

THE ASTLEY COOPER SCHOOL



ARTIFICIAL INTELLIGENCE USE IN EXAMINATIONS & COURSEWORK POLICY

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1. Artificial Intelligence Examination and Non Examination/Coursework Guidance

This policy gives guidance around the use of AI in examinations, non-examination assessments (NEA) and assessed coursework. This guidance is informed by the guidance outlined by the Joint Council for Qualifications (JCQ).

1.1 Misuse of Artificial Intelligence in Non-Exam Assessments and assessed coursework

Students must make sure that the work submitted for assessment is demonstrably 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 may not allow them to demonstrate that they have independently met the marking criteria and may not be awarded marks for the work.

If teachers have doubts about 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.

1.2 Monitoring of AI Usage in Formal Assessments and Examination Contexts

To reduce the risk of plagiarism and inappropriate use of AI the class teacher will:

- Explain the importance to all students of submitting their independent work for assessments.
- Ensure that students are clear about how to reference the use of technology, artificial intelligence and websites appropriately.
- Ensure they are familiar with AI tools, their risks and the available AI detection tools.
- Ensure that, if necessary, they know how to disable access to AI/internet (if required for the examination, assessment or non-exam assessed piece of work).
- 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 (and possible), 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.

- It may occasionally be necessary to engage with students in a short verbal discussion about their work to ascertain that they understand it and it reflects their independent work.
- Not accept, without further investigation, any work that they suspect may have been AI generated without proper acknowledgement.

1.3 Identifying Artificial Intelligence Misuse in Formal Assessments and Examination Contexts

Teachers and Leaders will use a wide range of approaches to review work. These include comparing the assessment material with work previously created by the student. If the teacher suspects malpractice, then the piece of work in question must be submitted to the Exams Officer and they will enlist the use of Automated Detection software to check and verify these concerns.

1.4 Use of Artificial Intelligence in Examinations

The Astley Cooper School will not use Artificial Intelligence in any examination without prior written approval from the JCQ. All AI-based assistance and software will be subject to the regulations laid out by the JCQ. AI-based assistance or software may only be used if it is authorised by the JCQ and is used following the regulations.

AI tools must only be used when the conditions of the assessment permit the use of the internet and where the student is able to demonstrate that the final submission is the product of their own independent work and independent thinking.

Examples of AI misuse include, but are not limited to, the following:

- Copying or paraphrasing sections of AI-generated content so that the work is no longer the student's own
- Copying or paraphrasing whole responses of AI-generated content
- Using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation or calculations
- Failing to acknowledge use of AI tools when they have been used as a source of information
- Incomplete or poor acknowledgement of AI tools
- Submitting work with intentionally incomplete or misleading references or bibliographies

1.5 Reporting of Non-Compliance in Examination and Non-Exam Assessment Contexts

Any staff member who identifies any Artificial Intelligence activities or software that is, or may be, in violation of the JCQ regulations, must report the activity or software immediately to the Exams Officer, The Deputy Headteacher (Teaching & Learning)

and their Line Manager. Any students who are found to violate Artificial Intelligence Use In Examinations & Coursework Policy will be subject to disciplinary action as per the Astley Cooper Malpractice Policy

At the Astley Cooper School, we eagerly embrace new technologies to enhance education. However, preserving the integrity and fairness of assessments, teaching and learning is our priority.

We remain committed to following the technological advancements and legislative changes in relation to AI. As a results of this, we will review this policy regularly. Additionally, as part of our AI Strategy, we will provide appropriate training to staff and pupils, covering the latest AI developments and ethical practices to ensure responsible use.

Concerns around issues relating to this policy should be raised with the appropriate school leader. Examination and Assessment concerns should be raised with the Deputy Headteacher (Teaching & Learning) or the Examinations Officer. GDPR and Data Protection issues should be raised with the School Business Manager, and all AI related safeguarding concerns should be passed to the Senior Assistant Headteacher (Designated Safeguarding Lead).

1. Links with other policies

This AI guidance is linked to our:

- Use Of Artificial Intelligence (Ai) By Staff - School Policy
- Use of Artificial Intelligence (AI) Student Guidance
- GDPR and Data protection policy
- GDPR and Data security policy
- Child protection policy
- Behaviour for learning policy
- Inappropriate Network Use Procedure (Behaviour Addendum)
- Code of conduct
- ICT acceptable use policy
- Online safety policy
- Equality policy and objectives
- Persuade