



**SIR THOMAS
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CHURCH OF ENGLAND HIGH SCHOOL
THROUGH GOD, WE CARE

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USE OF ARTIFICIAL INTELLIGENCE IN EXAMS AND ASSESSMENTS 2024/25

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AUDIENCE:	STAFF, STUDENTS, PARENTS/ CARERS, GOVERNING BODY
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Key staff involved in the policy

Role	Name
Head of Centre	Mrs Beverley Scott-Herron
Senior leader(s)	Mr James Koltan, Deputy Headteacher
Exams officer	Miss Jane Morris
Other staff (if applicable)	All staff

This policy is reviewed and updated annually to ensure that use of Artificial Intelligence at Sir Thomas Boteler Church of England High School are managed in accordance with JCQ current requirements and regulations for exams and assessments.

Use of Artificial Intelligence in Exams and Assessments Policy

1. Purpose

This policy outlines the acceptable use of Artificial Intelligence (AI) tools in exams and assessments to ensure academic integrity, fairness, and ethical conduct.

2. Scope

This policy applies to all students and staff involved in the assessment process, including but not limited to:

- Written exams (in-person and online)
- Assignments and coursework
- Research papers and projects
- Oral presentations and practical assessments

3. Definitions

- **Artificial Intelligence (AI):** Any software or tool that generates text, images, code, or other content using machine learning algorithms (e.g., ChatGPT, Grammarly, Turnitin AI tools).
- **Generative AI:** AI that produces new content based on prompts (e.g., ChatGPT, Google Gemini, Claude).
- **AI Detection Tools:** Software used to identify AI-generated content in academic submissions.

4. Acceptable Use of AI

AI may be used in assessments only under the following conditions:

- If explicitly permitted by the instructor for specific assignments.
- With proper acknowledgment of AI-assisted content in references.
- When used as a supplementary tool, not as a replacement for original thought.

5. Prohibited Use of AI

Students are strictly prohibited from:

- Using AI to generate entire essays, reports, or answers for exams.
- Submitting AI-generated work without proper acknowledgment.
- Using AI during closed-book or protected exams.
- Employing AI to bypass plagiarism detection or fabricate sources.
- Using AI-assisted tools in a manner that misrepresents personal knowledge and skills.

6. Academic Integrity and Consequences

Violations of this policy will be considered malpractice and subject to penalties imposed by school or the Examining Awarding Body, which may include:

- Receiving a failing grade on the assignment or exam.
- Being required to redo the assessment under supervision.
- Disciplinary action as per the School's guidelines.

7. AI Detection and Monitoring

The school reserves the right to:

- Use AI detection tools to assess the originality of student submissions.
- Request students to justify or explain their work if AI usage is suspected.

8. Staff Discretion

Staff may establish additional guidelines on AI use for specific courses or assignments. Students must adhere to these specific AI usage rules.

9. Review and Updates

This policy will be reviewed annually to adapt to technological advancements and evolving educational practices