

12 February 2025

Dear Parent/Carers,

Artificial Intelligence (AI) in schools.

I am writing to inform you about the recent updates from JCQ regarding the use of Artificial Intelligence (AI) in schools. JCQ has introduced new guidelines to ensure fairness, transparency, and integrity in academic assessments such as coursework. As part of these guidelines, there are specific regulations concerning the use of AI tools by students.

What is AI?

AI stands for artificial intelligence and using it is like having a computer that thinks. AI tools like ChatGPT or Snapchat, My AI can write text, make art, and create music by learning from data retrieved from the internet, but they can also make things up and be biased.

How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work. **THIS IS CHEATING!**

Students are required to adhere to the following guidelines:

1. **Prohibit the use of AI during examinations** – the use of any AI tools or devices during examinations is strictly prohibited. This includes, but not limited to AI enabled calculators, language translation tools and any other form of AI assistance.
2. **Coursework** – it is advised that students avoid using AI tools for subject coursework or assignments. If students are found to have used AI tools this may result in academic penalties.
3. **Educational use of AI** – The educational use of AI can be used to enhance learning experiences and foster a deeper understanding of technology. It must only be used under the supervision of teachers.

If a class teacher suspects your child has used AI based on the guidance JCQ has given class teachers, they must report to the relevant exam board. The exam board will assess your child's work, and this may also include an interview. They will then decide on the level of punishment based on severity. Be prepared, your child will most likely be punished with plagiarism / malpractice. This will result in a U grade in the subject. If your child takes other coursework subjects, be aware the exam board will have to inform those courses, and coursework will also be checked in these areas. If AI is found in other coursework your child will be U graded in these subjects as well.

How can school support your child?

As a school our priority is to protect your child doing anything that may result in them receiving a U grade. We have ensured the new JCQ guidelines on AI has been communicated clearly with your child in coursework subjects. All KS4 students have listened to an AI presentation explaining what AI is, how it can be misused and the consequences for using it. Students have also signed a declaration form to confirm they have understood the rules. We have blocked all AI websites from school computers and subject areas have set reasonable deadlines so your child should not feel the need to use AI. Subjects ensure they teach students all the knowledge they need so there is not a need to use AI. Class teachers and departments will be monitoring student work at regular points throughout the year. Where they detect any issues, they will rectify early, but we do advise students to speak to their class teacher if they have any concerns.

If you would like to read the full JCQ guidance on AI use in assessments, you can find a copy under the following link: [AI-Use-in-Assessments Feb24 v6.pdf](#)

Thank you for your continued support and please do not hesitate to contact us if you would like further information.

Yours sincerely,



Claire Johnson
Deputy Headteacher