

AI Use in Assessments

Guidance for Students



What is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased

How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!

How do I make sure I don't misuse AI?

- Know the rules**
 - You're **not allowed** to use AI tools when you're in an exam
 - Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
 - Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work
- Reference reference reference!**


If you're allowed to use AI tools, you must reference them clearly

 - Name the AI tool you used
 - Add the date you generated the content
 - Explain how you used it
 - Save a screenshot of the questions you asked and the answers you got
- Declare it's all your own work** – When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references

What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DON'T RISK IT!



REMEMBER

Misusing AI is cheating!

Know the rules

Talk to your teachers

Reference clearly

With the recent significant development of AI platforms, the potential for student artificial intelligence (AI) misuse is relatively new.

JCQ Regulations state **all work submitted for qualification assessments must be the students' own;**

- Students who misuse AI such that the work they submit for assessment is not their own will have committed malpractice, in accordance with JCQ regulations, and may attract severe sanctions;
- Students must make sure that work submitted for assessment is demonstrably their own. If any sections of their work are reproduced directly from AI generated responses, those elements must be identified by the student, and they must understand that this will not allow them to demonstrate that they have independently met the marking criteria and therefore will not be rewarded
- Teachers must only accept work for assessment which they consider to be the students' own in line with JCQ regulations.
- Where teachers have doubts about the authenticity of student work submitted for assessment (for example, they suspect that parts of it have been generated by AI, but this has not been acknowledged), they must investigate and take appropriate action.

How to prevent misuse of AI in Assessments

AI tools must only be used when the conditions of the assessment permit the use of the internet and where you are able to demonstrate that the final submission is the product of your own independent work and independent thinking.

Examples of AI misuse include, but are not limited to, the following:

- Copying or paraphrasing sections of AI-generated content so that the work is no longer your own.
- Copying or paraphrasing whole responses of AI-generated content
- Using AI to complete parts of the assessment so that the work does not reflect your own work, analysis, evaluation, or calculations.
- Failing to acknowledge use of AI tools when they have been used as a source of information.
- Incomplete or poor acknowledgement of AI tools.
- Submitting work with intentionally incomplete or misleading references or bibliographies.

Referencing the use of AI

It is essential that you clearly reference the sources you have used when producing work for an assessment, and that you know how to do this.

If you use an AI tool which provides details of the sources it has used in generating content, these sources must be verified by you and referenced in your work in the normal way. Where an AI tool does not provide such details, you should ensure that you independently verify the AI-generated content – and then reference the sources you have used for this.

In addition to the above, where you use AI, you must acknowledge its use and show clearly how you have used it. This allows teachers and assessors to review how AI has been used and whether that use was appropriate in the context of the assessment.

Where AI tools have been used as a source of information, your acknowledgement must show the name of the AI source used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2023.

You must retain a copy of the question(s) and computer-generated content for reference and authentication purposes, in a noneditable format (such as a screenshot) and provide a brief explanation of how it has been used.

This must be submitted with the work, so your teacher is able to review the work, the AI-generated content and how it has been used. Where this is not submitted, and your teacher suspects that you have used AI tools, your teacher will need to consult the centre's malpractice policy for appropriate next steps and should take action to assure themselves that the work is your own.

As with any source, poor referencing, paraphrasing, and copying sections of text may constitute malpractice, which can attract severe sanctions including disqualification – in the context of AI use, you must be clear what is and what is not acceptable in respect of acknowledging AI content and the use of AI sources. For example, it would be unacceptable to simply reference 'AI' or 'ChatGPT', just as it would be unacceptable to state 'Google' rather than the specific website and webpages which have been consulted. Talk to your teacher if you need further guidance on how to appropriately reference sources.

If your use of AI shows you have not independently met the marking criteria being assessed, you will not be awarded any marks for its use.