

## Artificial Intelligence Policy

### Key staff involved in the policy:

Role	Name(s)
Head of Centre	Victoria Lloyd
Senior Leader	Hayley Twigger
IT Manager	Darren Read
Exams Manager	Craig Gardiner

### Purpose of the policy

This policy confirms that Stamford Welland Academy will provide guidance and support, 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.

### Introduction

There are assessments that permit access to the internet in the preparatory, research or production stages. The majority of these assessments will be Non-Examined Assessments (NEAs) for General Qualifications, coursework and internal assessments. This document is primarily intended to provide guidance in relation to these assessments. The guidance emphasises the following requirements:

- All work submitted for qualification assessments must be the pupil's own.
- Pupils who misuse AI and submit work for an assessment that is not their own, will have committed malpractice, in accordance with JCQ regulations, and may incur severe sanctions.
- Pupils and centre staff must be aware of the risks of using AI and must be clear on what constitutes malpractice.
- If any sections of their work are reproduced directly from AI generated responses, those elements must be identified by the pupil, and they must understand that this will not allow them to demonstrate that they have independently met the marking criteria and therefore will not be rewarded.
- Teachers and assessors must only accept work for an assessment which they consider to be the pupil's own.

- Where teachers have doubts about the authenticity of pupil work submitted for assessment (for example, they suspect that parts of it have been generated by AI but this has not been acknowledged), they must investigate and take appropriate action.

## **Misuse of Artificial Intelligence in NEAs**

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 pupil'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 pupil'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.

## **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 in the JCQ guidance.

If the teacher suspects malpractice, then the piece of work in question must be submitted to the Exams Officer/Vice Principal.

### **Use of AI in Exams**

Stamford Welland Academy 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 AI-based activities or software that is or may be in violation of the JCQ regulations must report the activity or software immediately.

Any student who is found to be in violation of the AI policy will be subject to disciplinary action as per the Stamford Welland Academy Malpractice Policy.

The relevant awarding body will liaise with the Head of Centre regarding the next steps of the investigation and how appropriate evidence will be obtained. The awarding body will then consider the case and, if necessary, impose a sanction in line with JCQ Suspected Malpractice: Policies and Procedures.

The sanctions applied to a pupil committing plagiarism and making a false declaration of authenticity range from a warning regarding future conduct to disqualification and the pupil being barred from entering for one or more examinations for a set period of time.

Awarding organisations will also take action, which can include the imposition of sanctions, where centre staff are knowingly accepting, or failing to check, inauthentic work for qualification assessments.

### **Compliance with JCQ Regulations**

Stamford Welland Academy is committed to complying with JCQ regulations and guidelines regarding the prevention of unauthorised AI use.

### **Link with other Documents**

This policy should be read in conjunction with the following document:

- Examinations Policy (Meridian Trust)

Statement produced by: Craig Gardiner (Examinations Manager)

Agreed by: Victoria Lloyd (Headteacher)

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