MI Education & Training Ltd is committed to ensuring authentic assessments are carried out supporting the reduction of improper use of Artificial Intelligence (AI) and Plagiarism in learners' evidence across qualifications and assessments.

This policy aims to provide assurance of actions taken by Mercuri UK and support centres to spot the use of AI and Plagiarism.

Definitions

Artificial Intelligence (AI)

AI is the ability of machines or software to think like humans. It has the potential to make decisions and judgements just like humans. Within qualifications and assessments, it has the ability to write answers, respond to questions and complete assessments based on what an individual has input.

Below are some ways you can support the improper use of AI.

- Familiarise yourself with the abilities of AI, the software available and how it can impact learner's work.
- Promote authentic work and educate learners on the importance of submitting their own authentic work.
- Discuss the risks and consequences of using AI-produced content.
- Look for changes in learners' work, Does their writing style change, Are they using Americanised spellings, Does their work lack opinion? Although this does not initially mean they have used AI, it may support further investigation.
- Mix the assessment methods, using a range of methods to gather evidence, for example, observations instead of written answers, and a professional discussion instead of assignment.
- Use software designed to spot the use of AI and Plagiarism.

Plagiarism

Definition of plagiarism is defined by Mercuri UK as learners authenticating and submitting work for assessment that has been taken from another person or source.

This could be any percentage of work that has been copied from published work, the internet, other learners or any other sources. Plagiarism also includes copied text that has not been cited and referenced correctly. Examples of plagiarism include:

- The use of downloaded content including text, images, diagrams etc. from the internet without acknowledgement of the source

- Copying and pasting extracts or whole texts from another's work, published or unpublished, without the use of quotation marks and/or acknowledgement of the source

- Use of diagrams, images, and course materials without acknowledgement of the source

- paraphrasing/summarising extensively the work of another or using their ideas without an acknowledgement of the source.

- The use of purchased essays submitted as a learner's work

It is the responsibility of the centre to ensure that all learners and staff are appropriately trained about what constitutes plagiarism and adequate policies, processes and procedures must be in place to detect and prevent plagiarism.

Mercuri UK will only investigate work that has been authenticated by learners, which includes evidence submitted for qualifications and assessment.

Mercuri UK checks all submitted assessment and qualification evidence through Grammarly and GPT ZERO. Both supply a percentage rating with an additional "probability statement". For example, whether the text is most likely written by a human and the percentage probability it was written by AI or plagiarised. Should the software raise any concerns, Mercuri UK will complete an investigation and inform the centre should evidence be found, following Mercuri UKs Malpractice and Maladministration Policy.

Reporting Allegations of Plagiarism and Improper Use of AI.

Responsibilities of Centres

Centre staff who discover, or suspect, plagiarism or improper use of AI, must report this to their Head of Centre. This will be a person within the centre with sufficient authority and independence. Example roles include Head of Quality, Quality Manager, Examinations Manager etc.

The Head of Centre is required to notify Mercuri UK's Quality Team of all allegations or incidents of plagiarism or improper use of AI actual or suspected within 10 working days of it being reported to them if the learner work has been submitted as evidence to Mercuri UK. Otherwise, it is for the centre to follow its own policy and procedure.

Failure to report incidents of suspected Plagiarism or improper use of AI within 10 working days may result in the application of a centre sanction or a change to the centre's risk rating. The centre may ascertain the extent and scope of the incident, the staff involved, and the potential number of learners before reporting this.

Mercuri UK Employees and Representatives

All Mercuri UK Employees and Representatives, including EQA's, IQAs and Assessors who discover or suspect plagiarism and improper use of AI, within assessments, when visiting centres, sampling learner evidence or conducting EPA, must immediately contact the Quality Team.

For EQAs undertaking centre visits where there is suspected plagiarism and improper use of AI, this must be immediately documented on the centre report and reported to the quality team, although conclusions must not be drawn at this stage. For instances of plagiarism involving authenticated learners' work, this must be documented on the EQA report for the centre to action if this work has not been submitted to Mercuri UK as completion.

Reporting Malpractice and Suspected Malpractice

Anyone who identifies or is made aware of suspected or actual cases of plagiarism and improper use of AI on submitted learner work must immediately report this to laura-beswick@mercuri.co.uk

When reporting incidents, individuals must include as much information as possible for example.

- Dates of submitted work
- The ULN of the involved Learner/Apprentice
- Employer or Centre leaner is associated.

AI and plagiarism Policy

- Details and copies of submitted work and

evidence of concerns. Investigation of Malpractice

or Maladministration

All suspected cases of plagiarism and improper use of AI will be investigated following Mercuri UK's Malpractice/Maladministration Policy.

Please read MI Education & Training Ltd Malpractice/Maladministration Policy in conjunction with this policy for further details on investigating and outcomes of suspected cases of plagiarism and proper use of AI. All policies relate to qualifications and assessments provided by MI Education & Training Ltd. This policy will be reviewed annually as a minimum.

Version Information

Policy Title	Plagiarism, Malpractice and Maladministration Policy	
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Owner	Quality	
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