



AI Policy (exams)

2024/25

This procedure is reviewed annually to ensure compliance with current regulations

Date of next review	September 2025
---------------------	----------------

Key staff involved in the complaints and appeals procedure

Role	Name(s)
Head of centre	Ms.S Wilson
SLT members	Mr T Smith
Exams officer	Mrs. G. Higgins

Purpose of the procedure

This procedure confirms Chessington School's compliance with JCQ's General Regulations for Approved Centres 2021 - 22, that the centre will *draw to the attention of candidates and their parents/carers their written complaints and appeals procedure which will cover general complaints regarding the centre's delivery or administration of a qualification.*

Aims: The aim of this policy is to provide guidance and support to all stakeholders, with regard to the use of generative Artificial Intelligence (AI) in school; whilst ensuring that we protect the integrity of assessments, in line with the guidance from the JCQ.

Intentions/Guiding principles •

At Chessington School we are keen to embrace the opportunities that Artificial Intelligence (AI) affords our learners, and we are aware of the need to educate students and prepare them for the workplace, where AI will potentially play a key role.

- We encourage the use of AI to expand classroom instruction, facilitate personalised learning, develop student curiosity, critical thinking and personalised learning.
- We also encourage the use of AI to reduce teacher workload and provide feedback and personalised assessment of student work.
- AI will not replace direct instruction of teacher interaction.
- Teachers will guide and monitor student use of AI, to ensure that it aligns with the School's curriculum objectives and learning outcomes.
- We will take a proactive stance about AI-related safeguarding risks
- We will ensure that any use of AI in Non-Examination Assessment (NEA) materials is compliant with the guidance set out by the JCQ:
https://www.jcq.org.uk/wp-content/uploads/2024/02/AI-Usein-Assessments_Feb24_v3.pdf
- We continue to ensure that examinations are secure from the use of AI, as set out in our Examinations Malpractice Policy

Misuse of Artificial Intelligence in NEAs

Students must make sure that 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 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.

Monitoring of AI use

In order to reduce the risk of plagiarism and inappropriate use of AI the class teacher 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.
- 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 they need to.
- 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
- Set reasonable deadlines for the submission of work and provide reminders.
- 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
- Introduce classroom activities that use the level of knowledge/understanding achieved during the course thereby making the teacher confident that the student understands the material.
- 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

Identifying misuse:

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. Further examples of what to look for can be found on page 10 of the aforementioned JCQ guidance.

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.

Use of AI in Exams

We will not use AI in any exam 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 in accordance with the regulations.

Reporting of Non-Compliance

Any staff member who identifies any AI-based 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.

Any students who are found to be in violation of the AI policy will be subject to disciplinary action as per the Chessington School Malpractice Policy.

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

Conclusion

At Chessington School we are keen to embrace the opportunities new technology provides, but this must not come at the expense of upholding the integrity and fairness of assessments

[Link to Malpractice JCQ Documentation](#)

[Link to Candidate Exams handbook](#) - Use of AI in NEA work that may constitute Malpractice warning