Policy on the Use of Artificial Intelligence (AI) in Non-Examination Assessments (NEA)

Policy created: 21/10/25

Date for review: 30/09/2026

1. Purpose and Scope

This policy outlines the guidelines and regulations regarding the use of Artificial Intelligence (AI) in assessments, in accordance with the Joint Council for Qualifications (JCQ) regulations. The purpose of this policy is to regulate the use of AI in non-examination assessments (NEA) ensuring fairness, integrity, authenticity and compliance with JCQ regulations. Non-examination assessments encompass any coursework, projects, or assessments not conducted under formal examination conditions.

2. Definitions

- **AI:** Artificial Intelligence refers to the use of computer systems and algorithms to perform tasks that normally require human intelligence, such as learning, reasoning, problem-solving, and decision-making.

- **Assessments:** Refers to any form of assessment, including but not limited to practical assessments, non-examination assessment (NEA) coursework, and controlled assessments.

3. Use of AI in Non-Examination Assessments

Permissible AI Use: AI may be used as a tool for research, data analysis, or processing within non-examination assessments. Its use must adhere to the guidelines provided by JCQ and must not compromise the integrity of the assessment. Please refer to the JCQ document _AI Use in Assessments: Protecting the Integrity of Qualifications_ which can be found on the school website.

Prohibited AI Activities: Students are strictly prohibited from using AI in a manner that provides unfair advantage, compromises originality, or violates assessment guidelines. This includes but is not limited to:

- Using AI to generate or alter content without proper attribution.
- Utilising AI to simulate authorship, plagiarise, or impersonate the work of others.
- Employing AI to access unauthorised information during the assessment process.

4. Malpractice Sanctions

Any breach of the policy will result in severe consequences in line with JCQ regulations and the schools _Malpractice Policy_. Sanctions include but are not limited to:

- Nullification of Assessment: Where AI misuse is confirmed, the assessment in question will be invalidated.
- Penalties: Candidates found guilty of AI misuse may face penalties, such as grade reduction, or, in severe cases, disqualification from the course.
- Notification: Authorities, including the school, parents/guardians, and relevant exam boards, will be notified of any malpractice and subsequent sanctions.

5. Appeals and Reporting

Candidates have the right to appeal any decision regarding alleged misuse of AI in non-examination assessments. Any appeals should be made in line with the schools' *Complaints Policy* and the *Internal Appeals Procedure Policy*.

6. Principles

Where the use of AI is permissible as described in point 3 of this policy, the following principles will be adhered to by Fulford School:

a. **Fairness and Equality:** The use of AI will be designed and implemented in a way that ensures fairness and equality for all candidates, regardless of their background, abilities, or special requirements.

b. **Security and Data Privacy:** Security measures will be in place to protect the integrity of the assessment process and the confidentiality of candidate information. Data privacy laws and guidelines, such as the General Data Protection Regulation (GDPR), will be strictly adhered to.

c. **Transparency:** The permitted use of AI will be transparent, and candidates will be informed by subject teachers when AI technologies are permitted in any aspect of their assessment. Clear communication regarding the purpose and implications of AI usage will be provided.

d. **Accessibility:** Any AI applications used in assessments will be accessible to all candidates, including those with disabilities or special requirements. Reasonable accommodations will be made to ensure equal opportunities.

7. Implementation

a. **Approval Process:** The use of AI in assessments must be approved by the relevant examination boards and comply with JCQ regulations. Any changes to the assessment process involving AI will be communicated to all candidates.

b. **Training and Support:** Teachers, invigilators, and other relevant staff members involved in the assessment process will receive appropriate training within school on the use of AI technologies. Adequate support systems will be in place to address any technical issues that may arise during assessments.

c. **Monitoring and Evaluation:** Regular monitoring and evaluation of candidates' work will be conducted to ensure there is no misuse of AI applications in assessments. This will be done to ensure fairness, integrity, authenticity and compliance with JCQ regulations regarding the use of AI in non-examination assessments (NEA). Any issues identified will be promptly addressed.

8. Review and Revision

This policy will be subject to periodic review and revision to ensure its continued relevance and effectiveness. Feedback, advancements in AI technology, and changes in JCQ regulations will be considered in the review process.

Approval: Rachel Baroni

Date of Approval: 21/10/2025