



**BBE**  
TRAINING



A CITRUS GROUP  
COMPANY

# Plagiarism, Collusion & AI Misuse Policy

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# Plagiarism, Collusion and AI Misuse Policy

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Plagiarism, Collusion and Artificial Intelligence (AI) misuse are very serious offences and any Learner found to be copying another Learner's work; quoting work from another source without recognising and disclosing that source; buying in an assignment from a third party to pass off as their own either in part or totally; or using Artificial Intelligence software to generate in part or totally an assessment without correct citation and against BBE guidelines will be penalised.

## 1.0 Definitions

1.1 'Plagiarism' means presenting work, excerpts, ideas or passages of another author without appropriate referencing or attribution.

1.2 'Collusion' occurs when two or more Learners submit work which is so alike in ideas, content, wording and/or structure that the similarity goes beyond what might have been mere coincidence. It must be made clear to all Learners and staff that whilst the discussion of ideas, working in groups and other forms of verbal discussion are acceptable, the sharing of a Learner's written response to an assessment is NOT acceptable. To do so, even with the best intention, leaves the Learner open to their work being used without their knowledge and could lead to allegations of collusion.

1.3 'Artificial Intelligence (AI)' use in the context of assessment, refers to the use of AI tools and technologies to acquire information and content which might be used in work produced for assessments which lead towards a qualification. This may involve the application of AI-powered algorithms, machine learning models, and data-driven processes to gather, analyse, and generate relevant data, insights, or assessment content that can enhance the quality and effectiveness of work produced by learners. AI chatbots are AI tools which generate text in response to user prompts and questions.

1.4 At BBE, we hold high standards of academic and assessment integrity. BBE considers both the inappropriate use of Artificial Intelligence (AI) software for the completion of an assignment as collusion as well as the outsourcing of an assignment to a third party such as the use of 'Essay Mills', as collusion and a deliberate intention to pass off the work of others as the Learner's own. Therefore, the misuse of AI tools in relation to qualification assessments at any time and the subcontracting of assignments is never acceptable and constitutes malpractice.

## 2.0 What is AI misuse?

As has always been the case, and in accordance with BBE Plagiarism and Collusion policy and BBE Malpractice and Maladministration Policy, BBE expects our Learners to produce original content that is attributed to their authorship in all assessments. This means ensuring that the final submitted assessment is in their own words and isn't copied or paraphrased from another source such as an AI tool and that the content reflects their own independent work and submission. Learners are expected to demonstrate their own knowledge, skills and understanding as required for the assessment.

At BBE, we encourage our Learners to develop their own thinking and demonstrate their knowledge and skills through their own work by evidencing their own experience and relating theory to practice when required. This is an important aspect of the learning process.

While AI composition software can be a useful tool for tasks such as grammar and spelling checks or conducting research on assignment topics, it should not be used to generate original content. This includes any assignments that require reflection, analysis, evaluation, work-based projects, and presentations, and includes all Centre-devised assessments. Assessments conducted by professional discussion either in person or virtually do not allow the use of AI by the learner.

AI tools are only permitted to be used where the learner can demonstrate that the final assessment submission is the product of their own independent work and independent thinking. 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 learner's own;
- Copying or paraphrasing whole responses of AI-generated content and submitting them as their own work;
- Failing to acknowledge/reference the use of AI tools when they have been used as a source of information;
- Incomplete or poor acknowledgement/referencing of the use of AI tools;
- Submitting work with intentionally incomplete or misleading references or bibliographies.



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## 3.0 Authenticity

Learners should be advised that they are accountable for the output of their assessment and how it was produced. This means that they should be able to distinguish which ideas are their own and which are derived from other sources such as AI software like ChatGPT, BingChat or other authors and that they are not attempting to gain an unfair advantage by presenting that content as their own.

When submitting assignments, learners should be asked to sign an authenticity form or click a button in a Centre's Learner Management System to say that the work is their own. Ultimately, Learners are responsible for the content of their assignments and how it was constructed, so it is crucial that you (Learner) can confidently answer 'yes' to authenticity questions.

If BBE suspects malpractice, maladministration, or collusion either directly or via a whistleblowing incident, this will be treated as suspected malpractice/maladministration/collusion and the incident will be investigated according to published processes.

BBE's published Malpractice and Maladministration Policy and Procedure can be accessed via the BBE website page at: <https://www.bbetraining.co.uk/contact-us/policies/>

Learners will be advised following enrolment (at induction is ideal) that best practice is not to share, in any format, written thoughts, ideas or assignments which are being used for any qualifications. Additionally, all Centre staff are advised and reminded, preferably during onboarding and standardisation, that Learners studying any qualification must be made aware of BBE policies. It is the responsibility of the Centre staff to ensure that all Learners are aware of these policies and adhere to them.

## 4.0 Acknowledging/Referencing AI use in Assessments

One of the fundamental principles of assessment integrity is appropriate acknowledgement and referencing. Learners must be aware of the importance of referencing the sources they have used when producing work for an assessment, and they must know how to do this accurately and consistently. This is essential for maintaining the integrity of BBE assessments and avoiding plagiarism.

If a learner uses an AI tool to generate content for an assessment, they must take care to verify the sources used by the tool and reference them in their work. If the AI tool provides details of the sources used, these must be checked and verified by the learner, and then referenced in the normal way, in line with BBE's Assessment Guidance Policy. If the AI tool does not provide such details, the learner must ensure that they independently verify the AI-generated content, and then reference the sources they have used in the normal way.

Learners should be aware that failure to reference sources properly can have serious consequences, including accusations of plagiarism. Therefore, it is essential that learners take the time to learn and apply appropriate referencing conventions, and that they seek help and guidance if they are unsure from BBE.

When learners use AI tools as a source of information for an assessment, it is important that they acknowledge and reference the AI source appropriately. The acknowledgement/referencing should clearly indicate the name of the AI source used and the date the content was generated. For example, if a learner uses ChatGPT 4 to generate content for an assessment, they should acknowledge and reference the source as follows: ChatGPT 4 (<https://chat.openai.com/>), accessed on 26/04/2023

BBE encourages learners to seek guidance and support on appropriate referencing conventions, both when using AI tools and when conducting independent research. This can help them to develop their skills and knowledge in this area and enhance their assessment submission. For example, it would be unacceptable to simply reference 'AI' or 'ChatGPT' without providing additional details. Similarly, when referencing web sources, learners should provide specific details of the website and webpages consulted, rather than simply stating 'Google'.

## 5.0 Procedure for Suspected Plagiarism, Collusion or AI misuse

BBE will investigate all suspected plagiarism, collusion and AI misuse in line with its <https://www.bbetraining.co.uk/contact-us/policies/>



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## 6.0 Possible Outcomes

Where there is sufficient evidence, the Learner's Centre will be invited to investigate, form a conclusion and make a recommendation on the Learner's status as well as actions to be taken to prevent this from happening again in the future. BBE will either accept the outcome of the investigation or make its own decision with regard to Learner status.

In the event that BBE considers the Learner to have perpetrated malpractice or collusion, the Learner may, in accordance with the BBE policy, be withdrawn from their qualification immediately. In this outcome, fees will not be refunded, the relevant Regulatory Body may be informed and membership of the Awarding Body will be withdrawn.

BBE Centre staff have a responsibility to ensure that assessments are conducted fairly, transparently, and in accordance with our policies and procedures. This includes taking steps to prevent and detect malpractice, such as checking for plagiarism and other forms of academic misconduct. If BBE staff knowingly accept inauthentic work or fail to check for authenticity, they may be subject to sanctions in line with the Awarding Body Sanction Policy.

Should a learner wish to contest an outcome, the BBE Appeals process can be used. See: <https://www.bbetraining.co.uk/contact-us/policies/>

## 7.0 Centres Approach to AI Use, Monitoring and Engagement

As part of their existing policies and procedures, BBE are required to ensure the authenticity of assessments. However, with the increasing use of AI tools in educational settings, it is essential for BBE to revise and enhance their policies and procedures to address the risks associated with AI misuse.

BBE will incorporate guidelines for the use of AI tools in assessment, including guidelines for acknowledging the use of AI tools as a source of information. BBE will also provide guidance on how learners can demonstrate that their work is the product of their own independent thinking and analysis, even when using AI tools.

By reviewing and enhancing their policies and procedures to address AI misuse, which should include clear guidance on how learners should acknowledge any use of AI in their assessments. BBE can help ensure that assessments remain a valid measure of a learner's knowledge and skills and that learners are held accountable for their own work.

BBE will ensure that staff are familiar with AI tools, their risks and AI detection tools. BBE will also make learners aware of the Centre's approach to plagiarism and the consequences of malpractice.

## 8.0 Monitoring and Review

BBE will review this policy annually as part of our self-evaluation arrangements and revise it in line with any feedback from stakeholders, regulatory authorities or external agencies, or changes in our practices.

8.1 This policy was approved by BBE Training Committee on: 21/06/23.

8.2 Consultation has taken place with the BBE Training Committee on: 21/06/23.

8.3 Responsible for implementation and review of this policy: All Directors of BBE Training Ltd.

8.4 Date for next review Jun 2024

