

JCQ AI IN ASSESSMENTS BRIEF

AUTUMN TERM, 2025

For use by schools and MATs to prevent malpractice and ensure compliance with JCQ guidance on AI use in examinations and assessments.

Purpose

To provide staff and students with clear expectations around the use (and misuse) of AI in assessments, ensuring fairness, integrity, and compliance with awarding body requirements.

1. What Counts as Malpractice?

Using AI to:

- Generate essays, exam answers, or coursework responses.
- Produce solutions for controlled assessments or NEAs.
- Paraphrase or “re-write” work without acknowledgement.
- Submit AI-produced content as original work.

2. Real-World Examples

- A student submits coursework written by ChatGPT.
- Homework tasks submitted as practice exam pieces but copied from AI.
- Students using AI tools to translate and re-phrase entire essays.
- AI-generated references, quotes, or statistics presented as fact.

3. Responsibilities for Staff

- ☐ Remind students regularly of JCQ rules.
- ☐ Build academic honesty expectations into lessons and assessments.
- ☐ Use plagiarism/AI detection tools (where appropriate) cautiously but consistently.
- ☐ Log any suspected misuse using the AI Incident Template.
- ☐ Report suspected malpractice immediately to the exams officer.

4. Responsibilities for Students

- You may use AI to help learn, but not to create or submit assessment work.
- All final submissions must be your own, authentic work.
- If in doubt, ask your teacher or exams officer before using AI.

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5. Inspection & Compliance

- Ofqual and JCQ require schools to take “reasonable steps” to prevent AI malpractice.
- Inspectors may ask:
 - What guidance has been given to staff and pupils?
 - How are suspected incidents handled?
 - What assurance processes are in place?

Notes for Leaders

- *Add this brief to your Exams Policy and share with students during exam preparation.*
- *Keep records of staff/student communication – evidence for Ofqual/JCQ compliance.*
- *Link directly with your existing AI Policy and Behaviour Policy.*