

PLAGIARISM AND CHEATING POLICY



Introduction

Three Dimensional Training (3DT) takes seriously all incidents of plagiarism or cheating, especially those incidents that are an attempt by the learner to gain marks without having done a portion of the work themselves. Plagiarism or cheating can reflect badly on both the learner and 3D Training and can result in the learner being removed from their qualification. All allegations of plagiarism or cheating will be thoroughly investigated by the Team Manager at 3D Training. The relevant awarding body will be notified if an incident of plagiarism or cheating has been identified.

Cheating and plagiarism are considered serious offences.

Broadly defined, cheating and plagiarism include the inappropriate taking or lending of another person's work, writing, research, ideas, information, answers, or notes.

This applies equally to the work of fellow learners, past learners, tutor/assessor or a noted author, and includes the following:

- Copying, giving, or sharing information or answers
- Copying another learners work or knowledge and understanding
- Direct copying from books, magazines, websites and other written sources, where these sources are not acknowledged
- Using Artificial Intelligence (AI): Acceptable uses of AI include spelling and grammar support, research organisation, or accessibility tools for SEND learners. Learners must clearly declare any AI use in submitted work. Any undeclared or inappropriate AI use will be treated as malpractice.

All work that you submit for assessment purposes must be your own and authenticated by a signature. If you copy the work of others, or incorporate the work of others into your own submission and present it as if it is your own work, this is a serious offence and regarded as cheating.

Definition

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.

3D Training's definition is that plagiarism is the substantial, unacknowledged incorporation into a learner's work of materials derived from published or unpublished work by another person and presented as if it were the learner's own work. A strict interpretation could include the original ideas, as well as the actual words, produced by another or AI. Unless the learner has submitted an extensive and unacknowledged paraphrase of another person's writings, however, 3D Training will not include paraphrasing under the definition of plagiarism.

Published work includes books, articles and materials found on the internet. Examples of unpublished work could be a piece of work previously submitted by another learner, or work about to be submitted by another learner, or perhaps 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 learner (past or present) with or without that person's knowledge or agreement
- Purchasing essays or downloading them from the internet to submit them as your own work.

Artificial Intelligence (AI) definition

AI is the ability of a digital computer or computer- controlled robot to perform tasks commonly associated with intelligent beings and can be used for problem- solving. AI technology is available to everyone and can be easily accessed through a variety of low-cost or free tools. For example, Chatbots, can populate text on the back of a user inputting basic information and/ or questions.

Artificial Intelligence use

AI can unfortunately be used by learners to write content that they may be assessed for. A learner could achieve certification for work that they have not produced using their own knowledge. The use of AI in this instance would be classed as malpractice.

Learners may be permitted to use AI in limited ways (e.g., drafting study notes, generating practice questions), provided they acknowledge this use. Where AI directly contributes to assessed content without disclosure, this constitutes plagiarism or cheating.

How can we prevent AI misuse?

Learners will be made aware of the seriousness of plagiarism and AI misuse at induction. 3D Training will consider new ways in which work can be assessed to ensure it is the learners' own. This could be done by comparing any newly submitted work by a learner to their previously submitted work. This will allow the work to be checked for consistency assurances such as spelling, punctuation, grammatical style and complexity. 3D Training also supports the use of alternative assessment methods such as professional discussion or verbal questioning, to check learners' knowledge and understanding.

Some other tell-tale flags that may be noticed when assessing work include:

- the default language being American English or inconsistencies in the language style
- terminology and/or language being used that is not appropriate or relevant to the qualification
- a lack of/ or omissions of quotes and/ or references
- fake or incorrect references
- incorrect and/ or inconsistent perspectives (for example, 1st-person/ 3rd- person perspective)
- generalised content where specifics would usually be expected
- typed work when previously submitted work has been hand-written
- unusual repetition

Methods of checking for plagiarism can include:

- using online plagiarism checkers, such as Turnitin and ZeroGPT.
- copying the learners' wording into a search engine to check for similarities in widely available resources
- comparing the work to another learners' work in the same cohort or to resources they have been provided with

If a situation arises that leads 3D Training to question the authenticity of a learner's work, we would record a professional discussion with them. This will help to confirm that the learner has the necessary knowledge that meets the criteria of the assessment.

Preventing plagiarism

- 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 (e.g. Hill, 2004, p. 42) and also provide full details of the reference in the bibliography.
- You must provide a bibliography - a list of books, articles and any other sources you have quoted - at the end of your assignments.
- The Harvard system for referencing sources is well-established and you can find guidance on how to use it on the internet.
- When making a reference to a book the Harvard format is:
 - Hill, P. (2004) **Concepts of coaching: a guide for managers**. ILM, London.and for a reference to an article the Harvard format is:
 - Grant, A.M. (2010) It takes time: a 'stages of change' perspective on the adoption of workplace coaching skills. **Journal of Change Management**, 10(1), pp. 61-77.

Learners should also be reminded that use of collaborative tools (e.g., Google Docs, Google Classrooms, or online study groups) must be acknowledged where ideas are jointly developed. Failure to do so may be considered plagiarism.

Learner authenticity

Learners must confirm the authenticity of every piece of work to be assessed. In all our centre produced workbooks, there is a learner declaration to be signed and dated by the learner to confirm that the evidence produced is all their own work.

In the case of examinations and online tests, authenticity takes the form of 3D Training ensuring that another person is not being substituted to take the test on behalf of the learner. This typically necessitates a confirmation of the identity of every learner, for example through photographic ID.

Cheating

Cheating is an attempt to deceive assessors, examiners and/or external verifiers and includes:

- providing or receiving information about the content of an examination before it takes place, except when allowed by 3D Training (e.g. case study materials issued before an examination)
- 3D Training giving excessive help to learners in writing an assignment, or writing any of it for them
- impersonating or trying to impersonate a learner, or attempting to procure a third party to impersonate oneself
- learners using books, notes, instruments, computer files or other materials or aids that are not permitted (usually relevant only to examinations and online tests)
- assistance or the communication of information by one learner to another in an assessment where this is not permitted (usually relevant only to examinations and online tests)
- copying or reading from the work of another learner or from another learner's books, notes, instruments, computer files or other materials or aids, unless expressly permitted
- offering a bribe of any kind to an invigilator, examiner or other person connected with assessment
- any attempt to tamper with assignment or examination scripts after they have been submitted by learners
- fabricating or falsifying data or results by individual learners or groups of learners

Because of the nature of cheating, this mainly applies to examinations and online tests.

Leadership and Governance

This policy is overseen by senior leadership and reviewed annually as part of governance and quality assurance. Records of malpractice investigations will be auditable and available for inspection.

Continuous Improvement

Malpractice trends will be analysed to inform curriculum design and staff CPD. Staff will receive training on detecting plagiarism and AI misuse.

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