



Dacorum Education
Support Centre

Policy Name	The Use of Artificial Intelligence in Assessments Policy
Policy Type	Statutory / Non-Statutory
Date of Origin	September 2025
Agreed on	September 2025
Author	Naomi Walker

Review Due Date	Review Completed	Amendments Y/N
September 2026		

DESC values the mental health and wellbeing of every member of its community.

Our policies reflect the core values of respect and support for each other in every aspect of life. Our aim is that all in our community, through working together, to feel safe and secure in an environment, which enables and equips every individual to thrive and be respectful of each other's strengths and differences.

Respect, Aspiration, Resilience

This policy outlines the guidelines for the use of Artificial Intelligence (AI) in assessments, in accordance with the Joint Council for Qualifications (JCQ) regulations. It aims to ensure the integrity of qualifications and provide clarity on the appropriate use of AI tools.

Scope: This policy applies to all learners, teachers, and assessors involved in internal assessments, coursework and non-examination assessments (NEAs) at DESC.

Policy Statement:

1. Prohibited Use of AI:

- a. AI tools must not be used to complete any part of an assessment that is intended to be the learner's own work. This includes, but is not limited to, generating written content, solving problems or creating artwork
- b. The use of AI to paraphrase or rephrase existing content is also prohibited

2. Permitted Use of AI:

- a. AI tools may be used for research purposes, such as gathering information or generating ideas, provided that the final submission is the learner's own work
- b. Learners must clearly document any use of AI tools in their research process

3. Declaration of AI Use:

- a. Learners are required to declare any use of AI tools in their assessments. This declaration must include the specific tools used and the extent of their use
- b. Failure to declare the use of AI tools will be considered malpractice

4. Teacher and Assessor Responsibilities:

- a. Teachers and assessors must discuss the use of AI in assessments with learners and agree on the approach to managing AI use
- b. Teachers and assessors are responsible for ensuring that learners understand the appropriate and inappropriate use of AI tools
- c. Any concerns regarding the authenticity of a learner's work must be investigated thoroughly

5. Learner Awareness:

- a. Learners must be made aware of the risks associated with using AI tools, including the potential for plagiarism and the consequences of malpractice
- b. Information sessions and resources will be provided to help learners understand the guidelines and the importance of academic integrity

6. Monitoring and Enforcement:

- a. The use of AI tools in assessments will be monitored by teachers and assessors
- b. Any breach of this policy will be subject to disciplinary action in accordance with the institution's academic integrity procedures

Respect, Aspiration, Resilience

Implementation:

- This policy will be communicated to all learners, teachers, and assessors at the beginning of each academic year
- Training sessions will be provided to ensure that all staff are familiar with the guidelines and their responsibilities

Review:

- This policy will be reviewed annually to ensure it remains up-to-date with JCQ guidelines and any advancements in AI technology

Contact Information:

- For any questions or further clarification regarding this policy, please contact the Exams Office