



PLAGIARISM POLICY



Version Number	Date	Purpose of Change	Classification	Sign Off
V4.1	10/11/2025	New Formatting, Merged of Policies and new AI content.	Public	Kerry Ore

Copyright © 2025 Smart Awards Ltd

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means whatsoever without prior written permission from the copyright holder.

Unit F8A | Holly Farm Business Park | Honiley Road | Kenilworth | CV8 1NP
T: 02476 421125
E: info@smartawards.co.uk
W: www.smartawards.co.uk

Company Number 9079735 | VAT Number 216 7632 0

1. PURPOSE

1.1 Smart Awards is committed to maintaining integrity, fairness, and transparency in the delivery of all qualifications and End-Point Assessments (EPAs).

1.2 This policy sets out the principles and procedures for preventing, detecting, and managing plagiarism, cheating, and the misuse of Artificial Intelligence (AI).

1.3 Plagiarism undermines the credibility of qualifications and EPAs, compromises the validity of assessment decisions, and constitutes malpractice. Smart Awards will take decisive and proportionate action against any learner, apprentice, assessor, or centre found to have engaged in plagiarism, cheating, or AI misuse.

2. SCOPE

2.1 This policy applies to:

- Qualifications regulated by Ofqual and Qualifications Scotland Accreditation.
- End-Point Assessments (EPAs) regulated by Ofqual.
- All individuals involved in assessment activities, including learners, apprentices, assessors, internal quality assurers (IQAs), employers, training providers, and centres approved by Smart Awards.

2.2 It covers all forms of assessment evidence, including reports, portfolios, written work, digital submissions, projects, and presentations.

3. AIMS

3.1 This policy aims to:

- Provide clear definitions of plagiarism, cheating, and AI misuse.
- Outline the responsibilities of learners, apprentices, assessors, and centres.
- Define the procedures for investigating suspected cases.
- Protect the rights of individuals under investigation.
- Ensure consistent, fair, and transparent outcomes aligned with regulatory requirements.

4. RESPONSIBILITIES

4.1 Smart Awards

Smart Awards is responsible for ensuring:

- This policy complies with all regulatory, ethical, and legal requirements.
- All allegations are investigated fairly, impartially, and promptly.
- Corrective and preventive actions are implemented consistently.
- Records are maintained in accordance with data protection legislation.

4.2 Centres, Employers, and Training Providers

Centres, employers, and training providers must:

- Inform learners, apprentices, and staff of this policy and its expectations.
- Provide guidance on referencing, originality, and AI use.
- Implement internal quality controls and detection mechanisms.
- Investigate all suspected cases and report findings to Smart Awards.

4.3 Learners and Apprentices

Learners and apprentices must:

- Produce original work that represents their own understanding and effort.
- Reference all sources used.
- Declare the use of AI or any automated assistance in accordance with the Smart Awards AI Policy.
- Understand that undeclared or inappropriate use of AI constitutes plagiarism and malpractice.

5. DEFINITIONS

5.1 Plagiarism

Plagiarism is the practice of taking someone else's work or ideas and presenting them as one's own without proper acknowledgement.

It includes (but is not limited to):

- Copying text, data, or diagrams without citation.
- Paraphrasing content too closely without referencing.
- Submitting work produced by another person or AI system as one's own.
- Using text or materials downloaded from the internet without attribution.
- Copying from another learner's or apprentice's work.
- Reusing previous submissions without declaration or permission.

5.2 Misuse of Artificial Intelligence (AI)

Using or submitting AI-generated text, imagery, or data as one's own work without declaration and approval constitutes plagiarism. All use of AI tools in assessment evidence must comply with the Smart Awards AI Policy, which sets out expectations for acceptable use, declaration, and transparency. Failure to declare AI use, or misrepresenting AI-generated content as original work, will be treated as malpractice and subject to investigation.

5.3 Cheating

Cheating is acting dishonestly or unfairly to gain an advantage in assessment.

Examples include:

- Gaining unauthorised access to assessment materials.
- Receiving unauthorised help during assessment.
- Falsifying records or evidence.
- Colluding with others to produce shared or identical work.

6. PREVENTIVE MEASURES

6.1 Smart Awards and its approved centres promote prevention through:

- Clear communication of academic integrity expectations at induction and throughout learning.
- Training assessors and IQAs to detect plagiarism and AI misuse.
- Use of plagiarism detection and AI identification tools where appropriate.
- Requiring signed declarations of originality from learners and apprentices.
- Ongoing monitoring of assessment evidence during sampling and moderation.

6.2 Learners, apprentices, and assessors should refer to the Smart Awards AI Policy for detailed guidance on appropriate and declared use of AI tools within assessment materials.

7. PROCEDURE IN THE EVENT OF PLAGIARISM, CHEATING, OR AI MISUSE

7.1 Initial Reporting

Where plagiarism, cheating, or AI misuse is suspected, the assessor, IQA, employer, or training provider must:

- Report the concern immediately to the centre manager and Smart Awards.
- Submit supporting evidence (e.g., assessment materials, similarity or AI detection reports, statements).
- Ensure the individual is treated respectfully and given a fair opportunity to respond.

7.2 Centre Investigation (Qualifications)

Centres must:

- Conduct an investigation promptly and objectively.
- Keep written records of all findings and actions taken.
- Forward their report to Smart Awards for review and confirmation.

If the centre cannot reach a fair conclusion, the case must be referred directly to Smart Awards.

7.3 EPA Investigation

Where plagiarism or AI misuse occurs within an EPA:

- The employer, training provider and the End-point Assessor must notify Smart Awards immediately.
- Smart Awards' Quality Team will undertake a formal investigation in line with the Malpractice and Maladministration Policy.
- Findings and outcomes will be documented and shared with all parties.

7.4 Investigation Principles

All investigations will be:

- Conducted impartially and confidentially.
- Supported by objective evidence.
- Reviewed by independent personnel where required.
- Focused on determining both intent and impact.

Smart Awards reserves the right to suspend assessment or certification activity during an ongoing investigation.

8. OUTCOMES AND SANCTIONS

Sanctions are applied proportionately to the seriousness of the misconduct, on a case-by-case basis but can include;

8.1 Learners and Apprentices

- Formal warning with guidance and mandatory training on integrity.
- Loss of marks, credit, or unit achievement.

- Disqualification from part or all of a qualification or EPA.
- Fail Grades being awarded
- Temporary or permanent removal from Smart Awards assessments.
- Withdrawal of certificates or results where outcomes are invalidated.

8.2 Assessors, Technical Experts, and Centre Staff

- Formal warning and retraining.
- Suspension or withdrawal of approval to assess, IQA, or deliver assessments.
- Temporary or permanent removal of centre approval for repeated or serious breaches.

Confirmed cases will be recorded on the Smart Awards Risk Register and reviewed during management and Board meetings to ensure ongoing oversight and learning.

9. APPEALS

9.1 Anyone subject to a decision arising from this policy has the right to appeal. Appeals must follow the Smart Awards Appeals Policy and be submitted within 10 working days of the outcome notification.

10. RELATED POLICES

10.1 Malpractice and Maladministration Policy, Use of AI Policy, Appeals Policy, Conflict of Interest Policy, Internal Audit Policy

11. REVIEW OF THIS POLICY

11.1. This policy is reviewed and revised annually in response to feedback, changes in legislation and guidance from the regulators, Qualifications Scotland Accreditation or Ofqual.

12. OFQUAL GENERAL CONDITIONS

12.1 Condition A8.2 – Where any such malpractice or maladministration is suspected by an awarding organisation or alleged by any other person, and where there are reasonable grounds for that suspicion or allegation, the awarding organisation must – (a) so far as possible, establish whether or not the malpractice or maladministration has occurred, and (b) promptly take all reasonable steps to prevent any Adverse Effect to which it may give rise and, where any such Adverse Effect occurs, mitigate it as far as possible and correct it.

13. OFQUAL APPRENTICESHIP CONDITIONS

13.1 Condition EPA5 – end-point assessment organisation must take all reasonable steps to prevent malpractice and maladministration in the delivery of end-point assessments, investigate any suspected incidents promptly, and take corrective and preventive action as necessary.

13.2 Condition EPA8 – The organisation must review its systems and procedures regularly to ensure effective management of risks and continuous improvement in assessment delivery.

14. QUALIFICATIONS SCOTLAND ACCREDITATION PRINCIPLES

14.1 Principle 10 – The awarding body shall ensure that it has the necessary arrangements and resources for the effective delivery, assessment, and quality assurance of accredited qualifications.

14.2 Principle 12 – The awarding body must have effective arrangements for preventing and investigating malpractice or maladministration, and for taking appropriate action to maintain integrity and public confidence.