



December 2025

Dear Parents / Carers

Use of Artificial Intelligence (AI) in Coursework and Non Examined Assessments

We are writing to you with important information concerning the use of artificial intelligence (AI) in coursework and non-examined assessments and to make clear our expectations and responsibilities under the latest guidance from the Joint Council for Qualifications (JCQ).

The increasing availability and capability of AI tools (for example, generative AI like ChatGPT and others) has brought new opportunities but also new risks to academic integrity and the assessment process. The JCQ has updated its guidance on “AI Use in Assessments: Protecting the Integrity of Qualifications” (issued 30 April 2025, Revision 2) to help schools, teachers, and students navigate these issues. [AI Use in Assessments: Your role in protecting the integrity of qualifications - JCQ Joint Council for Qualifications](#)

These rules and expectations are in place to ensure fairness, maintain trust in awarded qualifications, and protect students from inadvertent breaches of policy or academic malpractice.

Key Points from the JCQ Guidance

Below is a summary of the main points from the JCQ guidance, and how they apply in our school:

Area	What the Guidance Requires / Restricts	What This Means for Our Students
Ownership of Work	Teachers and assessors must only accept work that is the student's own.	Students must produce work that reflects their own thinking, analysis, knowledge, and skills.
Use of AI Tools	Students may use AI tools only in a responsible, referenced way (if permitted). Any use of AI must be properly declared and attributed.	If a student uses an AI tool (for example, to help with ideas or drafting), they must clearly identify which parts were AI generated, how they used them, and include full attribution.
No AI as Sole Marker	Schools are not permitted to use AI as the sole marker of non-exam assessments. Human oversight is always required.	All internally assessed work will be marked or moderated by staff, with care to detect unacknowledged AI use.

Malpractice & Sanctions	Misuse of AI — such as passing AI generated work off as one’s own without acknowledgement — is considered malpractice. This may lead to penalties, including loss of marks or disqualification.	Students must not submit AI generated work as if it were entirely their own. If a student fails to follow these rules, we will investigate under our malpractice policy.
Authentication of independent work	Schools must authenticate private candidate work (i.e. work done outside supervised settings).	Students must keep evidence of work they complete independently. We may ask students to show drafts, planning materials, or versions of their work to verify authenticity.

We ask for your support in the following ways:

1. Talk with your child

Encourage open discussion about what AI is, how it might be used, and what risks there are if misused. Reinforce that the aim of assessments is to demonstrate their own learning.

2. Help them understand attribution

If your child uses an AI tool (for example, to check grammar, or to generate ideas), make sure they understand they must:

- o Clearly state which parts were aided by AI,
- o Explain how and why they used it,
- o Include details such as tool name, how it was used, and date used (where appropriate).

3. Ensure integrity of the work environment

Where possible, support a working environment and schedule that allows them to produce drafts, planning, and reflective notes—so they naturally have a trail of their thinking process.

4. Reassure them

Remind students that asking for clarification from teachers is always acceptable, especially if they are unsure whether a use of AI is permitted or correctly attributed.

What we will do

- We have internal policies that align fully with the JCQ guidance.
- Teachers will provide clear instructions in each subject about permitted AI use (if any).
- We will incorporate checks for authenticity — for example, requiring drafts, annotated plans, or verbal explanations.
- Where misuse is suspected, we will follow our malpractice procedures.

Consequences of noncompliance

Failure to adhere to the rules may result in:

- Loss of marks for individual components
- Requirement to resubmit (if permitted)
- Disqualification from a subject/unit
- Formal disciplinary or malpractice proceedings

These consequences mirror those for plagiarism or other forms of academic dishonesty and are in line with JCQ's stance that misuse of AI is malpractice.

We believe that technology, including AI, has the potential to support learning — but it must be used responsibly and ethically, especially in assessed work. We want to support students to develop their own skills, understanding, and confidence, while ensuring that they are assessed fairly and that the qualifications they receive are trustworthy.

If you or your child has any questions or concerns about AI use in assessments — for instance, what is permitted in a specific subject, or how to attribute material — please do not hesitate to contact their subject teacher for advice.

Thank you for your support in helping us maintain integrity, fairness, and excellence in our assessment practices.

Yours faithfully,



Mrs Clara Mason
Deputy Headteacher