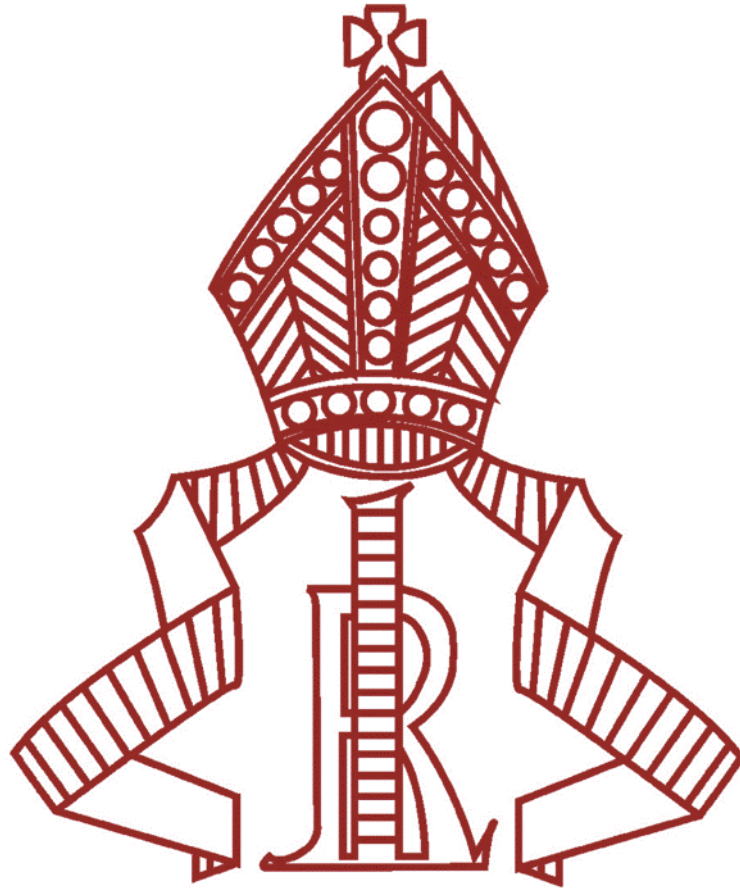# BISHOP LUFFA SCHOOL

Plagiarism and use of AI for NEAs

September 2025

Plagiarism

Plagiarism is a serious offence in the context of examinations. Advice must always be given to students that:
• Plagiarism is using others' ideas and words without clearly acknowledging the source of that information. It is very important that you give credit where it is due.
• How can students avoid plagiarism?
    To avoid plagiarism, you must give credit whenever you use:
    ~ another person's idea, opinion or theory
    ~ any facts, statistics, graphs, drawings – any pieces of information that are not common knowledge
    ~ quotations of another person's actual spoken or written words
    ~ paraphrase of another person's spoken or written words.

Plagiarism and the Internet

The internet has become a more popular source of information for student papers, and many questions have arisen about how to avoid plagiarising these sources. In most cases, the same rules apply as to a printed source: when a writer must refer to ideas or a quote from a website, they must cite that source.
• If a writer wants to use visual information from a website, many of the same rules apply. Copying visual information or graphics from a website (or from a printed source) is very similar to quoting information, and the source of the visual information or graphic must be cited. These rules also apply to other uses of textual or visual information from websites – for example, if a student is constructing a web page as a class project, and copies graphics or visual from other sites, they must also provide details about the source of this information. In this case, it might be a good idea to obtain permission from the website's owner before using the graphics.

Strategies for Avoiding Plagiarism

• Put in quotations everything that comes directly from the text, especially when taking notes.
• Paraphrase, but make sure you are not just rearranging or replacing a few words. Read over what you want to paraphrase carefully: cover up the text with your hand, or close the text so you cannot see any of it (and so are not tempted to use the text as a 'guide'). Write out the idea in your own words without peeking.
• Check your paraphrase against the original text to be sure you have not accidentally used the same phrases or words, and that the information is accurate.
• Using someone else's ideas, but putting them in your own words. This is probably the skill you will use most when incorporating sources into your writing. Although you use your own words to paraphrase, you *must* still acknowledge the source of the information.

Artificial Intelligence (AI) tools including Chat GPT

Students should be aware that using Chat GPT or similar AI tools to generate written work that the student passes off as their own work would constitute plagiarism.

As stated by JCQ, 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 student's own
• copying or paraphrasing whole responses of AI-generated content
• using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation or calculations
• failing to acknowledge use of AI tools when they have been used as a source of information
• incomplete or poor acknowledgement of AI tools submitting work with intentionally incomplete or misleading references or bibliographies.

Teachers and external markers will reserve the right to use software developed to check written work for the use of such AI tools.

Students should be aware of the risks and limitations of online AI tools such as Chat GPT even when simply using them for research. These tools are language generators that use an algorithm to analyse the statistical likelihood of the language selected being an appropriate response to a question posed. Such tools may return responses which are incorrect even though they appear convincing. If asked to look for references on a topic, they may very well return results which do not exist in reality. Where a teacher or external marker or moderator discovers that references and research have been generated using such a tool and are not genuine, this would constitute an offence of plagiarism under this policy.

Where ChatGPT or other AI tools have been used by students to generate content, or as part of a planning or creative process, this should be acknowledged and referenced as a conversation with a third party might be, and the search term used to generate the response should be included as part of this referencing. For example: ChatGPT 3.5 (https://openai.com/ blog/chatgpt/), 25/01/2023.

The student must, retain a copy of the question(s) and computer-generated content for reference and authentication purposes, in a non-editable format (such as a screenshot) and provide a brief explanation of how it has been used. This must be submitted with the work, so the teacher/assessor is able to review the work, the AI-generated content and how it has been used.

Where a student is at all unsure about whether their use of ChatGPT or other AI tools would be acceptable in producing work, they should speak to their subject teacher(s).

Additional Notes:

Students must be made aware that the same NEA work may not be entered for different subject qualifications.