Plagiarism (and AI) Policy 2026-27

SECTION 1: CONTEXT

Green Labyrinth is committed to providing high-quality learning materials and resources to our learners as well as maintaining academic integrity which is essential to upholding both Green Labyrinth and the Awarding Organisations standards. As part of this commitment, we have a strict policy against academic offences, including plagiarism.

The purpose of this policy is to:

- Uphold Green Labyrinth's mission statement "Empowering Learning, Transforming Lives" for all learners
- Provide clear guidelines to ensure the correct process is followed when plagiarism is suspected or identified

SECTION 2: STATUS

2.1 This policy was approved by the Senior Leadership Team on XXXXXXXXX

2.2 The Plagiarism Policy links to the following:

- Quality assurance and assessment policy
- Malpractice and Maladministration policy
- Exam Policies and Procedures
- Learner Agreement
- Our Charter

SECTION 3: DEFINITIONS

3.1 Plagiarism is defined as:

- Presenting work or ideas from another source as your own, with or without the consent of the original author, by incorporating it into your work without full acknowledgement.
- All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition.
- The use of material generated wholly or in part through use of artificial intelligence (AI) - apart from when the use of AI for assessment has **received prior authorisation** e.g. as a reasonable adjustment for a learner's disability. It can also include re-using your own work without citation. Please note that AI can only be used within assessments where specific **prior authorisation has been given**, or when technology that uses AI has been agreed as

reasonable adjustment for a learner's disability (such as voice recognition software for transcriptions or spelling and grammar checkers). Try to avoid this and always use good academic practice.

3.2 Academic Integrity

Academic integrity is the commitment to honesty, trust, fairness, respect, responsibility and courage in all learning and assessment activities.

Green Labyrinth expects all learners and staff to uphold these principles throughout their programme of study.

SECTION 4: POLICY GUIDANCE

Green Labyrinth Study Programme work with Pearson awarding body for Vocational and Functional Skills qualifications. GCSE Maths and English are delivered through AQA. Please refer to awarding body guidelines for guidance, resources and processes on plagiarism.

4.1 Learners may be suspected of plagiarism if they:

- Submit work not completed by themselves
- Use part of whole assignments of other, past or present, for completion of their own assignment
- Are deemed to be copying another's work under examination conditions
- Use content from other sources without due recognition
- Use AI and other technology to create assignments without adhering to guidelines above

4.2 Academic offences are any actions that challenge academic integrity and ethics, including but not limited to:

- Plagiarism: the use of someone else's work or ideas without proper citation
- Collusion: the unauthorised collaboration between learners in producing an assignment
- Fabrication: the falsification or invention of data, references, or sources
- Impersonation: the submission of work by someone other than the named learner

- Misconduct: any actions that violate the ethical principles of academic practice
- Misuse of AI and other auto generating software

4.3 Consequences of Academic Offences

Any learner who is found to have engaged in an academic offence will face consequences, including but not limited to:

- Failure of the assignment or the course
- Loss of access to Green Labyrinth services
- Reported to Awarding Organisation for malpractice
- Negative impact on professional and academic reputation
- Legal action, if applicable

4.4 How to Avoid Academic Offences

To avoid academic offences, learners should:

- Properly cite all sources used in their work
- Use their own original work or ideas or obtain permission and cite the original author or source
- Avoid unauthorised collaboration with other learners
- Verify the accuracy and credibility of sources before using them
- Seek assistance from their teacher and review the guidance materials if unsure about how to properly cite or reference sources

- Use AI mindfully and complement their original work, not replace it. Please see Section 5 for further guidance on the use of AI

SECTION 5: USE OF AI

5.1 Use of Artificial Intelligence (AI)

Learners may use approved AI tools to support learning activities where permitted by the awarding organisation and assessment requirements.

Acceptable uses may include:

- generating ideas or research prompts;
- checking spelling, grammar and readability;
- supporting revision and study activities;
- assisting learners through approved reasonable adjustments.

Learners must not:

- submit AI-generated content as their own work;
- use AI to complete assessments where prohibited;
- use AI to produce answers without critical evaluation and adaptation;
- conceal the use of AI where disclosure is required.

Any undeclared or inappropriate use of AI may be treated as malpractice or academic misconduct.

If staff have concerns that work has been generated with inappropriate use of AI, this must be checked using an appropriate tool and the learner informed or instructed to resubmit their work without use of AI.

Green Labyrinth may use plagiarism and AI-detection software as part of a wider academic integrity review process. Detection reports will not be used as sole evidence of misconduct and will be considered alongside professional judgement and other available evidence.

- https://copyleaks.com/ai-content-detector
- https://www.grammarly.com

5.2 It is the responsibility of all learners and teachers to ensure that submitted work for assessment is the learners' own work. Learners must:

- Ensure that any assessment submitted is their own work and sign assessment front sheets to confirm this in accordance with awarding body requirements
- Ensure that any words and/or arguments of others are cited and referenced using the Harvard Referencing or footnote system

5.3 Teaching staff must:

- Advise learners of the unethical nature of plagiarism
- Clearly identify Green Labyrinth's policy on plagiarism
- Advise learners on study skills and the use of the Harvard Referencing or footnote system

SECTION 6: INVESTIGATION OF SUSPECTED ACADEMIC MISCONDUCT

To be used with the Malpractice and Maladministration policy

6.1 Concern identified by assessor.

6.2 Evidence gathered.

6.3 Learner informed and given opportunity to respond.

6.4 Internal review undertaken.

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6.5 Decision recorded.

6.6 Referral to awarding organisation where required.

6.7 Right of appeal explained.

SECTION 7: MONITORING

6.1 This policy will be monitored by the Senior Leadership Team.

SECTION 8: REVIEW

7.1 The policy will be reviewed annually.

7.2 The next date of review will be August 2026.

7.3 Subsequent Reviews:

Reviewer	Review Date	Amendments Yes/No	Amendments Approved & Date
R. Katatic	18/08/2025	Yes	• Change of formatting of policy • Removal of reference to hub resources • Addition of footnotes as acceptable form of referencing • Adding names of awarding bodies Green Labyrinth work with
S Davis	12/08/2026	Yes	• Removed 3.2 - irrelevant content • New section 3.2 added to emphasise integrity • Updated section 5.2 to allow use of AI to reflect updates from Awarding Organisations • New section 6 for actions to be taken should use of AI be considered malpractice.

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