



AI Policy for Students: GCE coursework, GCE and GCSE non-examination assessments, Project qualifications

Introduction:

The purpose of this policy is to provide clear guidelines on the appropriate use of Artificial Intelligence (AI) tools and technologies in completing Non-Examined Assessments (NEA), BTEC coursework, and the Extended Project Qualification (EPQ). Gordon's school recognises the growing presence of AI in educational environments and seeks to ensure its ethical and responsible use while maintaining academic integrity.

What is AI use?

AI use refers to the use of AI tools to obtain information and content which might be used in work produced for assessments which lead towards qualifications.

1. General Principles

- Students must adhere to the principles of academic integrity and originality in all coursework submissions.
 - AI tools should be used responsibly and ethically to support learning but must not replace a student's independent work.
 - All work submitted for assessment must be the student's own, with AI-generated content clearly identified and appropriately referenced where applicable.
 - AI tools can be used for research purposes, such as information retrieval, grammar and spell-checking, or generating ideas for further exploration.
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2. NEA Coursework

- AI must not be used to complete or directly generate any written content or analysis required for NEA.
- Using AI to write or contribute to reports or essays, create digital artifacts (such as images, music, videos, or code), conduct analysis, or generate conclusions for Non-Exam Assessment (NEA) tasks is strictly prohibited. Any such use will be regarded as plagiarism and a breach of examination regulations.

- **Declaration of Use:** If AI tools are used to support aspects of your work (e.g., grammar checks), students must declare this use in the appendices of their coursework and explain how the AI contributed to their process.
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3. BTEC Coursework

- **Permitted Use:** AI tools may be used to support research, data analysis, and technical tasks where appropriate. For example, using AI to analyse trends or assist in problem-solving related to business case studies or practical assignments may be allowed with teacher approval.
 - **Prohibited Use:** Complete reliance on AI to generate written reports, business plans, or create project outcomes without independent thought or contribution will be considered academic misconduct.
 - **Transparency:** If AI tools are used in data analysis or supporting tasks, students must provide clear documentation of how the AI was used and ensure that the final analysis and conclusions are their own.
 - **BTEC guide to plagiarism:** See guide [here](#)
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4. Extended Project Qualification (EPQ)

- **Permitted Use:** Students may use AI tools for initial research, idea generation, or refining their final project submissions. AI tools may assist with gathering background information or checking grammar, but they should not be used to write or generate any significant content or original analysis.
 - **Prohibited Use:** Using AI to write or heavily influence the final project, produce the bulk of research or conclusions, or bypass the critical thinking and independent learning requirements of the EPQ is strictly prohibited.
 - **Transparency and Reflection:** Students must reflect on any AI use in their project log and clearly indicate how AI supported their research process, while ensuring that the final work remains the student's original effort.
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5. Consequences of Misuse

- **Academic Misconduct:** Any misuse of AI that results in work being submitted as a student's own, without proper acknowledgment of AI contributions, will be considered a serious breach of academic integrity. Consequences may include:
 - Zero marks for the relevant section or entire coursework
 - Referral for academic misconduct review
 - Notification to the exam board of misconduct
 - Getting a warning regarding future conduct
 - Disqualification and the student being barred from entering for one or more examinations for a set period of time

6. Support and Guidance

- **Teacher Support:** Students must seek guidance from teachers if they are unsure about the ethical use of AI in their coursework/NEA.
- **Training:** The school will provide training on how to responsibly use AI in an academic context to ensure students understand the boundaries and proper use of these technologies.

7. Age restrictions and privacy laws.

- **Open AI**, the owners of Chat GPT state that Students under the age of 13 are not allowed to use their service and users aged between 13 and 18 must have their parents' permission.
- **Gemini**, previously Google Bard, states that users of their system must be over the age of 18.
- **Microsoft CoPilot** is only available to students who are 13 or older.

Final Notes

The use of AI in education has great potential, but students must exercise judgment, maintain academic integrity, and produce authentic work that reflects their independent learning. This policy ensures that the use of AI enhances rather than undermines the integrity of student work.

See JCQ guidance [here](#)

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