

ARTIFICIAL INTELLIGENCE (AI) AND ACADEMIC INTEGRITY POLICY

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Artificial intelligence (AI) and academic integrity policy

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Rationale

Academic integrity is a set of values and behaviours informed by the attributes of the learner being principled and caring. In teaching, learning and assessment, academic integrity serves to promote personal integrity, engender respect for the integrity of others and their work, and ensure that all students have an equal opportunity to demonstrate the knowledge and skills they acquire during their studies. It shapes students' sense of personal responsibility with the aim of shaping lifelong learners with a strong sense of integrity and personal achievement. In essence, when students submit their work for assessment, it is entirely their own work and no malpractice has been committed.

Responsibilities

Every person in the Academy has responsibility for preserving the integrity of our students' endeavours.

All students will:

- Undertake their studies with honesty in all areas and subjects, avoiding the examples of malpractice that are detailed later in this document.
- Produce original work and act on any feedback provided.

All parents/Carers should:

- Be aware of what academic integrity is.
- Support and encourage their child to be academically honest and to manage workload so they can allocate time efficiently to the independent completion of their child's work to the highest possible standard.

All staff will:

- Model integrity and practise academic honesty themselves
- Undergo regular training via both faculty and whole school CPD sessions in what academic honesty is and how to identify dishonesty
- Be rigorous in checking for dishonesty
- Play an active role in educating students about how to avoid academic dishonesty and practice academic honesty and integrity

- Actively seek to understand and practice the reporting system for suspected academic dishonesty
- Provide students with feedback that is in line with the guidance given in subject specific guides

Academic Dishonesty

All members of the Academy must be sure not to be dishonest in their studies, in order to prevent the Academy coming into disrepute and personal for the results to be validated. Examples of academic dishonesty include:

- Plagiarism: this is defined as the representation of the ideas or work of another person as the candidate's own
- Collusion: this is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another
- Duplication of work: this is defined as the presentation of the same work for different assessment components and/or diploma requirements
- In a collaborative or group situation candidates failing to present work in their own words and acknowledging the work of others
- Making up data for an assignment
- Referring to or attempting to refer to unauthorised material that is related to the examination
- Memorising a mark scheme for a mock examination
- Failing to comply with the instructions of the invigilator or other member of school staff during an examination or Controlled Assessment
- Impersonating another candidate
- Including offensive material in a script
- Stealing examination papers
- Disclosing or discussing the content of an examination paper with a person outside the immediate community within 24 hours of the examination
- Using an unauthorised calculator or unauthorised software on a graphing calculator
- Using an AI tool to produce text or any other product without appropriate referencing

The above list is not exhaustive and any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate is also academic dishonesty.

Consequences and Actions

Should a student bring the academic integrity of the Academy into doubt the following actions may to be taken:

- A reminder of the academic honesty expectations and an opportunity to complete the assignment honestly under supervision.
- A report to the student's parents and other members of staff asking for extra vigilance in future assessments/examinations
- A formal report will be submitted by the Academy to the relevant exam board
- A zero mark for the assessment/examination
- A suspension from the school

If a member of staff or another student suspects a student is academically dishonest in any way, they should immediately contact the most relevant curriculum leader. Teachers should always monitor students' work carefully for signs of authenticity, comparing finished pieces to

drafts. Curriculum leaders and teachers will also monitor academic integrity during all quality assurance checks. In the case of plagiarised prep or another one-off incident, it might be appropriate to ask the student to redo the piece of work under controlled conditions. In cases of more persistent academic dishonesty, a subject leader will investigate and inform their SLT line manager so that consistent formal action can be taken.

Artificial Intelligence (AI)

Artificial intelligence (AI) tools are now widespread and easy to access. Staff, pupils and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Bard. Downham Market Academy recognises that AI has many uses to help pupils learn but may also lend itself to cheating and plagiarism.

Pupils may not use AI tools:

- During assessments, including internal and external assessments, and coursework
- To write their preparation work or class assignments, where AI-generated text is presented as their own work

Pupils may use AI tools:

- As a research tool to help them find out about new topics and ideas
- When specifically studying and discussing AI in schoolwork, for example in IT lessons or art tasks about AI-generated images.

AI Misuse

AI misuse involves a student submitting work for qualification assessments which is not their own and can be considered a form of plagiarism. In line with the JCQ guidance (<https://www.jcq.org.uk/exams-office/malpractice/plagiarism-inassessments---guidance-for-teachersassessors/>) teachers must be sure that the work they accept for assessment and mark is authentically the student's own work. They are required to confirm this during the assessment process. In order to be certain of this, staff are likely to undertake some of the below measures:

- Restricting access to online AI tools on school ipads, particularly during exam periods.
- Setting reasonable deadlines for submission of work in line with the 'Preparation for Academic Success' policy;
- Where appropriate, during Controlled Assessments, for example, allocating time for sufficient portions of work to be done in class under direct supervision to allow the teacher to authenticate each student's whole work with confidence;
- Introducing classroom activities that use the level of knowledge/understanding achieved during the course thereby making the teacher confident that the student understands the material;
- Considering whether it's appropriate and helpful to engage students in a short verbal discussion about their work to ascertain that they understand it and that it reflects their own independent work;
- Not accepting, without further investigation, work which staff suspect has been taken from AI tools without proper acknowledgement or is otherwise plagiarised – doing so encourages the spread of this practice and is likely to constitute staff malpractice which can attract sanctions.

Identifying AI Misuse

In order to identify the misuse of AI, teachers at Downham Market Academy will follow the guidance set out by JCQ by being vigilant for the below:

- A default use of American spelling, currency, terms and other localisations
- A default use of language or vocabulary which might not be appropriate to the qualification level
- A lack of direct quotations and/or use of references where these are required/ expected
- Inclusion of references which cannot be found or verified (some AI tools have provided false references to books or articles by real authors)
- A lack of reference to events occurring after a certain date (reflecting when an AI tool's data source was compiled), which might be notable for some subjects
- Instances of incorrect/inconsistent use of first-person and third-person perspective where generated text is left unaltered
- A difference in the language style used when compared to that used by a student in the classroom or in other previously submitted work
- A variation in the style of language evidenced in a piece of work, if a student has taken significant portions of text from AI and then amended this
- A lack of graphs/data tables/visual aids where these would normally be expected
- A lack of specific local or topical knowledge
 - Content being more generic in nature rather than relating to the student
 - themselves, or a specialised task or scenario, if this is required or expected
- The inadvertent inclusion by students of warnings or provisos produced by AI to highlight the limits of its ability, or the hypothetical nature of its output
- The submission of student work in a typed format, where their normal output is handwritten
- The unusual use of several concluding statements throughout the text, or several repetitions of an overarching essay structure within a single lengthy essay, which can be a result of AI being asked to produce an essay several times to add depth and variety or to overcome its output limit
- The inclusion of strongly stated non-sequiturs or confidently incorrect statements within otherwise cohesive content
- Overly verbose or hyperbolic language that may not be in keeping with the candidate's usual style

Consequences of AI Malpractice

In the event of the misuse of AI tools, the below actions will take place:

- A formal investigation will be carried out by members of the teaching staff at the Academy
- A full and detailed report of malpractice will be submitted to the examination board
- In all likelihood, 0 marks will be awarded for that component of study
- Zero marks may be awarded for that entire subject and, therefore, the outcome would be a U grade
- Zero marks may be awarded for all the subjects that the student studies, resulting in their outcome being all U grades
- A negative impact could be impacted upon on the grades and integrity of other students in the school