



## AI AND EXAMINATIONS POLICY

Policy:	AI and Examinations Policy
Age Range:	Secondary
Type:	Non-Statutory
Sub Committee:	Finance, Site and Health & Safety
Governing Body Approval:	10 <sup>th</sup> December 2025
Review Date:	December 2026
Staff Lead:	Sarah Hegarty

### Version Control

Version	Key Changes	Sub Committee Approval (Date)	Full GB Approval (Date)	Review Date
1.0	<ul style="list-style-type: none"> <li>• Annual review in line with JCQ guidance</li> <li>• Format</li> <li>• Staff Lead</li> </ul>	3 <sup>rd</sup> December 2025	10 <sup>th</sup> December 2025	December 2026

## Review

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### Monitoring, Evaluation and Review

The Senior Leadership Team, will annually review this policy and make any further recommendations to the Governing Body.

The Governing Body will monitor the application of this policy and associated procedures in order to ensure its continued effectiveness and compliance.

Headteacher:



Chair of Governors:



Date: 10<sup>th</sup> December 2025

# Policy Statement

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This policy sets out how artificial intelligence (AI) tools and systems may — or may not — be used in the context of examinations and assessed in-person tests at Abertillery Learning Community.

Its aims are to:

- Protect academic integrity and fairness for all pupils.
- Provide clear, practical guidance for pupils, teachers, invigilators and parents.
- Ensure reasonable access to assistive technologies for pupils with verified needs.
- Define responsibilities, controls and consequences related to AI use during exams.

Applies to:

- All pupils enrolled at the school in Years 7–11.
- All formal examinations and in-person assessments administered or endorsed by the school (internal exams, mock exams, external exam sittings on site).
- All staff involved in preparing, marking, invigilating or administering these assessments.
- Applies to AI use in and around the time of an examination sitting (during the exam and immediately before/after where relevant to the exam task).

Does not apply to:

- Regular homework, revision, or formative work where use of AI may be permitted under separate classroom guidance (unless specifically stated for a task).
- Approved assistive technology supported by the school's ALN team (see Section 6).

Definitions

- **AI tool / system:** Any software or online service that generates or processes text, images, code, or other content using machine learning (e.g., generative chatbots, code assistants, text-completion tools, image generators).
- **Exam materials:** Question papers, answer scripts, exam rubrics, mark schemes, or any items provided to pupils during an exam.
- **Unauthorised aid:** Anything not permitted for use during an exam (including certain AI tools, mobile phones, smart watches, notes, etc.).
- **Assistive technology:** Devices or software legitimately prescribed to support access for a pupil with additional needs (e.g., text-to-speech where documented in access arrangements).

## Prohibited and Permitted Uses

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### During in-person, invigilated exams (strict rules)

#### Prohibited

- Use of any generative AI (chatbots, code assistants, content generators) during the exam unless explicitly authorised in writing by the Exams Officer and Head of Centre.
- Use of personal devices (phones, tablets, smartwatches) unless expressly permitted by the invigilator for an approved purpose.
- Submission of work that has been produced or materially altered by an AI tool during the exam session.

#### Permitted

- Paper, pens and other physical materials explicitly allowed on the exam paper.
- Assistive devices specified in a student's documented access arrangements (see Section 6).

### Outside/Before Exams (revision and coursework)

- Teachers will state clearly for each assignment whether AI tools are permitted, allowed with attribution, or banned.
- Where AI use is allowed for learning, students must follow teacher instructions on citation and how to document the AI's role.

## Assistive Technology & Special Arrangements

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Pupils who have Approved Access Arrangements (e.g., 25% extra time, reader, scribe, text-to-speech) may use documented assistive technologies in exams.

Use of AI as an assistive technology must be:

- Supported by the ALN Coordinator.
- Documented in the pupil's access arrangements and exam paperwork.
- Approved in advance by the Exams Officer and (where external exam boards require) notified on the appropriate form.

## Responsibilities

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### Pupils

- Must not use unauthorised AI during exams.

- Must follow invigilator instructions and declare any permitted assistive AI/special equipment at the start of the exam.
- Must complete the pupil declaration (sample below) on exam answer sheets when asked.

## Teachers

- Communicate in advance whether AI is permitted for each non-exam assessed task.
- Design assessments and exam practice to reduce incentives to use unauthorised AI (e.g., in-person controlled assessments, personalised questions).
- Report suspected breaches promptly to the Exams Officer.

## Invigilators & Exams Officer

- Enforce this policy during exam sittings.
- Check permitted devices and access arrangements before the exam.
- Take and record any irregularities (including suspected AI use) and follow the school's malpractice procedures.

## Senior Leadership Team / Head of Centre

- Ensure policy implementation, training and fair handling of incidents.
- Liaise with external exam boards where required.

## Detection, Reporting & Investigation

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- Invigilators may confiscate suspected unauthorised devices and record incidents.
- Teachers/Exams Officer may use software, forensic checks, or questioning to investigate suspected AI-generated responses.
- Investigations will follow natural justice principles: students will be informed, given the chance to explain, and decisions will be recorded.
- Where external exam boards are involved, the school will report suspected malpractice per board regulations.

## Consequences & Sanctions (Indicative ladder)

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1. Minor/first offence (uncertain misuse, no advantage): Informal warning; review meeting with teacher; learning module on academic integrity.
2. Serious/first offence (substantial benefit, clear intent): Formal disciplinary note; score reduction or voided paper; parental contact; restorative work (essay on integrity).
3. Repeat or severe offence: Internal exclusion from exams; formal disciplinary hearing; report to exam board which may result in disqualification from the exam or future sanctions as per board rules.

All sanctions will be recorded. Parents/carers and, where appropriate, the external exam boards will be notified.

## Appeals & Mitigations

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- Students may appeal an academic integrity decision via the school's existing appeals process within 10 school days.
- Mitigating circumstances (e.g., genuine confusion about instructions, disability-related factors not previously documented) will be considered.
- If an appeal concerns the interpretation of AI policy, an independent panel (senior staff not involved in the original decision) will review.

## Communication & Training

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- The policy will be published on the school website and included in the student and parent handbook.
- Annual training for staff and invigilators on: identifying AI misuse, permitted assistive technologies, and investigation procedures.
- Student assemblies and classroom briefings will explain expectations and consequences before major exam periods.

## Design of Assessments to Reduce Misuse

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Teachers are encouraged to:

- Use time-limited, in-person assessments where possible for high-stakes tasks.
- Include personalised or viva-style components (short verbal checks) for some assessments.
- Require process evidence (drafts, notes, annotated work) for coursework and extended responses.
- Set questions that require reflection on personal learning, class activities, or recent in-class experiments that AI cannot replicate precisely.

## **Data Privacy & Security**

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- Any confiscated devices will be stored securely and handled per the school's safeguarding and data-protection policies.
- Use of monitoring tools must comply with data-protection law and the school's Acceptable Use Policy.

### **Sample Student Declaration (to be added to exam cover sheet)**

I confirm that the work I have submitted:

- (a) was completed during the approved exam period,
- (b) does not contain content generated by unauthorised AI tools,
- (c) uses only permitted aids declared to the invigilator.

Pupil name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_