as presenting another person's work, ideas, or words as one's own without appropriate acknowledgment. Examples include:

- Copying or closely paraphrasing material from books, journals, websites, or other learners without proper citation.
- Submitting work produced by another person (including AI tools, if not declared and approved).
- Using choreography notes, lesson plans, or teaching reflections authored by someone else.
- Reusing one's own work from another qualification without permission (self-plagiarism).

This also includes the use of AI to find answers to questions posed in an assessment.

## 4. Learner Responsibilities

Learners must:

- Submit only their own original work.
- Correctly reference all quotations and external sources.
- Seek guidance if unsure about referencing or originality requirements.
- Sign a Learner Declaration confirming authenticity of all submitted work.
- Sign a Learner Declaration confirming that AI has not been used during timed assessments.

## 5. Assessor and Centre Responsibilities

Assessors and centres must:

- Provide clear guidance to learners about plagiarism and academic integrity.
- Verify authenticity through questioning, observation, and/or plagiarism detection tools.
- Record and report all suspected cases following centre and awarding body procedures.
- Ensure fair and consistent application of this policy.

## 6. Detection of Plagiarism

Plagiarism may be identified through:

- Similarity-checking or plagiarism detection software.
- Inconsistencies in writing style, terminology, or quality within a learner's work.
- Comparison with known online or published materials.
- Internal verification sampling or assessor questioning.
- Data collected from multiple choice assessments on times of completion or other identifying trends

## 7. Procedure for Suspected Plagiarism

Step 1. Initial Review: The assessor gathers evidence and informs any other assessors

Step 2. Notification: The learner is informed in writing and given an opportunity to respond.

Step 3. Investigation: If a centre is involved then the centre investigates following its malpractice procedures.

Step 4. Outcome: If plagiarism is confirmed, the work will be invalidated, and the learner may be required to resubmit new evidence. Serious or repeated cases may result in disqualification from the qualification.

Step 5. Appeal: Learners have the right to appeal decisions under the Centre Appeals Policy.

## 8. Consequences of Plagiarism

If plagiarism is confirmed, the learner may face:

- Invalidated or withdrawn assessment evidence.
- Mandatory resubmission of new work.
- Formal warning or disciplinary action.
- Referral to their Centre, which may impose further sanctions.
- Barring from completion of the course and others
- Withdrawal of membership without any refund

## 9. Preventive Measures

- This policy is identified to the learner on starting the course and accessible through the Moodle Cloud platform at all stages of learning.
- Assessors encourage reflective, individualised responses.

## 10. Policy Review

This policy will be reviewed annually, or earlier if there are updates are required due to feedback from learners.

Signed            SBK Teaching Standards

Date             30 April 2026