ARC Training Services
Plagiarism Policy

Supporting Excellence

Policy on Plagiarism:

When we talk about Plagiarism, we are referring to the copying of or taking of extracts from someone else's work, and then submitting it as your own. This could include using sentences or phrases that you've obtained from books, articles, websites, AI (Artificial Intelligence), other learners' work, etc. and not referencing them appropriately.

Information from various sources, such as the Internet, organisational policies, course books, AI, handouts etc., can all be a useful tool and a way to gain or expand your knowledge and understanding. However, even generating ideas, using any part, or paraphrasing from these areas without appropriate referencing and citation is classed as cheating plagiarism.

Great care and integrity must be taken not to copy any parts of the materials you have accessed and present them for assessment as your own work.

Remember! Plagiarism applies to any percentage of work copied from any published text, where the source has not been acknowledged or referenced appropriately, no matter how small the piece. In all situations, you need to take the knowledge you have gained from your research, reflect on it and then, **in your own words and style**, explain your understanding against the criteria/question, relating this where possible to your own situation and work environment.

You will be asked to complete a declaration to confirm that all work in the qualification **is your own**. After this, should any plagiarism be discovered in your work, sanctions could be applied, in addition to a loss of integrity and credibility. These can vary from a warning, suspension for a set period, disqualification from the assessment and qualification or removal of certification.

A learner, the author of a witness testimony, an assessor, or an internal quality assurer, can commit/allow plagiarism or falsify evidence. Regardless of who is responsible! Plagiarism and the falsifying of evidence is cheating, and ARC and its quality assurance team will take every measure available to prevent and detect it.

Anyone who suspects that plagiarism may have taken place during any part of the assessment process, should raise it with the person concerned, offering explanation, guidance, and support to understand what constitutes plagiarism. In all cases of concern, report it to the Centre Manager or ask them for advice. It may be an entirely innocent mistake or misunderstanding that can be rectified with support by simply identifying and referencing the source appropriately or clarifying its authenticity.

Guidance on referencing

This extract is taken from 'JCQ Information for Candidates: non –examination assessment'.

https://arcengland.org.uk/wp-content/uploads/2025/09/IFC-NE_Assessments-_candidates_2025_FINAL.pdf

When producing a piece of work, if you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is known as referencing. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, p29.

For material taken from the internet, your reference should show the date when the material was downloaded and must

show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/ onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2025.

Where computer-generated content has been used (such as an AI Chatbot), your reference must show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (https://openai.com/blog/chatgpt/), 25/01/2025. You must submit a copy of the computer-generated content with your work for reference and authentication purposes.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether this is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. Mass Media and Society (Hodder Arnold, 2005).

If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.'

Acknowledging AI Use

This extract is taken from 'JCQ AI Use in Assessments: Protecting the Integrity of Qualifications'

https://arcengland.org.uk/wp-content/uploads/2025/09/AI-Use-in-Assessments_Apr25_FINAL.pdf

It remains essential that students are clear about the importance of referencing the sources they have used when producing work for an assessment, and that they know how to do this. Appropriate referencing is a means of demonstrating academic integrity and is key to maintaining the integrity of assessments. If a student uses an AI tool which provides details of the sources it has used in generating content, these sources must be verified by the student and referenced in their work in the normal way. Where an AI tool does not provide such details, students should ensure that they independently verify the AI-generated content – and then reference the sources they have used.

In addition to the above, where students use AI, they must acknowledge its use and show clearly how they have used it. This allows teachers and assessors to review how AI has been used and whether that use was appropriate in the context of the particular assessment. This is particularly important given that AI-generated content is not subject to the same academic scrutiny as other published sources.

Where AI tools have been used as a source of information, a student's acknowledgement must show the name of the AI source used and should show the date the content was generated. For example: ChatGPT 3.5 (https://openai.com/blog/chatgpt/), 25/01/2024. The student must retain a copy of the question(s) and computer-generated content for reference and authentication purposes, in a noneditable format (such as a screenshot) and provide a brief explanation of how it has been used.

If, as a learner, you are unsure if you have referenced your work correctly, please discuss it with your assessor and follow their advice before you sign it as your own.

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Bibliography, resources and recommended browsing

City & Guilds Managing cases of suspected malpractice in examination and assessment. Available:

https://arcengland.org.uk/wp-content/uploads/2024/09/managing-cases-of-suspected-malpractice-in-examinations-and-assessments.pdf

City & Guilds Centre Handbook. Available:https://arcengland.org.uk/wp-content/uploads/2024/09/qas-centre-handbook-pdf.pdf

The Joint Council (JCQ) for Qualifications Plagiarism in Assessments - Guidance for teachers/ assessors. Available:
https://arcengland.org.uk/wp-content/uploads/2024/09/Plagiarism-in-Assessments.pdf

JCQ Information for Candidates: non –examination assessment' Available:
https://arcengland.org.uk/wp-content/uploads/2025/09/IFC-NE_Assessments-_candidates_2025_FINAL.pdf

JCQ AI Use in Assessments: Protecting the Integrity of Qualifications'
https://arcengland.org.uk/wp-content/uploads/2025/09/AI-Use-in-Assessments_Apr25_FINAL.pdf

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ARC takes your privacy seriously and will only use your information to administer the products and services you have requested from us. We will never sell your data and we promise to keep your details safe and secure.

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Declaration of Authenticity

Throughout the gathering of evidence for a portfolio, both the learner and assessor are asked to sign declarations of authenticity, stating the work presented towards various completed units and qualifications, is the learners' own work.

If a declaration is signed, and there is subsequently suspicion of plagiarism or falsifying of evidence, this is classed as malpractice and the Centre Manager must be informed. ARC will then follow the procedure and report the situation to the City and Guilds Investigation & Compliance team, in line with '*Managing cases of suspected malpractice in examination and assessment'* guidance.

At ARC we take our commitment to providing high-quality qualifications in partnership with City & Guilds very seriously and will act upon any suspicion of plagiarism and malpractice accordingly. I confirm I have read the above '**ARC Plagiarism Policy'** and received a copy of the **'JCQ Information for Candidates: non –examination assessment'** which I have read and understood.

I understand the expectations and responsibilities placed upon me as a Learner ☐ Assessor ☐ or Internal Quality Assurer. ☐

✍ Signature _____

✍ Name (Block Capitals) _____

Date _____