



Plagiarism Policy

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Version Number	Date Approved	Change/Reasons for Change/Comments
V 2 April 2026		<p>Change of terminology throughout from the use of his/her to their/they.</p> <p>Change of terminology throughout:</p> <ul style="list-style-type: none"> • to specific reference of EPA to assessment • to include reference to learners in addition to apprentices • from contracted training provider to contracted customer <p>Information added to the Apprentice Authenticity section regarding the form included in Appendix 1.</p> <p>Clarification in the Originality Checking Services section that where an originality check is completed, it is undertaken and reviewed by the Society prior to the work being forwarded for marking.</p>

		Amendment in the Policy Review Section to include specific reference to Ofqual.
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Purpose

The policy provides definition and examples of plagiarism, collusion and cheating that might occur in connection with contracted customers, employers, learners or apprentices.

Its purpose is to ensure that consistent standards are being maintained and that the OR Society and the qualification regulators' requirements are being met.

If we suspect plagiarism, collusion, cheating or the prohibited use of Artificial Intelligence (AI) generated content either directly or via a whistleblowing incident, it will be treated as suspected malpractice and/or maladministration and the incident will be investigated in line with the processes set out in the OR Society Malpractice and Maladministration Policy.

Definitions

Plagiarism

Plagiarism is a specific form of cheating which applies to all assessment. There are many definitions, but they all have in common the idea of taking someone else's intellectual effort and presenting it as one's own.

We define plagiarism as the unacknowledged incorporation into an apprentice's work of materials derived from published or unpublished work by another person and presented as if it were their own work in part or totally, without recognising and disclosing the source.

Published work includes books, articles and materials found on the internet. Examples of unpublished work could be course notes, a piece of work previously submitted by another apprentice/learner, or work about to be submitted by another apprentice/learner, or for example, copied from a work colleague or family member.

Examples of plagiarism include:

- Extracts from another person's work, published or unpublished, without using quotation marks and/or an acknowledgement of the source
- Summarising the work of another or using their ideas without an acknowledgement of the source
- Copying or using the work of another apprentice/learner (past or present) without that person's knowledge or agreement
- Purchasing essays or downloading them from the internet to submit them as your own work.

Every apprentice/learner must make a formal declaration of authenticity (i.e. the work is their own) for each assessment. Such an omission could be grounds for malpractice.

The following guidelines will be helpful for apprentices/learners:

- The large majority of every assessment must be your original work. Substantial copying of course notes or other published or unpublished work is unacceptable as this does not demonstrate your knowledge, let alone your application. Even if acknowledged and properly referenced, excessive use of other people's work is unacceptable
- If you use someone else's exact words in your work, they must be in quotation marks. Use quotations sparingly and only when you feel the author has expressed something so well and so concisely that the words cannot be improved
- Even if you give your own explanation of somebody else's work without quoting word-for-word, you must reference your source
- When referencing a source, you must provide the name of the author, the date of their work that you have referred to and the page number where you got the quotation from immediately after the quotation and also provide full details of the reference in the bibliography
- You must provide a bibliography at the end of an assessment - a list of books, articles and any other sources you have quoted
- The Harvard system for referencing sources is well-established and you can find guidance on how to use it on the internet

Collusion

Collusion is a form of plagiarism that involves unauthorised co-operation between at least two people with the intent to deliberately mislead or deceive.

Collusion can take the following forms:

- Two or more apprentices/learners conspiring to produce a piece of work together with the intention that it is submitted as their own, individual work. Or with the intention of at least one apprentice/learner submitting it as their own, individual work
- An apprentice submitting the work of another apprentice/learner (with their consent) as their own, individual work. In such cases, both apprentices/learners would be deemed to be guilty of collusion
- The submission of a piece of work that is not the apprentice's/learner's own individual work that has been purchased from a third party. For example, from an essay or assignment writing service or by soliciting another individual to produce a piece or work on their behalf
- Unauthorised co-operation between an apprentice/learner and a third party in the production of a piece of work that will be submitted as the apprentices own

Artificial Intelligence (AI)

Artificial Intelligence (AI) language models such as ChatGPT are able to generate human-like responses to various prompts. A prompt tells the AI what you want and how you want it i.e. the description of a task the AI is supposed to accomplish. The use of an AI tool may assist in conducting research for an assessment, but it should be noted that some AI tools generate words or ideas of other human author ideas without referencing them and this would be considered as plagiarism.

The OR Society deems that it is not acceptable to use AI tools to generate original content or submit work that has been generated by a chatbot or AI tool¹ or AI-powered algorithm. Apprentices/learners must not copy or paraphrase AI generated content and submit it as their own work.

This includes all formats in which such work could be produced, including text, imagery, video, sound, animation or any other outputs and will be considered as malpractice because the words generated are not that of the apprentice.

The only exception to this, is where an assessment plan content permits the use of AI generated work.

Where AI generated content has been used as a source of information, it must be acknowledged/referenced. For example: ChatGPT 4 (<https://openai.com/blog/chatgpt/>), accessed on 9/6/2023.

An apprentice/learner must, retain a copy of the question(s) and the computer-generated response for reference/authentication purposes. It should be in a non-editable format (such as a screenshot) and provide a brief explanation of its use.

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 apprentice's/learner's own
- Copying or paraphrasing whole responses of AI-generated content and submitting it/them as their own
- Using AI to complete parts of the assessment so that the work does not reflect the apprentices/learners own work, analysis, evaluation or calculations.
- Failing to acknowledge or reference the use of AI tools or incomplete or poor acknowledgement of AI tools
- Submitting work with intentionally incomplete or misleading references or Bibliographies

¹ Which generate text in response to user prompts and questions

Cheating

Cheating is an attempt to deceive OR Society assessors and/or staff and includes:

- providing or receiving information about the content of an assessment before it takes place, except when allowed by us (e.g. case study materials issued before an assessment)
- excessive help being given to an apprentice/learner in writing an assessment, or writing any of it for them
- impersonating or trying to impersonate an apprentice/learner, or attempting to procure a third party to impersonate oneself
- apprentices/learners using books, notes, instruments, computer files or other materials or aids that are not permitted
- assistance or the communication of information by a third party in an assessment where this is not permitted
- copying or reading from the work of another apprentice/learner or from another apprentice's books, notes, instruments, computer files or other materials or aids
- offering a bribe of any kind to an assessor or other person connected with assessment
- any attempt to tamper with assessments or tests after they have been submitted by apprentices
- fabricating or falsifying data or results

Authenticity

As noted above, apprentices and learners must confirm the authenticity of every piece of work to be assessed. A declaration of authenticity is the confirmation that, for example, the assignment, project or case study is their own work without plagiarism. In the case of online tests, authenticity takes the form of ensuring that another person is not being substituted to take the test on behalf of the apprentice and this typically necessitates a confirmation of the identity of every apprentice by photographic ID.

Work submitted for assessment will not be accepted unless it is accompanied by a completed declaration of authenticity. In most cases, the Society provides this declaration within the apprentice assessment submission documents, and it must be completed and submitted alongside the assessment. If a declaration is not included within the submission documents, the apprentice/learner must complete the form provided in Appendix 1 and submit it with their assessment evidence.

Originality checking services

We may use an online originality checking/AI-powered plagiarism detection tool to ensure the work that is presented is the apprentices. Where such a check is

carried out, we will attach the resulting originality/AI-detection report to the apprentices/learners work and review it prior to forwarding the work to an OR Society assessor for marking.

We may also seek to detect any irregularities by comparing an apprentice's/learner's writing style with draft pieces of work to ensure that the assessment submitted has been completed by the apprentice. Therefore, apprentices/learners should keep records of drafts and revisions made during the completion of a project or case study for example, along with any relevant documentation or software tools used to evidence that work submitted is their own.

Policy Review

Ofqual may require the OR Society to change this policy at any time to ensure compliance with its requirements.

This policy is reviewed as part of the OR Society's continuous improvement monitoring through its annual self-assessment arrangements. It may be reviewed earlier should any feedback or concern be brought to the attention of the OR Society to ensure it remains fit for purpose and the process and its outcomes are deliverable.

Appendix 1 - Submission Cover Sheet

Instructions to the apprentice/learner: It is a regulatory requirement that every assessment submission is authenticated as the work of the named apprentice/learner. This cover sheet, or an alternative form of formal declaration of authenticity as described below must be completed with each assessment that is submitted.

Any submission that does not carry a cover sheet or a formal declaration of authenticity will not be marked by the OR Society.

Contracted Customer	
Apprentice/Learner Name	
ACE ID (apprentices only)	
Component(s) covered in this submission	
Date and apprentice/learner signature	
<p>Statement of confirmation of authenticity</p> <p>By the act of making this submission I am declaring that this is all my own work and that:</p> <ul style="list-style-type: none"> • The work has not, in whole or in part, been knowingly submitted elsewhere for assessment • Where the submission includes work from a previous assessment this has been identified • Where materials have been used from other sources including Artificial Intelligence software, it has been properly acknowledged • If this statement is untrue, I acknowledge that an assessment offence has been committed <p>Attention is drawn to the OR Society Plagiarism Policy. Proven incidents of plagiarism, collusion, cheating or misuse of AI generated content can result in an apprentice being withdrawn from the assessment.</p>	