

AI Malpractice Procedure

Approved by **RET Board**

Approved on **May 2025**

SLT contact **Headteacher**

Revision due **Every 2 years**



RUSSELL EDUCATION TRUST

Appropriate and Inappropriate Use of AI

1. When and how AI can be used in exams and Assessments

- AI tools may only be used when explicitly permitted by the assessment guidelines.
- If AI is allowed, pupils must follow specified usage rules, such as using AI for research but not content generation.
- AI is strictly prohibited in closed-book exams, unless otherwise stated by examination boards.

2. What AI Misuse Is

- Submitting AI-generated content as original work without proper acknowledgment.
- Using AI to fabricate data, sources, or citations.
- Using AI to complete assessments in a way that undermines academic integrity and progress.

3. When and how AI use should be acknowledged

- If AI tools are permitted, pupils must disclose their use, specifying which AI tools were used and how they contributed.
- Citations or statements regarding AI use must follow institutional referencing guidelines.

4. Risks of using AI

- AI-generated content may contain biases, inaccuracies, or fabricated information.
- Overreliance on AI can limit critical thinking and learning.
- Misuse of AI can lead to disciplinary action and impact academic credibility.

5. AI misuse as malpractice

- AI misuse will be treated as an academic offense, with penalties ranging from reassessment to disciplinary action.

6. Raising awareness among teachers and staff

- Training sessions will be provided for teachers, assessors, and relevant staff on the appropriate use of AI and risk management.
- Clear guidelines and examples of AI misuse will be shared with departments.

7. Raising awareness among pupils

- Pupils will receive guidance on AI usage policies including at the start of externally assessed work
- Workshops and resources will be made available to educate pupils on ethical AI use and its limitations.

8. Ensuring authentic pupil work

- Teachers may require pupils to submit drafts, outlines, or process notes alongside final work.
- In-class assessments or oral examinations may be used to verify pupils' understanding and originality.
- Plagiarism detection software and AI-detection tools will be employed where appropriate.

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In the event that AI use comes to light the following procedure will be followed by teachers;

1. Initial assessment:

- Collect evidence that suggests the pupil's work may not be original. This could include similarities with known AI-generated content or patterns inconsistent with the pupil's previous work.
- Consult head of department or senior staff who can assess the situation objectively.

2. Communication:

Having gathered evidence, teachers should:

- Approach the pupil discreetly and express concerns about the authenticity of the work. Avoid making assumptions or accusations.
- Clearly outline the reasons for suspicion, emphasising the importance of academic honesty.

3. Investigation:

- Teachers should then examine the pupil's submission in detail. Look for signs of AI-generated content, such as overly sophisticated language, unusual patterns, or inconsistencies.
- Search for similarities in publicly available AI-generated content or online repositories.
- Conduct an interview with the pupil to understand his/her process, sources, and thought behind the work.

4. Potential Actions:

- Educate the pupil about academic integrity, AI use, and the consequences of misrepresentation.
 - Consider allowing the pupil to redo the assignment under supervision.
 - Apply penalties such as grade reduction, or disciplinary action.
 - Maintain records of the incident for future reference.

5. Transparency and Fairness:

- Inform the pupil of the school's decision promptly and transparently.
- Provide information on the appeals process if the pupil disagrees with the outcome.
- It is crucial to handle such cases with sensitivity, ensuring fairness and due process for all parties involved.