



Responsible Use of Artificial Intelligence (AI) in Assessment

This guidance explains how Artificial Intelligence (AI) may and may not be used within your learning and assessment activities, how we check authenticity of submitted evidence and your responsibilities.

AI refers to technology that is used to create content, answer questions and understand information in ways that mimic human thinking.

The purpose of this guidance is to ensure:

- the integrity and fairness of assessment
- learners use AI responsibly
- all submitted work is authentic
- compliance with Open Awards requirements and company assessment procedures

You may use AI support your learning;

Permitted Use of AI	
Understanding the task	• Explanation of question • Simplify wording
Brainstorming / Planning Generate ideas	• Support to structure answers • Planning prompts
Support Research	• Suggest further reading • Identify relevant topics or theorists
Proof reading	• Checking spelling • Grammar guidance • Correct punctuation
Accessibility support	• Translation • Supporting additional needs

Prohibited Use of AI	
Understanding the task	• Providing answer content / examples to submit as your own
Brainstorming / Planning Generate ideas	• Plagiarise others work as your own
Support Research	• Creating content and responses to submit as your own experiences
Proof reading	• Rewriting your evidence so it is no longer identifiable as your own evidence
Accessibility support	• Translating submitted evidence without specified permission (See Special Considerations)

All assessment evidence must demonstrate your own experience, knowledge, opinions and own workplace examples.

How we may check for AI use:

- Check consistency of writing style across evidence submitted
- Use AI detection software
- Check for plagiarism
- Check evidence reflects your role and workplace

As a minimum, one question per module will be checked. In the event of AI use concerns, we may:

- Undertake additional authenticity checks
- Request for notes / drafts
- Conduct a professional discussion
- Return work for resubmission

In the event of serious AI misuse, you may face:

- Qualification failure

As a learner you are responsible in ensuring:

- All work submitted is your own
- You have honestly declared any and all AI use
- Understanding that submitting AI generated content as yours is considered malpractice