



Guidance on Acknowledging The Use of Artificial Intelligence (AI) – March 2023

This guidance, released by JCQ in March 2023, stresses that it is essential for students to appropriately acknowledge use of Artificial Intelligence (AI), if applicable.

It remains essential that students are clear about the importance of referencing the sources they have used when producing work for an assessment, and that they know how to do this. Appropriate referencing is a means of demonstrating academic integrity and is key to maintaining the integrity of assessments. If a student uses an AI tool which provides details of the sources it has used in generating content, these sources must be verified by the student and referenced in their work in the normal way. Where an AI tool does not provide such details, students should ensure that they independently verify the AI-generated content – and then reference the sources they have used.

In addition to the above, where students use AI, they must acknowledge its use and show clearly how they have used it. This allows teachers and assessors to review how AI has been used and whether that use was appropriate in the context of the particular assessment. This is particularly important given that AI-generated content is not subject to the same academic scrutiny as other published sources.

Where AI tools have been used as a source of information, a student's acknowledgement must show the name of the AI source used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2023. The student must, retain a copy of the question(s) and computer-generated content for reference and authentication purposes, in a non-editable format (such as a screenshot) and provide a brief explanation of how it has been used.

This must be submitted with the work so the teacher/assessor is able to review the work, the AI-generated content and how it has been used. Where this is not submitted, and the teacher/assessor suspects that the student has used AI tools, the teacher/assessor will need to consult the centre's malpractice policy for appropriate next steps and should take action to assure themselves that the work is the student's own.

Plagiarism, including that relating to AI, could constitute malpractice and may attract severe sanctions.

Further JCQ guidance on referencing can be found within The Information for Candidates documents available via our school website:

<https://www.melkshamoak.wilts.sch.uk/learning-and-education/exams>

Should you have any questions or concerns relating to the above, please feel free to contact our Exams Officer, Mrs Warren, by e-mailing exams23@melkshamoak.wilt.sch.uk.