



AI and Assessments: **A quick guide for students**



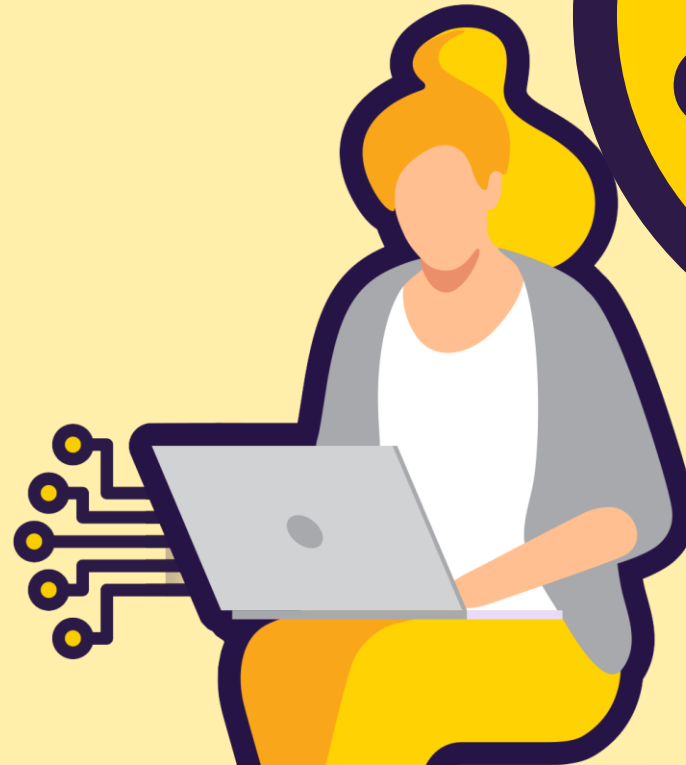
What is AI?

- 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?

1 Know the rules

2 Reference, reference, reference!

3 Declare it's all your own work



1

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



2

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



2

Reference, reference, reference!

For all coursework and controlled assessment, even where you have not used AI, the following applies:

If candidates use material from a source or generated from a source which is not their own work, they must indicate the particular part/element/phrase and state where it came from.



3

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



3

What happens if my teacher doubts my work is my own?

What if the teacher has doubts about the authenticity of the work?

If teachers are unable to confirm that the work presented by a candidate is his/her own and has been completed under the required conditions:

- **do not** accept the candidate's work for assessment;
- record a mark of zero for internally assessed work.

Awarding bodies reserve the right to submit candidates' work to third party IT service providers to detect potential and suspected malpractice.

Will I find out my marks for my controlled assessment tasks?

- Yes, your teachers will tell you what your marks are in all internally assessed units. This will be before they are submitted to the exam boards.
- You do have the right to appeal against the marks if you think that the processes have not been carried out properly.
- Remember that the final mark for controlled assessment might still change once the exam boards complete their own checks of the work.



Key points when completing controlled assessment tasks

Candidates must **not**:

- submit work which is not their own;
- make available their work to other candidates through any medium;
- allow other candidates to have access to their own independently sourced material;
- assist other candidates to produce work;
- use AI, books, the internet or other sources without acknowledgement or attribution;
- misuse AI;
- submit work that has been word processed by a third person without acknowledgement;
- include inappropriate, offensive or obscene material.

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