



Chulmleigh College

Use of AI in Assessments Policy (Exams) 2024/25

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Michael Johnson	
Date of next review	November 2025

Key staff involved in the policy/procedure

Role	Name(s)
Head of centre	Michael Johnson
Senior leader(s)	Neil Payne, Louise Miller-Marshall, Claire Fallow
Exams officer	Cressida Harrington

Introduction

This policy outlines the appropriate use of Artificial Intelligence (AI) tools in examinations and assessments within our secondary school. It aligns with the Joint Council for Qualifications (JCQ) guidance to maintain the integrity and authenticity of student work.

Definition of AI Use

AI use refers to employing AI tools to generate content or information that may be included in work submitted for assessments. Misuse occurs when AI-generated content is presented as a student's own work without proper acknowledgment, compromising the authenticity of the assessment.

General Principles

- **Authenticity:** All work submitted for assessments must be the student's own. Any use of AI tools must not undermine the requirement for students to demonstrate their independent understanding and skills.
- **Transparency:** Students must clearly acknowledge any use of AI tools in their work. This includes specifying the AI tool used, the date of use, and the nature of the assistance received. Failure to do so may be considered malpractice.

Use of AI in Examinations

The use of AI tools is strictly prohibited during formal examinations. Students are not allowed to access or use AI tools in any form while undertaking exams. Access to online AI tools will be disabled on all centre devices and networks.

Use of AI in Coursework and Non-Examination Assessments (NEAs)

- **Permissible Use:** Teachers will inform students if the use of AI tools is permitted for specific coursework or NEAs. Even when permitted, students must ensure that the work reflects their own understanding and effort.
- **Acknowledgment:** When AI tools are used, students must:
 - Name the AI tool utilized.
 - Provide the date when the AI content was generated.
 - Explain how the AI tool was used in the context of their work.
 - Retain a record (e.g., screenshots) of the prompts and responses involved.

Responsibilities

- **Students:** Must adhere to this policy, ensuring the authenticity of their work and properly acknowledging any use of AI tools.
- **Teachers, Assessors and Verifiers:** Should familiarize themselves with AI tools and detection methods to effectively monitor and evaluate the authenticity of student submissions. Where teachers have doubts about the authenticity of student work submitted for assessment they will investigate and take appropriate action.
- **Centre Responsibilities:** Chulmleigh College's malpractice and plagiarism policies will be updated to address AI use and ensure the authenticity of assessments. Chulmleigh College will make staff and make pupils aware of the appropriate and inappropriate use of AI, the risks of using AI, and the possible consequences of using AI inappropriately in a qualification assessment. Chulmleigh College will report all allegations of malpractice or suspected malpractice to the awarding body .

Malpractice

Misuse of AI tools, such as presenting AI-generated content as one's own without proper acknowledgment, constitutes malpractice. Consequences may include loss of marks, disqualification from the assessment, or and further disciplinary actions as outlined in the centre's Malpractice Policy. All cases of malpractice will be reported to the awarding body.

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

- Copying or paraphrasing sections of AI-generated content so that the work submitted for assessment 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.

Communication and Education

Chulmleigh College will provide guidance and resources to educate students and staff about the appropriate use of AI in assessments. This includes information sessions, written guidelines, and discussions on the ethical implications of AI use in academic work.

Review and Monitoring

This policy will be reviewed regularly to ensure its effectiveness and alignment with JCQ regulations and emerging AI technologies. Feedback from staff and students will be considered in policy updates.

Conclusion

Maintaining the integrity of our assessments is paramount. By adhering to this policy, Chulmleigh College ensures that our qualifications accurately reflect each pupil's knowledge and skills, upholding the standards set by awarding bodies and the trust placed in our school.