



LEARNER WORK AUTHENTICATION POLICY

Learner Work Authentication & Declarations

London, United Kingdom

ravenscroftcollege.co.uk

Version 1.0 | 2026

LEARNER WORK AUTHENTICATION POLICY

PURPOSE

This policy sets out Ravenscroft College's requirements for the authentication of learner work submitted for assessment. It ensures that all assessed work is the learner's own, produced in accordance with the assessment requirements of the relevant awarding body, and that both the learner and the assessor confirm the authenticity of the evidence before it is submitted for internal or external quality assurance.

This policy supports the College's Academic Integrity, Malpractice and Maladministration Policy and is aligned with the requirements of the College's awarding organisation, OTHM Qualifications.

SCOPE

This policy applies to all learners enrolled on programmes at Ravenscroft College and all staff involved in the assessment of learner work. It covers all forms of assessed evidence, including written assignments, portfolios, presentations, project work, and any other assessment submissions required by the qualification specification.

AUTHENTICATION REQUIREMENTS

Declaration of Authenticity

Every piece of assessed work submitted by a learner must be accompanied by a signed Declaration of Authenticity. This declaration confirms that:

- The work submitted is the learner's own and has been produced without unauthorised assistance
- All sources used have been properly acknowledged and referenced
- The learner understands the College's Academic Integrity Policy and the consequences of malpractice
- The learner has not submitted the same or substantially similar work for assessment elsewhere, unless explicitly permitted

For digitally submitted work, the declaration may be completed electronically via the College's virtual learning environment. The electronic declaration carries the same weight as a signed physical document. Work is formally submitted for assessment at the point the learner declares it final, by completing the Declaration of Authenticity, and submits it through the virtual learning environment for summative assessment.

Assessor Authentication

The assessor responsible for marking the learner's work must also confirm that, to the best of their knowledge, the work is authentic and has been produced by the named learner. The assessor's confirmation will be recorded alongside the assessment decision.

PLAGIARISM DETECTION

The College uses similarity and AI-detection software to check all submitted written work. Reports are reviewed by the assessor as part of the assessment process. A high similarity score does not by itself constitute malpractice, and neither does an AI indicator: both inform the assessor's professional judgement rather than replacing it, and no finding is made on a software score alone. Where a report raises concern, the assessor refers the matter under the Academic Integrity, Malpractice and Maladministration Policy.

Where the plagiarism detection report raises concerns, the assessor will refer the matter to the Quality Assurance Coordinator for investigation in accordance with the College's Academic Integrity, Malpractice and Maladministration Policy.

ASSESSMENT CONDITIONS

All assessment on these programmes is by portfolio submitted through the virtual learning environment. There are no timed, invigilated or observed assessments. Identity and authenticity are established by the following measures:

- Submission through the learner's own secure individual account, with system logs recording user identity, timestamp and file details
- Photographic identification verified at admissions and held on the learner record
- A declaration of authenticity signed by the learner at the front of each unit's work, and countersigned by the assessor
- Clear communication of permitted and prohibited materials for each assessment

CONSEQUENCES OF NON-AUTHENTICATION

Work submitted without a completed Declaration of Authenticity will not be accepted for assessment until the declaration is provided. Learners will be notified and given a reasonable period to submit the declaration. Failure to provide a declaration may result in the work being treated as unsubmitted.

RECORD KEEPING

All Declarations of Authenticity, assessor authentication records, and plagiarism detection reports will be retained in accordance with the College's Evidence Retention Policy and made available to awarding body External Quality Assurers upon request.

REVIEW

This policy will be reviewed annually, or sooner in response to changes in awarding body requirements or regulatory guidance. b