AI and Plagiarism Policy

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Contents

Introduction

This AI and Plagiarism Policy explains how ATC Training upholds academic integrity and defines the standards expected of learners when submitting assessments for regulated qualifications and aviation security courses.

The purpose of this policy is to:

- Define plagiarism, collusion, AI misuse and poor academic practice.
- Ensure learners understand acceptable and unacceptable uses of AI tools.
- Explains how ATC Training checks, identifies and investigates concerns.
- Clarify the actions taken when misconduct is confirmed.
- Protect the integrity and credibility of ATC Training assessments.

This policy works in conjunction with the Malpractice and Maladministration Policy.

Definitions

Plagiarism

Plagiarism is the presentation of someone else's work, ideas or words as one's own without appropriate referencing or acknowledgement. Examples include:

- Copying directly from published sources without referencing.
- Paraphrasing ideas without proper citation.
- Submitting work written by another individual or a third-party service.

Collusion

Collusion is when two or more learners submit work that is so similar in content, ideas, wording or structure that it goes beyond coincidence. Sharing written responses with another learner is not permitted.

Poor Academic Practice

ATC Training requires referencing and citations for assignments at Level 4 or above. The exception for Level 3 work is the inclusion of any references to AI use.

Poor academic practice typically results from misunderstanding academic writing or referencing requirements, rather than intent to deceive. Examples include:

- Missing citations.
- Incorrect or incomplete reference lists.
- Inconsistent referencing style.

Artificial Intelligence (AI)

AI tools (e.g., Copilot, ChatGPT, Gemini, etc.) generate text or content in response to a user prompt by learning from patterns in large datasets. They can:

- Summarise, analyse, improve or rewrite text
- Create text in specific tones or styles
- Produce essays, reports, articles or fictional content
- Answer questions
- Generate ideas, structures or prompts
- Translate text
- Write computer code

These tools can be useful for planning and research but must be used responsibly and not as a substitute for a learner's own work.

Use of AI in Assessments

The use of AI is expanding rapidly. Misuse of AI tools in assessments at any time constitutes malpractice. Learners must submit work that is entirely their own and demonstrates their independent knowledge, understanding and skills.

Acceptable uses of AI (with acknowledgement):

- Researching concepts
- Brainstorming or idea generation
- Structuring or planning an assessment
- Checking grammar or readability
- Summarising large texts (with citation)

Unacceptable uses of AI:

- Generating assessment content and submitting it as original work, including full answers
- Paraphrasing AI-created text and presenting it as personal writing
- Using AI to complete analysis, evaluation or calculations required by the qualification
- Creating fabricated, unverifiable or AI-generated references
- Failing to acknowledge AI use where it has informed the work
- Submitting any work that does not reflect personal knowledge or understanding

These expectations are based on sector best practice, including the Joint Council for Qualifications (JCQ) guidance (Feb 2024) AI Use in Assessments: Protecting the Integrity of Qualifications.

Examples of AI Misuse

Examples include, but are not limited to:

- Copying or paraphrasing sections of AI-generated content.
- Submitting whole AI-generated answers.
- Using AI to complete parts of an assessment such that the work no longer reflects the learner's own analysis or understanding.
- Failure to acknowledge AI tools when they have been used as a source.
- Providing incomplete or misleading references or bibliographies.
- Submitting assessments containing fabricated AI-generated sources.

Checking for Plagiarism

ATC Training may use plagiarism-detection software to support academic integrity. Similarity percentages are reviewed alongside the assessor's judgment. Typical threshold guidance:

Below 30%	Generally acceptable.
30–50%	Reviewed for poor academic practice; the learner may be asked to revise and resubmit.
Above 50%	Considered serious; investigated for plagiarism or AI misuse.

Checking for AI Misuse

AI detection tools may be used, but outcomes are interpreted holistically and in conjunction with tutor judgement. Indicators of AI misuse may include:

- Overly sophisticated or inconsistent writing style.
- Sudden changes in tone or complexity compared to previous work.
- Use of American spelling, phrasing or formatting inconsistent with previous submissions.
- Content lacking depth or personal insight.
- References that cannot be verified.
- Generic content not tailored to the assessment requirements.
- Inclusion of AI prompt-like statements.

Assessors and IQAs are trained to identify these indicators during marking.

Actions Taken When Concerns Are Identified

Poor Academic Practice

If poor academic practice is identified:

- The learner is informed and provided with feedback.
- The assessment may be referred and resubmitted.
- Repeated cases may lead to a formal review.

Plagiarism

If plagiarism is confirmed:

- The learner must complete a new assessment using a different brief.
- A formal warning may be issued.
- Serious or repeated offences may result in withdrawal from the qualification.

AI Misuse

If AI misuse is suspected, a Professional Discussion (PD) may be held with the learner to confirm their understanding of the assessment content.

Determination

- If the learner demonstrates genuine knowledge, the grade may stand (with PD evidence recorded).
- If not, the case will be treated as confirmed malpractice.

Sanctions may include resubmission, warnings or removal from the qualification for serious or repeat breaches.

Use of Assistive Technology

Where AI-driven tools are used as part of approved reasonable adjustments, this will be considered appropriately, and similarity/detection results will be contextualised.

If translation software is used, both the original and the translated versions of an assignment must be submitted to ensure the authenticity of the original work can be independently checked.

Evidence and Documentation

ATC Training may retain:

- Original assessments
- Plagiarism and AI detection reports
- Professional Discussion records
- Any resubmitted work
- Investigation documentation where required

Summary

ATC Training promotes academic integrity and the responsible use of AI. Learners must submit work that is entirely their own; any form of plagiarism or misuse of AI is considered a breach of assessment regulations and may result in sanctions. ATC Training uses detection tools, assessor judgement, and Professional Discussions to ensure fairness, verify authenticity, and protect the integrity of all qualifications.

ersion History

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1	New policy, previously combined in the Malpractice and Maladministration Policy.	25/11/2025	AC