



**MARSHLAND HIGH SCHOOL**

**Centre number: 18539**

**Artificial Intelligence  
Prohibition Policy**

<b>Person Responsible:</b>	Head of Centre	<b>Approved by:</b>	Local Governing Body
<b>Last reviewed on:</b>	January 2024		
<b>Next review due by:</b>	January 2025		

**Head of Centre Signature:**

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### 1. Purpose

This policy outlines the guidelines and regulations regarding the prohibition of Artificial Intelligence (AI) during examinations in compliance with the Joint Council for Qualifications (JCQ) standards and JCQ AI Use in Assessments. The aim is to maintain the integrity and fairness of examinations while ensuring a level playing field for all candidates.

#### Key staff involved in the policies

Role	Name(s)
Head of centre	Mr Craig Jansen
Exams officer line manager (Senior Leader)	Mr Chris Teanby
Exams officer	Mrs Rebecca Hornett
SLT member(s)	Mr J Crawley, Mrs S Swinburn, Mr D Lucas, Mr O Mackett and Mrs C Whitehouse

### 2. Definitions

#### Artificial Intelligence (AI)

Any computer system or program that is designed to perform tasks that would typically require human intelligence, including but not limited to problem-solving, speech recognition, learning and image creation.

### **3. Prohibition of AI Devices**

Candidates are strictly prohibited from using any AI-enabled devices during examinations. This includes, but is not limited to smartphones, smart watches and any other electronic devices with AI capabilities.

#### **NEA (Non-examination assessment)**

Students must make sure that work submitted for assessment is evidently their own. If any elements of their work are created directly from AI, those elements must be identified by the student and they must understand that this will not allow them to demonstrate that they have independently met the marking criteria and therefore will not be awarded.

Teachers and assessors must only accept work for assessment which they consider to be the students own (in accordance with section 5.3 (k) of the JCQ General Regulations for Approved Centres. Where teachers have doubts about the authenticity of a students 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. AI misuse constitutes malpractice as defined in the JCQ Suspected Malpractice: Policies and Procedures.

### **4. Examination Invigilation**

Examination invigilators are trained to identify and address any unauthorised use of AI devices during examinations. They will actively monitor candidates and take appropriate action if any violations are observed.

### **5. Communication Devices**

Candidates are reminded to turn off all communication devices and store them in the secure container before entering the examination room. Any candidate found with an active communication device during the examination will be subject to disciplinary actions as outlines in the JCQ Regulations.

### **6. Search and Seizure**

In cases where there is suspicion or evidence of AI device use, invigilators will raise this immediately with the exams officer and/or a member of SLT who will the conduct a search and if necessary seize any device for further investigation. Severe consequences as per the JCQ regulations will be applied to candidates found in violation of the AI prohibition policy.

### **7. Special Considerations**

Candidates who require the use of assistive technology, including AI-powered tools due to special educational needs or disabilities must request and receive approval from JCQ Access Arrangements in advance of the examination. The use of such approved assistive technology will be closely monitored and accommodated in accordance with JCQ guidelines.

## **8. Reporting Violations**

Any candidate who becomes aware of another candidate's violation of the AI prohibition policy is encouraged to report the incident to the Exams Officer immediately. Reports will be treated with confidentiality and appropriate actions will be taken following JCQ Regulations.

## **9. Consequences for Violations**

Candidates found in violation of the AI Prohibition policy may face severe consequences, including but not limited to the invalidation of examination results, disqualification from the current examination series and the reporting of the incident to relevant educational authorities.

## **10. Review and Updates**

This policy will be reviewed regularly to ensure its effectiveness and compliance with JCQ Regulations. Updates will be made as necessary to address emerging technologies and changing examinations environments.

## **11. Consequences for Violations**

The policy will be communicated to all candidates, invigilators and relevant stakeholders involved in the examination process. Educational institutions are responsible for ensuring that all parties are aware of and adhere to this policy.