Artificial Intelligence (AI) Policy for Assessments

Centre Name: Harrow Independent College

Policy Type: Exams & Assessments (JCQ Compliance)

Version: 2.0
Created by: Exams Officer
Approved by: Head of Centre
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Reviewed: 15 April 2026
Next review date: On or before 15 April 2027

1. Purpose of the Policy

This policy sets out the centre's approach to the use of Artificial Intelligence (AI) in line with the Joint Council for Qualifications (JCQ) regulations and guidance. It ensures that:

- All students submit work that is their own independent work.
- Staff can confidently authenticate candidate work.
- The centre meets its obligations under JCQ malpractice and coursework regulations.
- Risks associated with AI misuse are clearly understood and managed.

This policy applies to all General Qualifications (GCSE, GCE, vocational qualifications), coursework, Non-Exam Assessment (NEA), and internal assessments.

2. Definition of AI Use

AI refers to any digital tool capable of generating content such as text, images, code, data, or multimedia based on user prompts. This includes, but is not limited to:

- AI chatbots (e.g., ChatGPT, Claude, Gemini)
- Writing assistants (e.g., Jasper, Grammarly AI)
- Image generators (e.g., DALL·E, Midjourney, Stable Diffusion)
- Code generation tools
- AI-based summarisation or translation tools

AI systems generate responses based on probabilistic patterns and may produce inaccurate, biased, fabricated, or non-verifiable content.

3. JCQ Compliance Statement

This policy is fully aligned with:

- JCQ General Regulations for Approved Centres
- JCQ Suspected Malpractice: Policies and Procedures
- JCQ Plagiarism in Assessments Guidance
- JCQ Instructions for Conducting Coursework (ICCs)
- JCQ AI Use in Assessments Guidance

Under JCQ regulations, all submitted work must be the candidate's own independent work. Failure to comply may constitute malpractice.

4. Permitted Use of AI

AI may only be used when ALL of the following conditions are met:

- The assessment specification explicitly permits use of the internet or digital tools.
- AI is used only for supportive or developmental purposes, not content generation.
- The final submitted work represents the student's own independent analysis, interpretation, and expression.

Permitted examples (where allowed by the task):

- Brainstorming ideas (not copied content)
- Checking grammar or spelling (with no rewriting of content meaning)
- Summarising research for personal understanding (not submission)
- Translation for comprehension only

5. Prohibited Use of AI (Misuse / Malpractice)

The following constitutes AI misuse and is treated as malpractice:

- Submitting AI-generated text as student work
- Copying or paraphrasing AI-generated content
- Using AI to answer exam or assessment questions
- Using AI to generate coursework structure, arguments, or conclusions
- Fabricating references using AI tools

- Failing to declare AI use where required
- Editing AI output without meaningful independent contribution

In line with JCQ, such actions may be considered:

- Plagiarism
- Breach of authentication regulations
- Malpractice under JCQ policies

Sanctions may include:

- Loss of marks
- Disqualification from qualification
- Centre sanctions
- Future exam entry restrictions

6. Student Responsibilities

Students must:

- Ensure all submitted work is their own independent work
- Understand that AI cannot replace their own thinking or writing
- Not rely on AI tools to complete assessed work
- Maintain evidence of the development of their work
- Acknowledge AI use where permitted and appropriate
- Retain drafts, notes, and planning materials where required

7. Staff Responsibilities

All teaching and assessment staff must:

- Ensure students understand JCQ expectations regarding AI
- Design assessments that minimise opportunities for AI misuse
- Authenticate candidate work in line with JCQ requirements
- Investigate suspected AI misuse appropriately
- Compare student work against known prior performance

- Maintain records of supervision and assessment conditions

Staff must not rely solely on AI detection software when determining malpractice.

8. Authentication of Work

To support authenticity, the centre will:

- Require controlled conditions where appropriate
- Monitor progression of NEA/coursework
- Use interim checkpoints (drafts, plans, outlines)
- Compare work with in-class performance
- Require declarations of authenticity before submission

Where required by JCQ, candidates must sign an authentication statement confirming work is their own.

9. AI Acknowledgement Requirements

Where AI use is permitted, students must clearly acknowledge it.

A valid acknowledgement must include:

- Name of AI tool used
- Version (if available)
- Date used
- Description of how it was used

Example:

ChatGPT (OpenAI), GPT-4, accessed 10 March 2026.
Used to generate initial ideas for essay structure and then independently rewritten and developed.

Students must also retain:

- Screenshots or exports of AI output
- Draft versions showing development of work

Failure to do so may be treated as malpractice.

10. Indicators of Possible AI Misuse

Staff should be alert to indicators including:

- Sudden change in writing style or vocabulary
- Overly generic or non-specific responses
- Absence of personal voice or context
- Inaccurate or fabricated references
- Americanised spelling or terminology (in UK work)
- Inconsistent structure or repeated essay patterns
- Lack of subject-specific depth expected at qualification level
- Work inconsistent with prior student performance

These indicators alone do not confirm misuse and must be considered holistically.

11. Use of Detection Tools

The centre may use AI detection tools (e.g. Turnitin similarity/AI indicators, GPTZero) as supporting evidence only.

However:

- Detection tools are not definitive proof
- All cases must be assessed using academic judgement
- Evidence must include broader authentication checks

12. Malpractice Procedures

Where AI misuse is suspected:

1. Staff investigate and gather evidence
2. Candidate is interviewed where appropriate
3. Work is compared against prior submissions
4. Case is referred to Exams Officer/Head of Centre
5. JCQ malpractice procedures are followed

If malpractice is confirmed after authentication:

- The case must be reported to the awarding body in line with JCQ requirements

13. Data Protection

All handling of student work and AI-related evidence will comply with the centre's Data Protection Policy and UK GDPR requirements.

- Data will be stored securely
- Access will be restricted to authorised staff only
- Any breach will be reported under data protection procedures

14. Equality and Fairness

This policy is applied in line with the centre's Equality Policy. All students are treated fairly regardless of:

- Age
- Disability
- Gender or gender identity
- Race or ethnicity
- Religion or belief
- Sexual orientation

Reasonable adjustments will be made where required.

15. Staff and Student Awareness

The centre will ensure:

- Students receive clear guidance at induction and before NEA commencement
- Parents/carers are informed of expectations
- Staff receive annual training on AI risks and malpractice detection
- JCQ "Information for Candidates" documents are issued and understood

16. Policy Review

This policy will be reviewed annually or earlier if JCQ guidance changes.

Approved by: Kandiah Kandeepan (Head of Centre)
Date: 15 April 2026