

FE Student Academic and Misconduct Policy

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Approval required

SMT Y/N	Y	SMT approved/review date	03.06.2024
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Changes made

Version	Author	Date	Section	Changes summary
2	ACrabtree	20.04.2023		Clarifying the use of artificial intelligence software and implications
3	GConti	29.05.2024		Change of job title and examples of AI tools removed.

Policy description:

This policy defines what the College means by academic misconduct, particularly plagiarism and any form of cheating, fraud or gaining an unfair advantage in examinations. It will not conflict with the policies and regulations of the Awarding Organisation or the Joint Council for Qualifications. In establishing this policy, the College is seeking to maintain the integrity of its academic awards and procedures and to give any student affected a fair opportunity to respond to any allegation of academic misconduct. This policy applies to all the qualifications delivered by the College at further education levels.

Supporting documentation:

- Appendix 1: Academic Misconduct Report Form

Links to other policies:

- Student Disciplinary Policy
- Malpractice and Maladministration Policy
- Quality of Education Policy
- Awarding organisations rules and regulations
- JCQ Plagiarism in Assessments
- DfE external document template (publishing.service.gov.uk)
- AI Use in Assessments: Protecting the Integrity of Qualifications - JCQ Joint Council for Qualifications

Contents

1 Executive Summary

When submitting work, sitting constrained exams, internal or external examination; plagiarism, cheating, collusion, examination fraud and attempting to obtain an unfair academic advantage are forms of academic misconduct and are entirely unacceptable for any Craven College student. This policy will not conflict with any awarding organisation policies and regulations. In establishing this policy, the College is seeking to maintain the integrity of its qualifications and procedures and to give any student affected a fair opportunity to respond to any allegation of academic misconduct.

2 Context

Craven College is committed to developing a culture of academic integrity and to conducting fair and equitable assessments and examination for all students. Academic integrity involves a commitment to the core values of honesty, trust, fairness, respect, and responsibility in all academic endeavours. Individuals sometimes fail to act with academic integrity to gain an unfair advantage in an assessment and / or examination. This is often termed academic misconduct or cheating, and it will be dealt with by the College in accordance with the procedure set out below.

Plagiarising is the presentation of work created by others, or previously submitted by the student for assessment, without properly acknowledging the source (s), with or without permission from those people. This can include words, images, opinions, research, or discoveries, purchased or ghost-written work.

Examination fraud or cheating is using any form of notes, key words, technology, observation of other student's work, annotated texts or anything that gives a person an unfair advantage in any form of examination. This includes situations where a student is found to be in possession of a mobile

phone, Smart phone, Smart watch, or any other device capable of transmitting or receiving information. Once the invigilation team have requested students turn off all mobile technology and asked them to place the technology in their bags or coats away from their person, anyone found in possession of such equipment during an examination will demonstrate intent to commit exam fraud.

The misuse of Artificial Intelligence (AI) is also plagiarism. AI use refers to the use of AI tools to obtain information and content which might be used in work produced for assessments which lead towards qualifications. While the range of AI tools, and their capabilities, is likely to expand greatly soon, misuse of AI tools in relation to qualification assessments at any time constitutes malpractice.

Teachers and students should also be aware that AI tools are still being developed and there are often limitations to their use, such as producing inaccurate or inappropriate content. AI chatbots are AI tools which generate text in response to user prompts and questions. Users can ask follow-up questions or ask the chatbot to revise the responses already provided. AI chatbots respond to prompts based upon patterns in the data sets (large language model) upon which they have been trained. They generate responses which are statistically likely to be relevant and appropriate.

AI chatbots can complete tasks such as the following:

- Answering questions
- Analysing, improving, and summarising text
- Authoring essays, articles, fiction, and non-fiction
- Writing computer code
- Translating text from one language to another
- Generating new ideas, prompts, or suggestions for a given topic or theme
- Generating text with specific attributes, such as tone, sentiment, or formality

The use of AI chatbots may pose significant risks if used by students completing qualification assessments. As noted above, they have been developed to produce responses based upon the statistical likelihood of the language selected being an appropriate response and so the responses cannot be relied upon. AI chatbots often produce answers which may seem convincing but contain incorrect or biased information. Some AI chatbots have been identified as providing dangerous and harmful answers to questions and some can also produce fake references to books/articles by real or fake people.

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

- Copying or paraphrasing sections of AI-generated content so that the work is no longer the student's own
- Copying or paraphrasing whole responses of AI-generated content
- Using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation, or calculations
- Failing to acknowledge use of AI tools when they have been used as a source of information
- Incomplete or poor acknowledgement of AI tools
- Submitting work with intentionally incomplete or misleading references or bibliographies.

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, as noted above, the attainment that they have demonstrated in relation to the requirements of the qualification does not accurately reflect their own work.

3 The Policy

Plagiarism, cheating and collusion and attempting to obtain an unfair academic advantage are entirely unacceptable. Whether this is academic work or any form of examination, as such, these forms of academic misconduct will be subject to disciplinary regulations.

In submitting assessments via plagiarism detection software, students accept responsibility for any copyright infringement or plagiarism. All written work should include a declaration signed by the student stating that the work is their own.

When students are undertaking any form of examination, they must abide by the rules laid out by the Awarding Organisation, Examination Board, JCQ and the College. Failure to do so will be subject to disciplinary regulations by the College and Examination Board or Awarding Organisation.

3.1 Academic Misconduct Procedures

Each case will be determined on its own facts and merits. Accordingly, it may be necessary to adjust the procedures to allow a proper investigation or to ensure fairness to the student concerned in any case. It may be necessary for the College to seek legal advice in specific cases. The procedures in this policy are not contractual in nature and there is no right to compensation for any amendment to the procedures.

If a student is suspected of academic misconduct:

- The concern will be raised with the Course Tutor
- The Course Tutor will undertake an investigation interview with the student. This will include questions around content and sources used to check knowledge and understanding.
- If plagiarism is suspected, the Course Tutor will complete a plagiarism report form (Appendix 1) and submit it to their Head of Department and the Head of Quality and Professional Development, also sending a copy to the student (normally within ten working days of the concern first arising)
- The student will then be invited to attend an Academic Misconduct meeting with the Head of Department. This could result in a Level 2 or Level 3 Disciplinary, depending on severity and whether this is the first time Academic Misconduct has occurred.

This meeting will decide whether:

- a) There is insufficient evidence to justify a finding of academic misconduct or examination fraud. If so, no further action will be taken under these procedures.
- b) There is evidence of academic misconduct or examination fraud, then disciplinary action will be undertaken as per the College Disciplinary policy as well as any sanctions or actions that are requested by the Awarding Organisation or Examination Board.
- c) The matter should be considered poor scholarship rather than academic misconduct. No further action will take place under these procedures, although the poor scholarship will be considered through the normal marking process. The finding will be noted on the student record and may be considered in the context of any future allegations that the student has committed academic misconduct.

Following the meeting (within 5 days) the student will be informed in writing of the decision and the penalty incurred. In the instance of poor scholarship then the student will be referred to the Specialist Learning Support Centre. If a student is suspected of academic misconduct / examination fraud / intent to commit fraud / cheating:

- The concern will be raised with Exams Officers and the Quality and Professional Development Manager immediately it is discovered
- The invigilator will complete an invigilation incident report if misconduct occurred during an examination
- The incident will be reported to the Awarding Organisation or JCQ who will advise of next steps
- The Head of Quality and Professional Development will carry out an investigation into the incident, following Awarding Organisation or JCQ guidelines.
- A report will be produced and shared with the Awarding Organisation or JCQ, along with recommendations.
- The Awarding Organisation or JCQ will provide a misconduct decision to the College. This will include actions for the College to take in response to the incident. This may include a warning or sanctions against the student such as loss of marks to disqualification from the qualification. This outcome will be shared with students.

Following the meeting (within 5 days) the student will be informed in writing of the decision and the penalty incurred. Students may also have to meet with External Quality Auditors from Awarding Organisations / Examination Boards as part of their investigation and may face further action from these parties including being withdrawn from current and future examination and awards. In the instance of poor scholarship then the student will be referred to the Specialist Learning Support Centre.

3.2 Appeals

The decision of the Academic Misconduct meeting may be subject to appeal on the following grounds:

- That there were procedure irregularities on the part of the Academic Misconduct meeting.
- That there were mitigating circumstances which affected the student's ability to determine right from wrong, and which, for good reason, were not disclosed at the time of the Academic Misconduct meeting.

An appeal must be submitted, in writing, to the Head of Quality and Professional Development within 5 working days of notification of the decision of the Academic Misconduct meeting.

Students have the right to appeal to their Awarding Organisation once all internal processes have been undertaken.

Academic Misconduct Report Form

Please use this form to report where you suspect a student may have plagiarised. The completed form should be sent to the student and gconti@craven-college.ac.uk

Student name:	
Course Title:	
Unit or Module:	
Assessment title:	
Level:	
Module marked by:	
First reported plagiarism:	Yes/No (Include date and module title of previous case)
Evidence of plagiarism: <ul style="list-style-type: none"> • Similarity to internet source • Similarity to text source • Copying from another student • Use of AI • Other issues 	
Name of person reporting:	
Date form sent to student:	
Date received in Quality:	