Guidance for Teachers

Preventing AI Misuse in Assessments

Introduction

As AI becomes more common, it is important that assessments remain fair and that your student's work is genuinely their own. Use these points to guide your practice.

1. Understand your Centre's AI Policy

Make sure you know your centre's expectations for using AI in assessments.
Teachers should be familiar with:

- What AI tools are and the ways students might use them.

- The **JCQ guidance on AI use in assessments**.

- The risks AI poses (e.g., unoriginal work, inaccurate information).

- How these rules apply to your specific subject.

- How AI misuse is defined and handled as **malpractice**.

Your malpractice policy must cover:

- What AI is

- Risks of using AI

- What counts as AI misuse

- How misuse will be treated

- When AI is permitted

- How students must acknowledge AI use

2. Plan to reduce the Risk of AI Misuse

You are responsible for checking that each piece of work is genuinely the student's own.

Helpful steps:

- Build in opportunities for students to complete parts of the work in class or under controlled conditions.

- Hold short discussions with students about their ideas and progress before marking.

This helps you understand each student's normal standard of work.

3. Communicate Expectations Clearly

Students and parents/carers must understand the rules.

Make sure they know:

- When AI tools can (or cannot) be used.

- How to reference AI use properly if the qualification permits it.

- That unreferenced AI-generated content is **malpractice**.

- That any material produced by AI cannot be awarded marks.

- Misusing AI is cheating, with serious consequences such as loss of marks or disqualification.

- Students must sign the candidate declaration, confirming any use of AI.

4. If You Suspect AI Misuse

Only accept work you believe is authentic.

Look for signs such as:

- Sudden changes in quality or writing style.

- Differences in accuracy, vocabulary, tone, spelling or formatting compared with previous work.

- Typical AI patterns (e.g., overly formal language, generic content, factual errors, lack of local detail).

- Outputs that are confident but wrong.

Use a holistic approach, which may include:

- Comparing with earlier work.

- Discussing concerns with the student.

- Considering (but not relying entirely on) AI detection tools.

5. If You Confirm Misuse

Follow your centre's malpractice procedures.

- **If they have signed the declaration** – the case must be reported to the awarding body.

For full guidance, refer to the JCQ booklet: *AI Use in Assessments: Protecting the Integrity of Qualifications.*