

Plagiarism Policy

Centre Name: 4 TEFL

Responsible Person: Ruswel James, Quality Assurance

Review Date: 30 September 2025

1. Purpose

The purpose of this policy is to maintain academic integrity and ensure that all learner work submitted at 4 TEFL is authentic, original, and accurately reflects the learner's own ability. This supports fair assessment, learner development, and compliance with Focus Awards and Ofqual requirements.

2. Scope

This policy applies to:

- All learners enrolled on 4 TEFL qualifications.
- All assessors and IQAs responsible for marking and verifying work.
- All online submissions via CRM, interactive tasks, and Zoom-based assessments.

3. Roles and Responsibilities within 4 TEFL

- **Quality Assurance (Ruswel James):** ensures the consistent application of this policy and oversees investigations of suspected plagiarism.
- **Assessors/IQAs:** responsible for detecting, reporting, and recording suspected plagiarism.
- **Learners:** required to submit their own original work and avoid plagiarism or unauthorised use of AI-generated content.
- **Administrative staff:** maintain records of reported cases within the CRM system.

4. Definition of Plagiarism

Plagiarism includes, but is not limited to:

- Copying text from other sources without proper acknowledgement.
- Submitting work produced by another learner or person.
- Using AI tools to generate content and presenting it as one's own.
- Paraphrasing without appropriate referencing.
- Submitting previously assessed work without authorisation.

5. Procedure for Handling Suspected Plagiarism

1. **Identification** – Suspected cases may be identified by assessors, IQAs, or through plagiarism detection tools.
2. **Logging** – Cases are logged in the CRM system and linked to the learner's record.
3. **Investigation** – The Quality Assurance reviews the evidence, including assessment submissions, plagiarism reports, and Zoom session records if relevant.
4. **Outcome** – Learners will be informed in writing of the decision. Possible outcomes may include:
 - a. Work being returned for resubmission.

- b. Reduction of marks or nullification of the assessment.
 - c. Removal from the qualification in severe or repeated cases.
5. **Appeal** – Learners may appeal the decision under the [Appeals Policy](#)

6. Preventative Measures

- Learners are educated about plagiarism during induction.
- Guidance on referencing and ethical use of sources is provided through e-learning resources.
- Assessors receive training on detecting AI-assisted or plagiarised content.
- Interactive tasks are designed to minimise opportunities for plagiarism by requiring personalised responses.

7. Monitoring and Review

- All plagiarism cases are recorded and monitored by QA.
- Trends are analysed annually to inform staff training and learner support.
- This policy is reviewed annually by the Quality Assurance and updated as required.

This policy has been approved & authorised by:

James Ruswel
Quality Assurance
30 September 2025

