# Non-Examination Assessment Procedure – Misuse of Artificial Intelligence (AI)

This procedure is reviewed annually to ensure compliance with current regulations

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**Introduction**

This document outlines Prince Henry's Grammar School's stance on the use of Artificial Intelligence (AI) in Non-Examined Assessments (NEAs), as per the regulations set forth by the Joint Council for Qualifications (JCQ) and other relevant educational bodies. This procedure is to be read in conjunction with the school's Non-Examined Assessment information for KS4 & 5 and Malpractice and Maladministration policies.  These policies are available on request from the Exams Officer.

**Background**

Non-Examined Assessments (NEAs) are an integral part of the educational process and are subject to JCQ regulations to ensure fairness, consistency and integrity in assessments. Prince Henry's Grammar School acknowledges the serious impact that plagiarism and the misuse of AIs can have on the integrity of qualifications. The use of AI technology in NEAs is subject to careful consideration and adherence to JCQ guidelines.

**Rationale**

The misuse of AI in NEAs is based on the following key principles:

- Fairness: The misuse of AI could provide certain students with an unfair advantage.  It is essential to ensure that all students have an equal opportunity to demonstrate their skills and knowledge.
- Authenticity: NEAs are intended to assess a student's individual understanding and application of subject matter. The misuse of AI could compromise the authenticity of a student's work and undermine the educational objectives of NEAs.
- JCQ Regulations: Prince Henry's Grammar School is committed to complying with JCQ regulations, which restrict the use of AI in NEAs. Deviating from these regulations would risk the validity and recognition of our qualifications.

**Guidance on use of AI in NEAs:**

As per JCQ 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. AI misuse constitutes malpractice as defined in the JCQ Suspected Malpractice: Policies and Procedures (https://www.jcq.org.uk/exams-office/malpractice/).

Students **must not, where internet use is permitted**:

- Copy or paraphrase sections or whole responses of AI-generated content so that the work is no longer the student's own
- Use AI to complete parts of the assessment so that the work does not reflect the student's analysis, evaluation or calculations
- Submit work with intentionally incomplete or misleading references or bibliographies.

Students **must:**

- Where **internet use is permitted**, show acknowledgement and properly reference AI tools which have been used as a source of information.   This acknowledgement **must show** the name of the AI source used and **must show** the date the content was generated. For example: ChatGPT 3.5 (https://openai.com/blog/chatgpt/), 25/01/2023. The student must retain a copy of the question(s) and computer-generated content for reference and authentication purposes, in a non-editable format (such as a screenshot) and provide a brief explanation of how it has been used.

**Implementation**

- Awareness: Students and teachers will be made aware of the misuse of AI in NEAs through various means, including course handbooks, assemblies, and this procedure document.
- Monitoring: Prince Henry's Grammar School will actively monitor NEAs to ensure compliance with the JCQ's guidance on use of AI. Where teachers have doubts about the authenticity of student 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. Any violations and malpractice will be investigated, and appropriate actions will be taken.
- Support: Prince Henry's Grammar School will provide support and guidance to students to help them understand the importance of academic integrity and the consequences of using AI in NEAs.

**Consequences of violation/malpractice**

Any student found to be in violation of this procedure by incorrectly using AI in NEAs will be subject to disciplinary action, as per Prince Henry's School's Malpractice Policy. If any misuse, including AI misuse, is detected or suspected by the centre and the declaration of authentication has been signed, the case must be reported to the relevant awarding organisation.

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**

Prince Henry's Grammar School is committed to upholding the highest standards of academic integrity and fairness in assessments. The misuse of AI in NEAs is in alignment with JCQ regulations and aims to ensure that all students have an equal and authentic opportunity to demonstrate their knowledge and skills.