



AL BASMA BRITISH SCHOOL

# Policy: Learner Plagiarism, Staff Malpractice, and Maladministration

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| <b>Approved/reviewed by</b> |                |
| Governors/Head of Centre    |                |
| <b>Date of next review:</b> | September 2024 |

This plan is reviewed annually to ensure compliance with current regulations.

## **Introduction**

At Al Basma British School, we're committed to maintaining fairness, honesty, and academic excellence. This policy outlines how we handle issues related to learner plagiarism, staff misconduct, and maladministration while aligning with JCQ regulations. These principles apply to all members of our educational community, including students, teachers, and administrative staff.

## **Definitions**

- a. Learner Plagiarism: This is when a student submits work, ideas, or materials that they didn't create, without giving proper credit.
- b. Staff Malpractice: This involves dishonest or unethical actions by teachers or staff that could harm the fairness of assessments, exams, or school operations.
- c. Maladministration: This refers to administrative errors or mistakes by the school that could affect fairness, equity, or the integrity of our education.

## **Learner Plagiarism Prevention and Education**

- a. We believe in teaching students about academic integrity and how to properly cite sources.
- b. Teachers will give clear guidance on plagiarism and citation in their classes.

## **Detection and Reporting**

- a. Teachers are responsible for spotting and reporting possible plagiarism.
- b. If a teacher suspects plagiarism, they should gather evidence and tell the Head of Department and the Senior Leadership Team.

## **Consequences**

Plagiarism will lead to consequences like redoing the assignment, extra work, or following our school's disciplinary procedures.

## **Use of Artificial Intelligence (AI) in Assessments**

Examples of AI misuse include:

- 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 an assessment so that the work does not reflect the student's own work, analysis, evaluation, or calculations
- failing to acknowledge and reference the use of AI tools when they have been used as a source of information
- submitting work with intentionally incomplete or misleading references or bibliographies.

Teachers and assessors must only accept work for assessment which they consider to be the students' own and where teachers have doubts about the authenticity of student work submitted for assessment (for example, they suspect that parts of it has been generated by AI, but this has not been acknowledged), they must investigate and take appropriate action.

## **Staff Malpractice Prevention and Training**

- a. We provide training on ethical behavior and academic integrity to our staff.
- b. Staff members should always act professionally and with integrity.

## **Reporting**

- a. If any staff member sees or suspects staff malpractice, they should report it to their Line Manager or the school administration.
- b. Reports should be honest and include as much evidence as possible.
- c. Staff should report to the exam awarding body if applicable.

## **Consequences**

- a. Staff malpractice will be fully investigated within the school and/or awarding body.
- b. Depending on the seriousness of the misconduct, consequences may range from warnings and suspension to termination of employment.

## **Maladministration Prevention and Training**

- a. We have clear procedures and guidelines to prevent administrative errors.
- b. Staff receive regular training on these procedures to ensure they're followed correctly.

## **Reporting and Resolution**

- a. Any case of maladministration should be reported promptly to Senior Leadership Team or directly to the awarding body.
- b. We'll investigate and take corrective actions to fix the issue and prevent it from happening again.

## **Alignment with JCQ Regulations**

Our school policy on learner plagiarism, staff malpractice, and maladministration is fully aligned with the JCQ regulations, including but not limited to:

1. JCQ General Regulations for Approved Centres: We adhere to the general regulations set by JCQ to ensure the integrity and fairness of our assessments and examinations.
2. JCQ Instructions for Conducting Examinations: Our procedures for conducting examinations strictly follow JCQ guidelines to maintain the fairness and security of the examination process.
3. JCQ Suspected Malpractice in Examinations and Assessments: We follow JCQ's procedures for handling suspected malpractice in examinations and assessments, including reporting and investigation processes.

4. JCQ Access Arrangements and Reasonable Adjustments: Our school complies with JCQ regulations regarding access arrangements and reasonable adjustments to ensure that all learners have equal opportunities.

### **Conclusion**

Al Basma British School is dedicated to adhering to JCQ regulations and maintaining the highest standards of academic integrity and ethical conduct. Learner plagiarism, staff malpractice, and maladministration will not be tolerated within our institution. This policy serves as a guideline to address these issues promptly and fairly while upholding JCQ's standards to ensure the continued integrity of our educational programs and operations.