

## Artificial Intelligence Protocol for Exams

Date of next review: 31<sup>st</sup> December 2025

Meridian Trust schools will:

- Foster a culture in which all learners and staff feel able to report any concerns of wrongdoing by anyone
- Seek to prevent malpractice by hosting examination and assessment assemblies, distributing relevant JCQ and Centre rules and policies to inform learners of the centre's policy on malpractice and the sanctions for attempted and actual incidents of malpractice
- Show learners the appropriate formats to record cited texts and other materials or information sources
- Require learners to declare that their work is their own
- Ask learners to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used
- Advise learners of the centre's rules regarding whether AI tools (e.g., ChatGPT) can be used and, if so,
- Require learners to acknowledge the use of artificial intelligence (AI) sources and provide copies of any interactions with AI tools made in the production of their work
- Report to the exam board all alleged, suspected and actual incidents of malpractice in accordance with JCQ Suspected Malpractice Policies and Procedures ([Malpractice\\_Sep24\\_FINAL.pdf](#))
- Where required, gather information for an investigation in accordance with JCQ or examination board instructions. Such an investigation will be supported by the Head of Centre / Principal / CEO and all personnel linked to the allegation. Where malpractice is proven, the examination board will determine the sanctions to be imposed.

### **Learner Malpractice**

This list of examples is not exhaustive:

- Plagiarism of any nature, including the misuse of AI tools.
- Collusion by working collaboratively with other learners to produce work that is submitted as individual learner work
- Copying (including the use of ICT to aid copying)
- Deliberate destruction of another's work
- Fabrication of results or evidence
- False declaration of authenticity in relation to the contents of a portfolio or coursework
- Impersonation, by pretending to be someone else to produce the work for another or arranging for another to take one's place in an assessment/examination/test.

### **Lessons regarding the use of Artificial Intelligence in Assessments**

A lesson has been developed and delivered in the How to Thrive curriculum to inform learners about the misuse of Artificial Intelligence in non-examination assessments.

Students are also shown the JCQ quick guide called AI and Assessments.

The quick guide is also displayed around the school.

### **Staff Awareness**

Subject Leaders are made aware of the latest JCQ publications regarding coursework and using AI in Assessments:

[Coursework\\_ICC\\_24-25\\_FINAL.pdf](#)

[AI Use in Assessments: Protecting the Integrity of Qualifications - JCQ Joint Council for Qualifications](#)

Staff are also made aware of tools that can be used to as a starting point if they suspect that any of their learners may have been generated using AI or copied.