AI MALPRACTICE POLICY 2026 - 2027

Document Type:	Colleague Responsible:	Date:	Next Review:
School	Headteacher	October 2026	October 2027
Approved By Local Governing Body			

AI USE AND MALPRACTICE POLICY Applies to Exams, Assessments and Controlled

Related Documents:

- Acceptable Use Policy (AUP)
- Assessment and Homework Policy
- Behaviour, Character and Inclusion Policy
- Curriculum and Assessment Policy
- E-Safety Policy
- Exams Policies
- ICT Code of Conduct

(All related documents are available at: https://www.wrothamschool.com/statutory-documents-policies/)

Refer also to: JCQ Guidance on AI Use in Assessments (April 2025): https://www.jcq.org.uk/wp-content/uploads/2025/04/AI-Use-in-Assessments_Apr25_FINAL.pdf

1. Purpose and Scope

This policy sets expectations for acceptable use of Artificial Intelligence (AI) by students and staff and outlines procedures for preventing, identifying, and responding to AI-related malpractice. It is designed to:

- Uphold the integrity of all internal and external assessments.
- Educate the school community on responsible AI use.
- Comply with JCQ's 2025 AI guidance.

Applies to all students and staff involved in assessments, including coursework, NEAs, and controlled conditions.

2. Definitions

- Acceptable AI Use: Grammar checks, brainstorming, or research assistance, only where permitted by awarding bodies.
- Unacceptable AI Use: Submitting AI-generated work as original, failing to acknowledge AI use, or using AI during controlled conditions.
- Acknowledged Use: Naming the AI tool, date of use, and including original prompts/outputs used.

3. Student Guidelines for AI Use

Permitted:

- Brainstorming or planning ideas, if allowed.
- Grammar and structural improvement (if permitted).

Prohibited:

- Submitting AI-generated work as your own.
- Copy/pasting AI-generated essays, code, or content.
- Using AI during exams or controlled assessments (unless authorised).

Student Responsibilities:

- Be transparent about AI use.
- Sign declarations of authenticity honestly.
- Keep non-editable records of AI outputs (e.g. screenshots).

Failure to comply may result in disqualification or sanctions.

4. Staff Responsibilities and Training

Responsibilities:

- Take reasonable and proportionate steps to check that submitted work is authentic.
- Discuss assessment expectations with students.
- Investigate suspected AI misuse.

Training Includes:

- Recognising AI-generated work.
- Using detection tools like Turnitin AI reports.
- How to discuss concerns with students.

5. Procedures for AI Misuse

Reporting and Investigation:

1. Concern raised (by teacher or software).
2. Evidence collected (drafts, prompts, etc.).
3. Student meet with staff for clarification.
4. If misuse is confirmed, sanctions applied:

- Redo work.
- Internal disciplinary action.
- Referral to awarding body (if external assessment).

5. Incident logged and monitored by SLT and reported to exams officer and Head of Centre)

No declaration of authenticity should be signed until resolved.

6. Access and Security in Assessments

Device Protocol:

- Devices checked before use.
- Internet/AI access disabled unless explicitly permitted.

Supervision:

- Invigilators ensure AI tools are not accessed.
- Any breach is reported and recorded.

7. Parent/Carer Communication

Sample Letter:

Dear Parent/Carer,

We are writing to inform you about our policy on the use of Artificial Intelligence (AI) in student assessments. While AI can be a helpful tool, using it improperly — such as submitting AI-generated content as original work — is malpractice and may lead to disqualification.

Please encourage your child to:

- Use AI tools only with teacher permission.
- Never submit AI-generated content without acknowledgment.
- Take declarations of authenticity seriously.

Thank you for supporting academic honesty.

Sincerely, Mrs L Abbott Wrotham School

8. Staff Guide to Identifying AI-Generated Work

Indicators of AI Use:

- Lack of student voice; overly generic or robotic.
- Advanced content inconsistent with prior work.
- Absence of drafts or planning evidence.
- Formulaic structure or phrases typical of AI.

Suggested Steps:

A) Ask for drafts or explainers.
B) Discuss the work with the student.
C) Compare with past work.
D) Raise concerns with SLT if unsure.

Tools:

- AI detection software.
- Familiarity with student writing style.

9. Review and Updates

This policy will be reviewed annually or in response to updated JCQ guidance, regulatory changes, or technological advancements.

END