



Artificial Intelligence (AI) Policy 2023-24

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Date of next review	

The aim of this policy is to provide guidance and support regarding the use of Artificial Intelligence (AI) in school, in line with guidance from the JCQ.

Misuse of AI in NEAs

Students must make sure that work submitted for assessments is their own. If sections of their work are reproduced directly from AI generated responses, those elements must be identified by the student and the student must understand that this will not allow them to demonstrate that they have independently met the marking criteria and therefore they will not be rewarded.

If teachers have doubts that the authenticity of student work submitted for assessment, and if the use of AI has not been properly acknowledged, they must investigate and take appropriate action.

Use of AI in Exams

AI-based assistance or software may only be used if it is authorised by the JCQ, and is used in accordance with the regulations.

Monitoring of AI use

- In order to reduce the risk of plagiarism and inappropriate use of AI, staff will:
- Explain the importance to all students of submitting their own independent work for assessments.
- Ensure that students are clear about how to reference the use of technology and websites appropriately.
- Reinforce to students the importance of their declaration when they confirm that the work they submit is their own and the consequences of a false declaration.
- Where appropriate, ensure that a sufficient proportion of the work is completed under direct supervision to allow the teacher to authenticate the student's work with confidence.
- Examine intermediate stages in the production of work to ensure that there is a natural continuation of earlier stages
- It may occasionally be necessary to engage the student in a short verbal discussion about their work to ascertain that they understand it and it reflects their own independent work.
- Not accept, without further investigation, any work that they suspect may have been generated without proper acknowledgement

Reporting of Non-Compliance

Any member of staff who identifies any AI-based activities in violation of the JCQ regulations, must report the activity or software immediately to the Exams Officer.

Any students who are found to be in violation of the AI policy will be subject to disciplinary action.

If AI misuse is identified the consequences may include, but are not limited to:

- Invalidation of the NEA in question
- A failing grade for the NEA or the entire course