

## AI and Malpractice Prevention in Exams Policy

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### 1. Introduction

This policy outlines the guidelines and regulations for examinations involving the use of Artificial Intelligence (AI) while preventing malpractice in accordance with JCQ guidance and regulations.

### 2. Definitions

- **AI Tools:** Refers to any software, device, or technology that uses AI algorithms or capabilities to assist in exam-related tasks.
- **Malpractice:** Any action that violates exam regulations, including but not limited to cheating, plagiarism, collusion, or unauthorized use of materials or devices.

### 3. Use of AI in Examinations

- **Authorized Tools:** Only approved AI tools designated by the examination board or educational institution will be permitted for use during examinations.
- **Prohibited Actions:** Students are prohibited from manipulating or attempting to manipulate AI tools, accessing unauthorized resources, or interfering with the integrity of the examination process.

### 4. Exam Invigilation and Monitoring

- **Supervision:** Trained invigilators will oversee the examination process, monitoring the use of AI tools and ensuring compliance with regulations. Subject teachers will oversee the process of NEA to ensure compliance with JCQ regulations.
- **Recording:** Video and audio recording may be employed during exams to deter malpractice and facilitate investigations if necessary.

### 5. Guidelines for Candidates

- **Training and Familiarisation:** Candidates must receive training and guidance on the appropriate use of AI tools before the examination.
- **Responsibilities:** Candidates are responsible for using AI tools as intended, refraining from actions that could compromise the integrity of the exam.

## 6. Malpractice Detection and Consequences

- **Detection Methods:** AI-based algorithms, manual review, and/or analysis of exam outputs will be employed to identify potential malpractice.
- **Consequences:** Any confirmed or suspected malpractice will result in penalties in accordance with JCQ regulations, which may include disqualification from the examination or the entire qualification.

## 7. Reporting and Investigation

- **Reporting:** Suspected cases of malpractice involving AI tools will be promptly reported to the Awarding Body.
- **Investigation:** Thorough investigations will be conducted to validate claims of malpractice, ensuring fairness and due process.

## 8. Review and Amendments

- **Regular Review:** This policy will undergo periodic reviews to incorporate advancements in technology and ensure alignment with JCQ regulations.
- **Amendments:** Changes to the policy will be made as necessary to address emerging concerns or improve the effectiveness of malpractice prevention.

## 9. Conclusion

This policy aims to uphold the integrity of examinations involving AI tools while preventing malpractice, ensuring fairness and equity for all candidates.