

POLICY & PROCEDURES

Plagiarism Policy & Procedure

POLICY OVERVIEW & INTENT

Policy No	KAQA008	Version	V5.1
Policy Owner	Sarah Oates	Date Last Reviewed	3 rd June 2024

POLICY AIMS

Kingdom Academy (KA) aims to promote a culture of professional integrity and ethical behaviour with its learners. Plagiarism is essentially a matter of honesty, and is therefore something KA takes very seriously.

Kingdom Academy delivers and assesses qualifications which are accredited by Awarding Organisations (for example, CIH, ILM, CMI) which require us to have an appropriate plagiarism policy in place.

The credibility of the qualifications KA offers, and their value to all learners, depends on KA taking and being seen to take, a robust approach to concerns of plagiarism.

SCOPE

This policy applies to all learners undertaking a Kingdom Academy programme of learning, including qualifications accredited by Awarding Organisations. It applies to all Kingdom Academy staff and associates.

This policy sits within Kingdom Academy's broader Malpractice and Maladministration Policy, but is produced separately for ease of access by assessors and learners.

This policy will be made available to learners, and will be provided to them if concerns about plagiarism are raised.

DEFINITIONS

The Joint Council for Qualifications (JCQ) defines plagiarism as "unacknowledged copying from or reproduction of published sources or incomplete referencing" (<https://www.jcq.org.uk/exams-office/malpractice/plagiarism-in-assessments---guidance-for-teachersassessors/>)

The University of Oxford defines plagiarism as: “Presenting work or ideas from another source as your own, with or without consent of the original author, by incorporating it into your work without full acknowledgement.” (<https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism%20>)

As such, plagiarism can occur in a range of different ways, for example:

- Copying and pasting text from other sources without acknowledgement, for example, websites, course materials or organisational documents
- Working with another learner, so that you both submit the same text without acknowledging your collaboration
- Submitting work which was produced by a previous learner on the course
- Using AI to produce text, and pasting this into your assignment
- Having someone else write all or part of your assignment for you, for example, a friend, or a paid essay mill

The key points for learners are:

1. Use your own words for most of your assignment
2. Use other people's words when they provide extra support for what you are saying
3. When you use other people's words, make sure they are always quoted and acknowledged (the requirements for acknowledgement will depend on the level of qualification)

POLICY & PROCEDURE

LEVELS OF PLAGIARISM

KA categorises plagiarism on three levels:

Level 1: Inadvertent plagiarism

The learner is unaware of the requirements, with reasonable justification; for example, they have not studied at this level before, or are in the early stages of their programme of study.

The response to this will normally be to provide guidance and support to the learner to help them understand what is required of them.

Level 2: Culpable plagiarism (lazy plagiarism)

The learner should be aware of requirements but has failed to meet them; for example, they have previously been given guidance on correct referencing, or they have had specific feedback on a draft assignment or in a tutorial.

The response should indicate the seriousness of the concern and potential consequences.

Level 3: Serious plagiarism

There seems to be a deliberate intention to deceive. In these cases, KA has a robust investigation process.

The response should indicate that this is a disciplinary issue which will be formally investigated, and employers will be made aware.

RESPONSES TO PLAGIARISM

There are several possible responses to confirmed plagiarism:

1. Give guidance for future assignments
2. Give a formal warning and record this
3. Require the learner to re-submit the assignment with the plagiarised elements rewritten
4. Use additional assessment methods, e.g. professional discussions, to confirm understanding
5. Conduct a disciplinary process which might result in removal of the learner from the course

PLAGIARISM PROCESS

Level	Actions for tutors/ATCs	Actions for Quality Team	Reporting
1. Inadvertent plagiarism	Consider whether there is sufficient evidence in the un-plagiarised parts of the assignment that the learner shows understanding to meet the assessment criteria; if not, Refer these AC for the learner to into their own words Explain the concern to the learner and give guidance (recorded on the marksheet) on what they need to do in future Signpost to Learning to Learn resources. Refer to Quality Team for guidance if you need it.	Give guidance and support if requested	Tutor/ATC: Ensure this is recorded on the assignment marksheet, as this may be viewed in the IQA and external moderation processes. Tutor/ATC: If there is a Teams meeting with the learner, record this on Ecordia as a 'Tutorial'. Do not use the 'malpractice' tag.
2. Culpable plagiarism	Do not continue with marking the assignment Refer to Quality Team Quality Team will provide guidance on how to proceed. Do not raise the issue with the learner until this has been received.	Quality Team will review evidence, and if plagiarism is identified, either: give guidance to the tutor/ATC on how to address it with the learner, or: contact the learner directly If serious plagiarism, Quality will escalate to the next level	Quality Team will record on Ecordia under the 'malpractice' tag, and add to the Malpractice Admin section of the Quality Log Quality Team will notify the qualification Awarding Organisation if necessary

3. Serious plagiarism	Do not continue with marking the assignment Refer to Quality Team Quality Team will provide guidance on how to proceed. Do not raise the issue with the learner until this has been received.	Quality Team will review evidence, and if serious plagiarism is suspected, contact the learner to begin a disciplinary process.	Quality Team will record on Ecordia under the 'malpractice' tag and add to the Malpractice Admin section of the Quality Log Quality Team will notify the qualification Awarding Organisation if necessary
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DISCIPLINARY PROCESS

The stages of the disciplinary process are:

The Investigating Officer will review the evidence and decide whether there is a case to answer; if yes:

Present the evidence to the learner in writing and give them an opportunity to respond (in writing, or face to face). The learner should be provided with a copy of this policy. If the learner chooses to respond face to face, this meeting should be with the Investigating Officer and one other KA member of staff.

As a result of the learner response, either:

Close the case with an outcome notified to the learner in writing, or

Set up a Disciplinary Panel. This will consist of the Investigating Officer, a member of the Senior Management Team (as panel chair), and other KA staff as the chair sees fit. The learner has a right to be accompanied by either another learner from their programme, or their line manager or employer L&D practitioner; they are not permitted to involve family, friends or others.

The panel will present all available evidence to the learner and allow them to respond.

The panel will reach a conclusion which will be communicated to the learner within 10 working days.

PLAGIARISM COMMITTED BY KINGDOM ACADEMY STAFF AND ASSOCIATES

If there is suspicion that KA staff or associates may have committed plagiarism, the concern should be referred as soon as possible to the Head of Quality or Head of Delivery. This will be addressed under the Malpractice policy.

The person identifying the concern should not discuss it with the member of staff/associate, as the concern may constitute misconduct and lead to disciplinary action.

ROLES AND RESPONSIBILITIES IN RELATION TO THIS POLICY

Apprenticeship Training Coordinator / Tutors

- Educate and support learners in understanding plagiarism, how to avoid it, and the processes / outcomes if plagiarism is found

- When assessing all learner work be vigilant to any indicators of plagiarism such as changes in formatting / vernacular / irrelevant wording
- Request support from the Quality team wherever appropriate

Quality Team

- Oversee the education and training of staff to understand and respond to potential plagiarism.
- Support the development of the policies and procedures related to plagiarism.
- Support staff through the processes where plagiarism has been identified.
- Report to award organisations where appropriate confirmed plagiarism.

Senior Management Team

- Ensure all staff have the appropriate training for their roles relating to plagiarism.
- Ensure sufficient systems are in place such as Turnitin to monitor suspected plagiarism.
- Oversee all policies and procedures related to plagiarism.
- Support any learner or staff disciplinary as appropriate

ADDITIONAL INFORMATION:

- KA staff will be given training to help them address plagiarism concerns
- The quality team and subject IQAs will provide support and guidance to assessors with plagiarism concerns
- Resources and guidance will be made available to learners to help them understand correct academic referencing practice and the danger of plagiarism

POLICY AND PROCEDURE - APPENDICES & REVIEW

Version Control

VERSION	Approved by	Signature	Revision Date	Summary of Change	Author
V4	Sarah Oates			Transfer to KA Template	Bernie Smith
V5	Sarah Oates		8 th May 2024	Inclusion of AI	Sarah Oates
V5.1	Sarah Oates		3 rd June	Revision of AI inclusion, process and levels of plagiarism, and added roles and responsibilities	Andrew Jones