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Policy Control/Monitoring

Approved by: (Position in Organisation)	Assistant Headteacher / Exams Quality Control Lead 15/01/2024
Date:	
Accountability: (Position in Organisation)	Assistant Headteacher / Exams Quality Control Lead
Revision Cycle:	Annually
Brief details of amendments made	V2 – transfer to new template

Equality Impact Assessment

This document forms part of Percy Hedley’s commitment to create a positive culture of respect for all staff and service users. The intention is to identify, remove or minimise discriminatory practice in relation to the protected characteristics (race, disability, gender, sexual orientation, age, religious or other belief, marriage and civil partnership, gender reassignment, pregnancy, and maternity), as well as to promote positive practice and value the diversity of all individuals and communities.

As part of its development this document and its impact on equality has been analysed and no detriment identified.

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1. Introduction

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Use of AI (Artificial Intelligence)

- Information can be found in the JCQ Booklet - ***AI Use in Assessments: Protecting the Integrity of Qualifications***
- As has always been the case, and in accordance with section 5.3(j) of the *JCQ General Regulations for Approved Centres* all work submitted for qualification assessments must be the students' own
- Students who misuse AI such that the work they submit for assessment is not their own will have committed malpractice, in accordance with JCQ regulations, and may attract severe sanctions
- Students and centre staff must be aware of the risks of using AI and must be clear on what constitutes malpractice
- Students must make sure that work submitted for assessment is demonstrably their own. If any sections of their work are reproduced directly from AI generated responses, those elements must be identified by the student and they must understand that this will not allow them to demonstrate that they have independently met the marking criteria and therefore will not be rewarded
- Teachers and assessors must only accept work for assessment which they consider to be the students' own (in accordance with section 5.3(j) of the *JCQ General Regulations for Approved Centres*).
- Where teachers have doubts about the authenticity of student work submitted for assessment (for example, they suspect that parts of it have been generated by AI but this has not been acknowledged), they must investigate and take appropriate action

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Cheating and Plagiarism

A fair assessment of a pupil's work can only be made if that work is entirely the pupil's own. Therefore pupils can expect to fail their assessment if:

- They are found guilty of copying, given or sharing information or answers, unless part of a joint project
- They use an unauthorised aid during a test or examination
- They copy other pupils answers during a test or examination
- They talk during a test or examination
- They give test information to pupils who have not yet taken the test

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The Assistant Headteacher will listen to evidence from the pupil and the assessor and will consider whether this is an internal or external assessment or examination.

For an internal assessment the Examination Officer should:

- Refuse to accept the assignment and ask for the work to be redone
- Issue a written warning as to future conduct of the pupil
- Strongly impress on the

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