

Joint Council for Qualifications^{CIC}

AI Use in Assessments: Your role in protecting the integrity of qualifications

JCQ has updated its rules and guidance on the use of AI in assessments. The full document should be read by heads of centre, teachers and assessors. The updated version contains a table showing what has changed and also includes more examples of AI misuse to support understanding.

We have summarised the document below, with a section for heads of centre, one for teachers and one covering what students need to know.

Please share the **updated document** in your school or college.

Summary of the document for heads of centre:

- Ensure policies and procedures are in place to monitor and authenticate students' work, addressing AI misuse.
- Maintain a malpractice policy that covers AI use, including guidelines on when AI may be used and how it should be acknowledged.
- Regularly review and update policies to reflect AI developments and associated risks.
- Ensure staff are trained to identify AI misuse.
- Communicate with parents about AI-related risks and the importance of students' work being their own.
- Ensure students are aware of the consequences of AI misuse, including potential disqualification.
- Ensure students understand their declaration of authenticity and the penalties for false declarations.
- Have a process for addressing AI misuse within the centre before declarations of authenticity are made.
- Ensure teachers do not rely solely on AI tools for marking student work.
- Ensure students using computers for assessments cannot access AI tools if prohibited.

Summary of the document for teachers:

- Accept only work that is demonstrably the student's own. There is information on how to check this in **Section 8 *Identifying misuse*** of the document.
- Investigate any doubts about the authenticity of a student's work and take appropriate action.
- Make students aware of:
 - appropriate and inappropriate AI use
 - the risks of AI misuse
 - the consequences of AI misuse, including disqualification.
- Guide students on proper referencing and acknowledgement of AI-generated content.
- Reinforce the importance of independent research and original work.
- Ensure students sign authenticity declarations and understand their significance.
- Collaborate with colleagues to monitor AI use and refine school policies.
- Follow school policies if AI misuse is suspected before students sign the authenticity declaration.
- Do not use AI tools as the sole basis for marking student work.

What students need to know:

- Work submitted for assessment must be your own and reflect your knowledge, skills, and understanding.
- Misuse of AI (copying, paraphrasing, or failing to acknowledge AI-generated content) is malpractice.
- AI generated content must be properly referenced and reliance on AI will not earn marks.
- AI misuse can lead to disqualification or a ban from future qualifications.
- You must sign a declaration confirming your work is your own. False declarations have serious consequences.
- Understand and follow your school's malpractice policy.

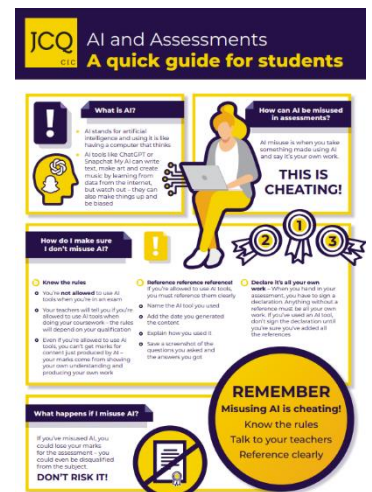


- Be aware that AI detection tools may be in use, and examiners and assessors can identify AI generated content.

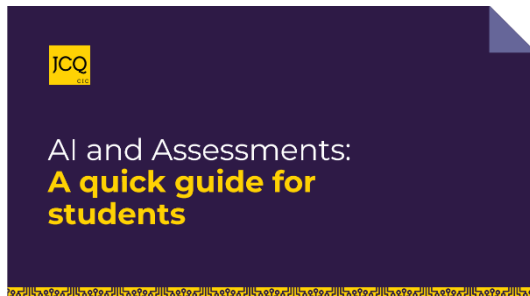
Resources:

We have some resources (first published last year) to support centres with the use of AI which are here:

- [Poster for Students](#) – this summarises the rules for use of AI in assessments.
- [Information Sheet for Teachers](#) – a summary to help teachers recognise and prevent AI misuse.



Senior Leader Presentation for Teachers – to use with colleagues to help them recognise and prevent AI misuse.



Teacher Presentation for Students – to use with students to help them understand the rules for use of AI.

Please share the [updated document](#) and [support materials](#) in your school or college. If you have questions please get in touch on centresupport@jcq.org.uk.