

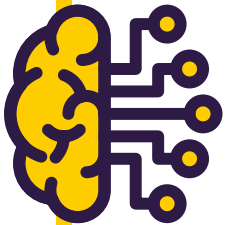
As artificial intelligence (AI) technology is rapidly evolving, it's essential you understand how it can be used and misused within assessments. This summary provides key points to consider, to make sure assessment is fair for all.



1

Know your school or college's approach to managing AI in assessments

- Know what AI is and how it can be used
- Familiarise yourself with the JCQ *AI Use in Assessments* guidance
- Know what the risks are and how your school or college is managing them
- Understand how the approach applies to your subject



REMEMBER
Your malpractice policy **MUST** include the use of AI

What AI is

How AI misuse will be treated as malpractice

The risks of using AI

What AI misuse is

When AI may be used

How AI should be acknowledged

You're responsible for confirming the authenticity of students' work!

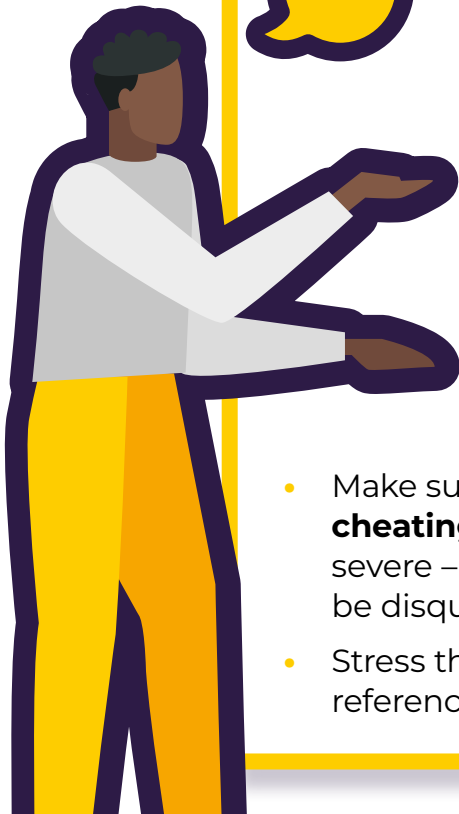
2

Plan how to prevent AI misuse in assessments

- If possible, find time for students to complete work under exam-like conditions/in class to help you understand the standard they are currently working at
- Talk to students about their work to check their understanding on an ongoing basis – before you start marking



3



Communicate the approach to students and parents/carers

- Be clear about when and if students can use AI tools
- If the qualification rules allow the use of AI tools, make sure students know how to reference clearly
- Remind students that any content produced using AI must be referenced and cannot be given marks – and a failure to reference use of AI is malpractice
- Make sure students and parents know that misusing AI is **cheating** and a form of malpractice. The consequences are severe – they could lose the marks for the assessment or even be disqualified from the subject
- Stress the importance of the candidate declaration (which references AI use) when they submit their work for assessment

If you suspect AI misuse...

4

Only accept work for assessment you consider to be the student's own!

- Compare with previous work for differences in quality, formatting, spelling, punctuation, grammar, vocabulary and tone
- Look out for AI indicators, for example, language style, lack of local knowledge, confidently wrong statements
- Consider the use of AI detection tools and discussing the work with the student as part of a holistic approach

IF YOU FIND AI MISUSE

If the student hasn't signed the declaration form, follow your school or college's malpractice policy

If the declaration form has already been signed, report to the awarding body

