



Thursday 16<sup>th</sup> January 2025

Dear Parents / Carers,

### **Artificial Intelligence and Assessments**

We are writing to share important information about the use of Artificial Intelligence (AI) in assessments, as outlined by JCQ regulations (Exam Regulatory Body). At Wootton Upper School, some assessments in Key Stage 4 allow internet access during preparatory, research, or production stages. This is particularly relevant for Non-Examined Assessments (NEAs), coursework, and some BTEC internal assessments.

It is essential that students submit work for assessment that is entirely their own. This means that the final product must be in their own words, not copied or paraphrased from any source, including AI tools, and should reflect their independent knowledge, skills, and understanding as required by the qualification.

#### **What is AI?**

AI chatbots (e.g. Chat GPT) are tools designed to generate text based on prompts. While these tools might seem helpful, their outputs are not always accurate or reliable. They may include errors, biased information, or even fabricated references to books or articles. Misusing these tools during assessments can undermine the authenticity of a student's work and result in significant consequences.

#### **Malpractice**

Using AI tools to create or source content for assessments is considered malpractice under JCQ regulations. Teachers at Wootton Upper School are required to ensure that all submitted assessment work is the student's own. Misuse of AI tools could result in serious penalties, including disqualification, a ban from taking qualifications for several years, or reduced marks.

If a teacher suspects that AI has been used inappropriately, the school is obligated to investigate. Tools may be used to detect AI-generated content, although teachers' understanding of their students' capabilities also plays a key role in identifying potential issues.

We encourage all parents and carers to discuss the importance of submitting independent work with their child and to highlight the serious consequences of malpractice.

You can view the JCQ's AI student information poster by clicking [here](#).

Thank you for your support in maintaining high standards of academic integrity.

Yours faithfully,

Mr Kirkwood  
Assistant Headteacher  
Wootton Upper School