



21 February 2024

Dear Parent/Guardian,

JCQ guidelines for pupils on Artificial Intelligence and external assessments

In the past few years Artificial Intelligence technologies have been developing at an ever-growing rate and are beginning to impact in our daily lives in a multitude of ways.

The Joint Council for Qualifications is responsible for ensuring that GCSE, AS and A-level examinations and coursework in schools are administered in a fair and consistent way across the United Kingdom. They have recently issued guidance on 'AI and Assessments' and asked schools to share this with pupils and parents so that they are fully aware of the restrictions placed upon the use of AI in formal assessments.

Please read the attached guidance and discuss with your daughter/child so that she can engage in any formal assessments that she may have, confident in the knowledge that she is compliant with JCQ requirements.

Thank you for your support in this matter.

Yours sincerely,

W E Thompson
Headmaster

Educating Girls in Bangor for over 125 Years

2 Valentine Road, Bangor, Co Down, Northern Ireland BT20 4TH

Tel: 028 9147 5340 Fax: 028 9147 5345

www.glenlola.collegiate.net info@glenlola.collegiate.bangor.ni.sch.uk

Headmaster: W E Thompson BSc MSc MEd PGCE PQH(NI)

AI and Assessments

A quick guide for 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 from the internet, but watch out – 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!



How do I make sure I don't misuse AI?



1 Know the rules

- You're **not allowed** to use AI tools when you're in an exam
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

2 Reference reference reference!

If you're allowed to use AI tools, you must reference them clearly

- Name the AI tool you used
- Add the date you generated the content
- Explain how you used it
- Save a screenshot of the questions you asked and the answers you got

3 Declare it's all your own work

– When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references

What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DON'T RISK IT!



REMEMBER
Misusing AI is cheating!
Know the rules
Talk to your teachers
Reference clearly