



DEAN CLOSE
**KINGHAM HILL
SCHOOL**
OXFORDSHIRE

POLICY DOCUMENTS

Citation	This document shall be cited as: Malpractice, plagiarism and AI
Person responsible	Academic Deputy
Comments to	Academic Deputy
Last reviewed/updated	September 2025
To be reviewed/updated	September 2026
Reason for review/update	Annual review
Person reviewing/updating document	Louanne Gill
Source/Author of document	Dominic Beasant
Implementation of the policy	On-going

Malpractice, plagiarism and AI policy

1. Introduction and overview

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

AI use in this policy relates to where artificial intelligence tools are used to generate text responses to user prompts and questions, so called Generative AI.

Good academic writing is a skill for life, especially as the majority of our pupils go on to university where they will need to reference sources accurately.

This policy will look at plagiarism and AI. It will also look specifically at plagiarism and the use of AI in assessments. It is intended to give guidance to pupils, parents, teachers and assessors to understand plagiarism and the use and misuse of AI, with the key aim of maintaining the authenticity of pupils' work.

At the start of each academic year this policy will be explained to all pupils and they will be asked to sign to say they have understood the policy and the consequences of submitting work which is not their own. Parents will be sent a copy of the policy.

While AI technology opens up another form of plagiarism and new challenges in assessment, the key principle remains the same – **academic integrity**. This policy reinforces the importance of ensuring that all work submitted by pupils both in school and for qualification assessments is the pupils' own, as mandated by Section 5.3(j) of the JCQ General Regulations for Approved Centres. Plagiarism and misusing AI to produce work that is not their own constitutes malpractice and may result in severe sanctions.

2. Key requirements

- All school work completed in general and all work submitted for qualification assessments must be the pupils' own.
- This applies to all pieces of work, large or small, assessments and non-assessments.
- Using AI tools to create work and then submitting it as your own is malpractice.
- Pupils, parents and staff must understand the seriousness of plagiarism, the risks of AI use and what constitutes malpractice.
- Pupils must clearly identify any sections of their work taken from another person, a published source or generated by AI. This is done via a Works Cited list and in-text citations.
- Teachers and assessors should only accept work they believe to be the pupil's own.

- Teachers should investigate and take appropriate action when they suspect the authenticity of a pupil's work. This could include use of the Chrome Extension Copyleaks, which is installed on Kingham accounts. Other software, recommended by JCQ, is listed in section 6.

3. AI use and risks

AI use in this context refers to employing AI tools to gather information and content for assessments. AI tools, like chatbots, generate text responses to user prompts, questions and follow-up questions. The responses are based on data patterns and may not provide reliable or accurate information. Some AI chatbots have been identified as providing incorrect or biased answers to questions, and some can also produce fake references to books/articles by real or fake people.

Pupils must be cautious about using AI-generated content, being critical of it as they would with any other source. They should also be aware that misuse of AI tools in relation to any school work or qualification assessments at any time constitutes malpractice.

AI can be used to support teaching and learning, for instance pupils can get an understanding of a topic, simplify or summarise a piece of text, or create questions for revision. Pupils could have work explained another way, to aid understanding. In these cases, the use of AI is to deepen understanding and encourage learning, never to create work that is then passed off as the pupil's own. Teachers can plan lessons, personalise learning or automate administrative tasks.

4. What is plagiarism and AI misuse?

Plagiarism and AI misuse involves submitting work that is not the pupil's own, which contradicts the principles of academic integrity. This could be copying off another pupil, from a published source or using model solutions. It could be getting help from another person or AI without acknowledging this.

Pupils must submit work for preps and assessments which is their own. This means both ensuring that the final product is in their own words, and is not copied or paraphrased from another source such as an AI tool, and that the content reflects their own independent work.

Pupils are expected to demonstrate their own knowledge, skills and understanding as required for any qualification, as set out in the qualification specification. Use of any sources or AI which means pupils have not independently demonstrated their own attainment is likely to be considered malpractice. AI tools must only be used when the conditions of the assessment permit the use of the internet and where the pupil is able

to demonstrate that the final submission is the product of their own independent work and independent thinking.

Examples of plagiarism and AI misuse include, but are not limited to, the following:

- Copying or paraphrasing sections of another person, published material or AI-generated content so that the work is no longer the pupil's own.
- Copying or paraphrasing whole responses of another person, published material or AI-generated content.
- Using other people, sources or AI to complete parts of the assessment so that the work does not reflect the pupil's own work, analysis, evaluation or calculations.
- Failing to acknowledge use of other people, resources or AI tools when they have been used as a source of information.
- Incomplete or poor acknowledgement of sources or AI tools.
- Submitting work with intentionally incomplete or misleading in-text citations or works cited lists.

5. Acknowledging sources and AI use

Pupils must acknowledge and reference all sources by using a works cited list and in-text citations. The school uses MLA format as the standard form of referencing. The format to cite AI should include the prompt used, the name of the AI tool and version, along with the date the response was generated and the general URL.

Where AI has been used for assessments, pupils must also keep a copy of the question(s) asked and the full content produced in a non-editable format (such as a screenshot) and provide a brief explanation of how it has been used. Pupils need to remember that any use of Generative AI that means they have not independently met the marking criteria will not be rewarded.

Pupils are taught how to reference in Digital Literacy lessons and for the Extended Project Qualification. This is also reinforced by all staff where appropriate and especially for relevant assessments. The Digital Literacy staff support pupils and teachers in how to format Works Cited lists and in-text citations.

6. Identifying misuse

Good practice will include reasonable deadlines for submission of work, regular reminders, portions of the work completed in class under supervision, access to the work as it develops and discussions with the pupils to ascertain that they understand their work. The teacher will be able to compare work with the pupil's previous work, level and general understanding.

Specialised computer software can be used to match phrases or pieces of text with original sources as well as statistically analysing the words and their combinations to determine the likelihood that it was produced by AI. The most recently recommended by JCQ (September 2025 update) are:

- Turnitin Originality (<https://originality.ai>)
- GPTZero (<https://gptzero.me/>)

For our vocational qualifications, all assignments will be run through AI detection software. Pupils will be notified about this in the start-of-year briefing about plagiarism & AI and by the subject teacher.

7. Consequences of misuse

Academic integrity is important at all times. As a school we will look to explain, model and encourage this at all times and with all year groups.

Hopefully, this will instil the value of integrity in all our pupils but it needs to be emphasised that the seriousness of the consequences grows if a pupil continues to try to pass off as their own work that is not.

Within school, the piece of work concerned will be awarded zero marks. The pupil will then be expected to redo the piece of work by a specified deadline. The pupil's attitude to learning grade for this work will be coasting or disengaged, depending on the size and severity of the plagiarism.

One of the following sanctions will also be issued:

- a yellow card;
- a red card (which automatically incurs a detention);
- a Head's detention (which is longer in duration than the red card detention).

Where it is felt to be appropriate, the pupil will be asked to attend one or more sessions with our Librarian to be shown how to avoid plagiarism through proper referencing. This may be needed for pupils who join the school after this is covered in Digital Literacy lessons.

For any external assessment, if a teacher suspects work is produced that is not solely the pupil's work, then it must be investigated. When an assessment is finally submitted and the pupil signs the declaration of authentication for that assessment, if they are then discovered to have broken the regulations, one of the following penalties will be applied by the appropriate Awarding Organisation:

- the piece of work will be awarded zero marks;
- the pupil will be disqualified from that unit for that examination series;
- the pupil will be disqualified from the whole subject for that examination series;
- the pupil will be disqualified from all subjects and barred from entering again for a period of time.

The appropriate Awarding Organisation will decide which penalty is appropriate.

8. More details for exam assessments

More details for exam assessments can be found in the following documents published by the Joint Council for Qualifications:

- Plagiarism in Assessments, Guidance for Teachers/Assessors
<https://www.jcq.org.uk/exams-office/malpractice/plagiarism-in-assessments---guidance-for-teachersassessors/>
- AI Use in Assessments: Protecting the Integrity of Qualification (Updated April 2025)
https://www.jcq.org.uk/wp-content/uploads/2025/04/AI-Use-in-Assessments_Apr25_FINAL.pdf
- Information for candidates, Coursework assessments
https://www.jcq.org.uk/wp-content/uploads/2025/08/Coursework_ICC_25-26_FINAL.pdf

9. Conclusion

All work submitted for qualification assessments must be the pupil's own. Any use of AI must be properly acknowledged but may still mean the pupil does not meet the marking criteria. Misuse of AI or any other form of plagiarism, such as copying from another pupil or source, will result in sanctions. Work submitted to the Awarding Organisations that is discovered to have broken the regulations will result in penalties applied by them.

We want all in our school to value, encourage and model academic integrity – pupils, parents and teachers. We want to learn from the richness of other people and resources, interactions, discussion and thought. We want us all to remain inquisitive, curious and thirsty for knowledge. Trying to pass off someone else's work, words or ideas as your own is the opposite of all these ideals. Pretending to understand something when you do not, wastes the opportunity to learn.

Louanne Gill

Last reviewed: September 2025

To be reviewed: September 2026