ARTIFICIAL INTELLIGENCE USAGE POLICY & PROCEDURE

1) **Policy Statement**

   Generative artificial intelligence (AI) is exciting technology and we recognise that it will become an integral part of the education landscape. We are exploring how we can build tools such as ChatGPT into learning experiences in the future however, for now, use of generative AI in current assessments could constitute academic misconduct.

2) **Policy Scope**

   a) Most current assessments have not been designed with generative AI tools in mind and so using them threatens the integrity of assessment, and therefore the value of your qualification. This can apply to both ETT staff and learners working towards or delivering an ETT training programme and includes any subcontracted provision.

   b) The term 'assessments' for the purpose of this policy is taken to mean any work produced by an apprentice or learner in the completion of a qualification or apprenticeship. This includes, but is not limited to, logbook entries, under pinning knoweldge questions, OTJ entries, academic assessments, assignments (list not exhaustive). Anything, in short that is assessed by ETT to award a qualification or apprenticeship.

   c) We require everyone employed by or learning with ETT to act with academic integrity when being assessed.

3) **Apprentices and learners**

   a) Use of AI can constitute a number of forms of academic misconduct. It could be:
      i) plagiarism (because you are relying on a source that you have not identified)
      ii) commissioning (because you are relying on work produced by another person - the company who owns the AI software)
      iii) fabrication (if the AI makes up data or experiences that you then rely on)

   b) In the context of online exams, use of generative AI will be treated as cheating and malpractice.

   c) We will assume that, by submitting a piece of work for summative assessment, you are representing that work as your own and not the product of generative AI use. We reserve the right to treat generative AI use as malpractice.

4) **What we are doing**

   a) We are working and researching developing technology to help detect AI use during assessments.

   b) If Training Officers or Lecturers identify a piece of work that they suspect is likely to have been produced by generative AI, then it may be reported as malpractice following the ETT Malpractice and Plagiarism Policy & Procedure.

   c) For example, Training Officers or Lecturers are looking out for content that does not sensibly align with or build in meaningful ways on what the apprentice or learner has been taught.

   d) We may also use software to help us detect AI usage.

   e) The above lists are not exhaustive.

5) **How to avoid malpractice of this nature**

   a) Avoid using generative AI to write your assessments. This is the easiest way! Avoid an accusation by simply not using it at all. Until AI is more fully integrated into learning and assessment activities, using it for this purpose runs the risk of accusation. Make sure what you submit is not produced, even partially, using generative AI text.

   b) Keep your draft work and notes. Save different copies of your work as you progress rather than overwriting the same file. Keep copies of notes you used, the calculations you made, etc. This will support the learning process you followed in the lead up to the work being submitted.

c) Be ready to explain your understanding of the answer and how you produced it. If there is a suspicion, you may be requested to submit a statement detailing how you produced your work.

d) Do not use generative AI to correct your own work or improve your expression and language. Doing so increases the risk that you will be accused of having generated the whole piece of work. If you do require a form of assistance to produce, proof or check your work then please discuss this with ETT staff prior to completing and submitting the assessment.

6) **If you have concerns about other students**

a) We hope that you share our aim of ensuring that everyone is assessed fairly and appropriately, and we welcome your help in encouraging each other to adopt appropriate academic practices in your studies. If you have concerns about other learners please speak to a member of ETT staff.