Swakeleys
School for Girls

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Dear Parents/Carers/Students,

I am writing to all families of students sitting public examinations this academic year. As Head of Centre I must share key information in relation to malpractice from JCQ, the exam board regulatory body. 'Malpractice' and 'maladministration' are related concepts, the common theme of which is that they involve a failure to follow the rules of an examination or assessment.

According to JCQ regulations, it is my responsibility to report any alleged, suspected, or actual incidents of malpractice involving candidates, including the use or suspected use of AI, to the relevant awarding organisation. This responsibility is outlined in detail in our Exam Malpractice Policy which is available on our website at https://swakeleys.hillingdon.sch.uk/Examinations/.

This policy directly reflects the JCQ guidance that Heads of Centres must immediately notify the appropriate awarding organisation of any instance/suspected incident of malpractice. This policy also provides comprehensive guidance on the procedures to be followed when dealing with alleged, suspected, or discovered malpractice. Examples of malpractice are included and the penalties for violations of examination regulations are also included. It is crucial for all centres to cooperate with awarding organisations in reporting such incidents, as this ensures the fairness of the public examination system for all. In order to ensure that our students are well-informed about exam expectations, we have conducted assemblies on this matter, students are reminded of the regulations before every exam and on entry to all exam venues, and visual reminder displays are prominently displayed in and around exam venues.

It is also essential for students to understand the implications of engaging in malpractice, not only in exams but also how this applies equally to non-examination assessments (NEA/coursework). Students are always required to sign a declaration form confirming the authenticity of their submitted coursework. Artificial intelligence (AI) tools are now widespread and easy to access. Staff, students and parents/carers may be familiar with AI tools such as ChatGPT, Notebook LM etc. Swakeleys School for Girls recognises that AI has many uses to help students learn, but may also lend itself to malpractice. To that end, students may **NOT** use AI tools:

- *during assessments, including internal and external assessments, and coursework*
- *to write their homework or class assignments, where AI-generated text is presented as their own work*

As a school we will run all coursework through an AI checker and take appropriate action as outlined above if the use of AI is suspected. If you or your child have any questions or concerns, please encourage them to speak to their subject teacher in the first instance. Full examinations policies, including our exam malpractice policy are all available on website at: https://swakeleys.hillingdon.sch.uk/Examinations/

Thank you for your support in this matter.

Yours sincerely,

**Kelda Stevenson**
**Headteacher**