

Artificial Intelligence and Plagiarism Policy

Responsibility:	Liz Scott-Walter, Responsible Officer	Date doc. approved:	V1.0 November 2023
Print name sign off:	Simon Little, Managing Director	Last review date of doc:	V1.0 November 2024 V1.2 November 2025
Signature:		Next review date:	V1.3 September 2026

Document Control		
Version Number	Date	Changes
V1.3	18 September 2025	<ul style="list-style-type: none"> ▪ Changed name of Responsible Officer (RO) ▪ Added support to Centres ▪ Reporting of Allegations of Plagiarism and Improper Use of AI added

Please Note: This policy has been reviewed at a time when apprenticeship reform is in progress and organisations are transitioning from End-Point Assessment Organisations (EPAOs) to Assessment Organisations (AOs), and from end-point assessment to apprenticeship assessments. The terminology used within this policy is EPAO and End-Point Assessments (EPA), to be updated to AO etc. once that transition is complete.

Scope

Best Practice Network 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.

The policy aims to maintain End-Point Assessment integrity and ensure that apprentices' assessment tasks are based on their own understanding, effort, and creativity, providing assurance of actions taken by BPN-AO and support centres to spot the use of AI and Plagiarism.

AI is the ability of machines and 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.

This policy prohibits the use of artificial intelligence (AI) or any automated tools in completing end-point assessments. It applies to all apprentices assessed by Best Practice Network as part of their end-point assessment.

While the range of AI tools, and their capabilities, is likely to expand greatly in the near future, misuse of AI tools in relation to any end-point assessments at any time constitutes malpractice

The Apprentice is solely responsible for the content of their work and in submitting any work to Best Practice Network EpAO in accordance with our authentication guidelines when work is presented to the EpAO or the individual assessor, it is accepted as authentic, however will be subject to appropriate plagiarism checks

Prohibition of AI Usage:

Apprentices are strictly prohibited from using AI, machine learning algorithms, or any other automated tools to complete their end-point assessments. This applies to both content and improving the quality of written submitted work.

All submitted EPA tasks and any task carried out as part of the EPA, must be the original work of the apprentice, and any use of AI or automated tools to generate content, ideas, or solutions is strictly prohibited.

Knowing this, any application that is running during any assessments could potentially be seen as a violation of exam conditions and will be treated as such. This includes notifications on screens that applications such as Grammarly, ChatGPT, Google Bard and Fireflies Notetakers have either been running in the background or have been invited to Teams meetings during assessments.

Legitimate AI Usage:

It is legitimate to use AI tools for the purpose of research, or to test out or support evaluation of ideas, concepts, or theories, or check and improve spelling and grammar, where used in this context Best Practice Network EpAO requires the AI chatbot to be clearly identified and referenced. AI can also be used for draft versions of work for example in translating text, but any final submission of such work must reflect the apprentice's 'voice' and be authentic to them

Assessment Integrity:

Apprentices are expected to uphold the principles of assessment integrity, honesty, and responsibility in all assessment activities.

Plagiarism, including the use of AI-generated content without proper attribution, is a violation of assessment integrity and will be subject to disciplinary actions.

Knowledge, Skills, and Behaviour Development:

The purpose of EPA is to assess the apprentices' knowledge, skills and behaviours acquired during their apprenticeship programme.

Using AI to complete assessments undermines the learning process and hinders the development of critical thinking, problem-solving abilities, and creativity.

Assessment Methods:

Best Practice Network EpAO shall design assessments that require individual thinking, analysis, and application of learned concepts.

Assessments will be structured in a way that discourages or prevents the use of AI as a substitute for individual effort, subject to Standard specific requirements of an individual Assessment Plan.

Detection and Prevention:

Best Practice Network assessors, invigilators and the assessments team will use various methods and technologies to detect potential AI usage in EPA.

Apprentices must be informed about the measures taken to identify AI-generated content and the consequences of such usage.

Consequences of Policy Violation:

Violation of this policy will result in penalties, which may include failing grades and escalation to appropriate stakeholder organisations, depending on the severity of the offense and institutional policies.

Ways to Check for AI Usage:

- Invigilation: Assessors and/or invigilators will check for use of AI within invigilated activity.
- Plagiarism Detection Software: BPN will utilise available and relevant plagiarism detection tools such as Grammarly and GPT Zero to identify similarities between assessments and known AI-generated content.
- In-Depth Evaluation: Review assessments for inconsistencies in writing style, unusual vocabulary, or unnatural language patterns that may indicate AI usage.

Principals of AI use in marking:

Best Practice Network EpAO will adhere and uphold Ofqual, published clarification regarding the use of AI;

Centres/Providers are not permitted to use AI as the sole form of marker for learner's work.

Ofqual, defines an 'Assessor' as

"A person who undertakes marking or the review of marking. This involves using a particular set of criteria to make judgements as to the level of attainment a Learner has demonstrated in an assessment."

Ofqual's definition is clear that an assessor must be a person who is able to make judgements, and that AI as a sole marker would not fall within this definition.

This rule applies to all qualifications, including where a Centre is responsible for marking assessments and where the assessment is either externally set by Best Practice Network EpAO or is a Centre -devised assessment.

AI use within remote proctoring/invigilation of assessments

Invigilation plays a critical role in securing the authenticity of apprentices' work and the prevention and detection of malpractice.

For some standards with external assessment, we will specific assessment taking controls such as the assessment being taken within a specified duration, being supervised by a tutor/assessor or invigilated.

Ofqual has stated that the use of AI within invigilation is not permitted where learners/apprentices are supervised solely by an AI solution, with no human involvement.

Reporting Allegations of Plagiarism and Improper Use of AI:

All BPN-AO Employees and Representatives, including IQAs and Assessors who discover or suspect plagiarism and improper use of AI within conducting EPA assessments, or sampling/moderating learner evidence must immediately contact the Quality Team.

Please remind apprentices to ensure that all AI software or apps are turned off during assessments and are not invited to any meetings. Where we identify the use of AI, our IEPAs will discuss this with apprentices to ensure it is removed prior to the assessment or if AI is introduced part way through the assessment, the IEPA may stop the assessment.

If IEPAs are unsure and do not wish to disadvantage or raise any concerns that may affect the apprentice's performance during the assessment, they may wait until after the assessment to raise concerns to the Quality team for further investigation.

Best Practice Network will:

- Individual Assessments: Design assignments that are tailored to each student's understanding and require personalised responses, making it difficult for AI-generated content to fulfil the criteria.
- Verbal Defence: In some cases, conduct oral assessments to allow students to explain their assessments and demonstrate their understanding of the topic.
- Knowledge-Based Questions: Include questions in assessments that require students to apply their knowledge beyond the scope of readily available AI-generated information.
- Randomised Elements: Introduce randomised elements or scenarios that prevent students from relying solely on pre-existing AI-generated materials.
- By implementing this policy and employing effective detection methods, BPN-AO can ensure a fair and genuine learning environment that promotes intellectual growth and academic excellence.

Contact Information

If you have any queries relating to enquiries and appeals, please contact BPNs EPA Quality and Compliance team in writing:

Email: epa@bestpracticenet.co.uk

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