

(NOTE: Throughout this document, THE TEACHER TRAINER LTD is referred to as TTT)

TTT POLICY DOCUMENT

Plagiarism and Academic Integrity

Ensuring every piece of learner work is authentic, honestly attributed and reflects genuine learning.

Document Control

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Approved By	Phenil Mehta, Centre Manager
Classification	Public
Applies To	All learners, Course Tutors, Course Assessors, IQAs and associates

Plagiarism and Academic Integrity Policy

1. Purpose

This policy sets out TTT's expectations for academic integrity and defines how plagiarism, collusion, contract cheating and related conduct are prevented, identified and addressed. It complements the Malpractice and Maladministration Policy and the Artificial Intelligence Policy, providing more detailed operational guidance on attribution, authenticity and citation in learner work.

2. Scope

This policy applies to:

- All learners enrolled on TTT qualifications or short courses
- All submitted work across every assessment method, including written assignments, scenario responses, reflective accounts, lesson plans, scheme of work, observation records, professional discussion scripts, witness testimonies, etc.
- All Course Tutors, Course Assessors and IQAs involved in the design, delivery, marking and quality assurance of assessment

3. Definitions

The following terms carry the meanings given throughout this policy.

Academic Integrity	The commitment to honesty, trust, fairness, respect and responsibility in all academic work.
Plagiarism	Presenting another person's words, ideas or work as one's own, whether deliberately or inadvertently, without adequate attribution.
Self-Plagiarism	Re-submitting a learner's own previously assessed work for a new assessment without declaration, where the Awarding Organisation or TTT does not permit it.
Paraphrasing without Attribution	Restating another person's ideas in one's own words without citing the source.
Collusion	Two or more learners producing work together and submitting it as each individual's independent work, where individual submission is required.
Contract Cheating	Paying, asking or otherwise arranging for a third party to produce all or part of the work submitted.
AI Misuse	The undeclared or impermissible use of a generative AI tool to produce, substantially assist with or alter work submitted for assessment, as defined in the Artificial Intelligence Policy.
Authenticity Declaration	A signed statement from the learner confirming that submitted work is their own, produced under the conditions stated and properly attributed.

Citation	An in-text reference identifying the source of a quoted, paraphrased or summarised idea.
Reference List	A list at the end of a piece of work giving full bibliographic details of every source cited.

4. Policy Statement

TTT is committed to the following principles and commitments.

1. Every piece of work submitted for assessment must be the learner's own, produced honestly and with appropriate attribution.
2. TTT provides clear guidance to learners on referencing, citation, paraphrasing and permitted collaboration before they are asked to submit work.
3. Course Assessors check authenticity as part of every assessment decision, using professional judgement, comparison of evidence and technology tools where available.
4. Suspected plagiarism is investigated under this policy. Where conduct is judged deliberate or severe, the Malpractice and Maladministration Policy applies.
5. TTT distinguishes between inadvertent poor academic practice and deliberate plagiarism, responding proportionately to each.
6. Learners subject to an allegation are treated fairly under natural justice, informed of the concern, given the opportunity to respond and, where a finding is made, informed of their right to appeal.
7. Confirmed plagiarism is recorded on the learner's file and may result in sanctions including resubmission, loss of grade, suspension or exclusion, as set out in Section 9.
8. TTT reports upheld deliberate plagiarism affecting certification to the relevant Awarding Organisation under the Malpractice and Maladministration Policy.

5. Forms of Conduct Covered

Form	Description and Example
Verbatim copying	Reproducing text from a source without quotation marks and without citation. Example: pasting a paragraph from a textbook into an essay.
Mosaic plagiarism	Weaving together phrases and sentences from multiple sources with small changes and without citation.
Paraphrasing without attribution	Restating someone else's argument in different words without acknowledging the source.
Self-plagiarism	Re-submitting prior assessed work from another qualification as new work at TTT, where not permitted.
Collusion	Working with another learner on individual work and submitting near-identical responses.

Form	Description and Example
Contract cheating	Buying or commissioning a piece of work. Contract cheating is a criminal offence under the Skills and Post-16 Education Act 2022 for providers of cheating services.
AI misuse	Using generative AI to produce or substantially author submitted work without declaring it, where it is not permitted.
Fabrication of sources	Inventing citations, quotes or data.
Ghost-writing	Submitting work produced by a tutor, friend, family member or colleague and presenting it as one's own.

6. Poor Academic Practice Versus Plagiarism

TTT distinguishes between poor academic practice, which is inadvertent and indicates a skills gap and plagiarism, which is deliberate or reckless. The response differs accordingly.

Category	Typical Features and Response
Poor academic practice	Occasional weak paraphrasing, missing citations for common knowledge, minor formatting errors in references. First-time occurrence. Response: corrective feedback, referencing tutorial and resubmission with no further sanction.
Plagiarism	Substantial uncited reproduction, repeated patterns despite earlier feedback, fabricated sources, contract cheating or AI misuse. Response: formal investigation under this policy and, where appropriate, under the Malpractice and Maladministration Policy.

7. Prevention and Education

- Induction briefings explain plagiarism, collusion, AI misuse and the consequences of each
- Every TTT course includes referencing and citation guidance using the Harvard style as TTT's default, with alternatives accepted where the Awarding Organisation permits
- Authenticity Declarations are signed at enrolment and at unit submission where the Awarding Organisation requires it
- Sample exemplar materials are provided so learners see what good academic attribution looks like at the level of the qualification

8. Identification and Investigation

8.1 How concerns are identified

- Course Assessor review of submitted work against the learner's previous submissions, spoken contributions and assessment plan
- Plagiarism detection software where available, used as an indicator and not as a sole basis for a finding

- AI detection tools where available, used in the same way and in line with the Artificial Intelligence Policy
- Anomalies flagged by the IQA during sampling
- Reports from peer learners or staff

8.2 Initial response

On identifying a concern, the Course Assessor:

1. Pauses the assessment decision on the affected submission.
2. Gathers the suspected work, the learner's previous submissions, any tool reports and the assessment brief.
3. Notifies the Course Coordinator and, for anything beyond minor poor practice, the Centre Manager.

8.3 Formal investigation

Where the concern appears more than minor, the Centre Manager invokes the Malpractice and Maladministration Policy. The learner is informed in writing of the concern, given a copy of the evidence relied upon and invited to respond within 7 calendar days. The response may be written or oral. The Centre Manager makes a written finding within 7 calendar days of receiving the response.

8.4 Informal resolution

Where the concern is judged poor academic practice rather than plagiarism, the Course Assessor addresses it through feedback and a supervised resubmission. The incident is noted on the learner file but no formal sanction is applied.

9. Outcomes and Sanctions

Findings and proportionate sanctions are tiered as follows.

Finding	Typical Outcome
Not upheld	No action taken. Course Assessor completes the original assessment decision.
Poor academic practice	Corrective feedback; referencing tutorial; supervised resubmission; incident logged on learner file without formal sanction.
Plagiarism (first occurrence, not systemic)	Affected evidence disallowed; resubmission required, potentially under supervision; written warning on file; no grade awarded until resubmission is judged authentic.
Plagiarism (repeat, severe or systemic)	Affected evidence disallowed; unit or qualification outcome revoked where already claimed; suspension from the programme; in serious cases permanent exclusion; Awarding Organisation notified.
Contract cheating or ghost-writing	Treated as deliberate malpractice. Work disallowed; formal investigation under the Malpractice and Maladministration Policy; Awarding Organisation notified; strong likelihood of permanent exclusion.

There is no automatic right of reassessment where a learner is failed for plagiarism. Sanctions are applied in line with the Sanctions Policy (learners). Learners have the right to appeal any finding or sanction under the Appeals Policy.

10. Roles and Responsibilities

Role	Responsibility
Centre Manager (Phenil Mehta)	Overall accountability; makes findings on formal investigations; applies sanctions; reports upheld cases to Awarding Organisations.
Course Tutor	Teaches referencing, paraphrasing and academic integrity throughout the programme; intervenes early with struggling learners; refers concerns.
Course Assessor	Applies authenticity checks on every submission; distinguishes poor practice from plagiarism; provides clear feedback; refers concerns.
IQA	Samples for authenticity as part of the IQA Sampling Strategy; flags patterns or systemic concerns.
Learners	Produce authentic work; attribute sources; declare any permitted AI use; ask for referencing support when needed; cooperate with investigations.

11. Records and Retention

TTT retains the following for a minimum of three years after certification or longer where the Awarding Organisation requires it:

- Authenticity Declarations
- Plagiarism and AI detection tool outputs relied upon
- Investigation notes, learner responses and findings
- Sanctions applied and appeals lodged

Records are held securely in line with the Data Protection Policy and the Data Retention and Disposal Policy.

12. Training

Role	Training	Frequency
All staff and associates	Spotting plagiarism; AI-aware assessment; distinguishing poor practice from deliberate plagiarism	Induction and annual refresh
Course Tutors	Teaching referencing; embedding integrity; intervening early	Annual
Course Assessors and IQAs	Authenticity checking; interpreting tool reports; evidence handling in investigations	Annual

13. Monitoring and Review

This policy is reviewed annually by the Centre Manager as part of TTT's self-evaluation process. Interim reviews are triggered by Ofqual or Awarding Organisation changes, significant cases or changes in AI tools and detection technology. Trends in plagiarism cases are reviewed quarterly and inform training and assessment design. All outcomes are recorded in the Version History at Section 15.

14. Related Documents

This policy should be read alongside:

- Assessment Policy
- Malpractice and Maladministration Policy
- Artificial Intelligence Policy
- Learner Sanctions Policy
- Appeals Policy
- Complaints Policy
- Internal Quality Assurance (IQA) Policy
- Learner Code of Conduct
- Data Retention and Disposal Policy

15. Version History

Version	Date	Author	Summary of Changes
1.0	22/04/2026	Phenil Mehta	A new standalone policy providing detailed operational guidance on plagiarism and academic integrity, complementing the Malpractice and Maladministration Policy and the Artificial Intelligence Policy. Reflects the Skills and Post-16 Education Act 2022 on contract cheating.

16. Approval

This policy has been reviewed and approved by the Centre Manager of TTT.

Phenil Mehta
 Name

P Mehta
 Signature

22/04/2026
 Date