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| Procedure | Comm’s with | Actioned By |
| ‘JCQ AI Use in Assessments’ to be shared with all teaching staff | Staff | SRO |
| Staff briefing to be delivered on Identifying misuse in assessments (JCQ document, section 8) | Staff | SRO |
| All staff provided with an AI in Exams & Assessment Powerpoint Slide outlining the requirements, risks and issues of the use of AI. Including:   * Ensuring that all sources are referenced within NEA * Where AI tools have been used as a source of information, students must be aware that this should be acknowledged by showing the AI source used and the date the content was generate. * Students must retain a copy of the questions and computer-generated content for reference and authentication purposed, in a non-editable format (such as a screenshot) and provide a brief explanation of how it has been used. | Staff | SRO |
| The AI in Exams & Assessment Powerpoint Slide to be shown at the start of all NEAs, explaining the requirements, risks and issues of the use of AI as part of their assessment | Students | Teachers |
| AI A Quick Guide for Students to be provided to students and parents via email and on website | Parents/  Students | Exams/SRO |
| Assemblies at start of Y10 and Y12 regarding exam requirements to include slide on use of AI. Reminder with Y11 and Y13 during Exams Assemblies | Students | SRO |
| ICT team to ensure that any IT devices used during assessments are disables to improper internet/AI access | Staff | Exams and ICT |
| HOS meeting to outline their responsibility to only authenticate and submit work that they are confident is the student’s own work | Staff | HOS |
| AI will not be used to mark students work (staff) | Staff | SRO |
| Where misuse of AI is suspected, this should be identified before the  declaration form is signed | Staff | Exams/SRO |
| If concerns are identified with a student’s work   * The HOS should notify SLT member of staff responsible for exams to establish the concern * If the concern is maintained, the student and parent must be informed as soon as possible * Opportunity for the student to identify any evidence that have, such as research notes, references should be discussed and explored * Where doubts still occur, the work should be entered into   https://copyleaks.com/ai-content-detector and the results shared with the student and parent   * If the use of AI is identified then the malpractice policy will be implemented | Staff | SRO/HOS/Exams |