

Information for Learners: Use of Artificial Intelligence ('AI') in Coursework and Assessment

This guidance applies to **all** assessed work you submit to your centre, whether coursework, portfolio evidence, or work you produced under supervised/controlled examination conditions.

What is generative AI?

Generative artificial intelligence (AI) tools can produce content such as text, images, audio, video and computer code in response to questions or instructions entered by a user. Examples include ChatGPT, Microsoft Copilot, Google Gemini and Claude. Generative AI features may also be built into other applications and services, for example Grammarly or Canva.

Can I use AI in my assessment?

This depends on the assessment. AI may be permitted for some purposes, restricted to particular activities or prohibited entirely.

Generally speaking, generative AI tools can help in a number of ways (unless specifically forbidden by the assessment instructions):

- Drafting ideas and planning or structuring written work.
- Generating ideas for graphics, images and visuals.
- Reviewing and critically analysing written materials to assess their validity.
- Helping to improve your grammar and writing structure – especially helpful if English is your second language.
- Helping you understand some unfamiliar concepts.
- Debugging code.

You must always follow the instructions provided for your assessment. If you are unsure whether AI is permitted or how you may use it, ask your centre or assessor before using it.

If you have an authorised 'reasonable adjustment' that involves AI-assisted tools (for example text-to-speech software or another tool you usually use due to a disability or learning difficulty), this may still be ok to use even where AI use is otherwise restricted for your assessment - speak to your centre if you're unsure how your adjustment applies.

Whatever tools you are permitted to use, the work you submit for assessment must demonstrate your own knowledge, understanding and skills. You cannot receive credit for work that AI has done for you where the assessment requires you to demonstrate those things yourself.

What is AI misuse?

AI misuse may constitute malpractice. Examples include:

- copying or paraphrasing whole or partial AI-generated responses so that the work submitted is no longer your own;
- using AI to complete work that you are required to complete independently;
- using AI where this is prohibited by the assessment instructions;
- failing to acknowledge that you have used AI; or
- providing incomplete or misleading information about how AI has been used.

Simply acknowledging the use of AI does not make AI-generated work acceptable. If AI has completed work that you were required to undertake yourself, you have not independently demonstrated the relevant assessment criteria.

AI misuse may result in action being taken under your centre's and GA's malpractice procedures, including sanctions where appropriate.

Protecting personal and confidential information

Never enter real, identifiable details about individuals (such as clients, patients, or service users) into an AI tool - this includes names, case notes, consultation records, images or any other personal data. If you want to use a case study in your work, anonymise it fully or use a fictional example. This applies whether or not AI use is otherwise permitted for the assessment.

What must I do if I use AI?

Where AI use is permitted and you use it in producing assessed work, you must clearly acknowledge its use.

You should identify:

- the AI tool used;
- the date the content was generated; and
- briefly, how you used the AI-generated content.

For example:

I acknowledge the use of ChatGPT (OpenAI), 10 September 2026, to help identify possible areas for further research.

I acknowledge the use of Claude, 11th September 2026, to generate the images I used in the lesson plan Task 2.

You must also retain a copy of the questions or prompts you entered and the AI-generated content you received in a non-editable format, such as screenshots, and provide this with your work for reference and authentication purposes.

If the AI tool provides or suggests sources, you must independently check those sources and reference the original sources you have actually used. Remember that AI-generated information, quotations and references may be inaccurate.

AI tools can also generate content that closely reproduces someone else's copyrighted material without saying so. You are responsible for anything you submit, so do not rely on AI-generated text, images or code without checking it is not infringing someone else's copyright.

Your work must be authentic

Your assessor must be satisfied that the work accepted for assessment is your own.

Authentication may form part of the normal assessment process, for example through observation, supervised activities, discussions, questioning, reviewing drafts or considering other evidence of how your work was produced.

These activities do not necessarily mean there is a concern about your work. They help your assessor confirm that the evidence submitted genuinely demonstrates your own achievement.

What happens if there is a concern about my work?

If your assessor has a specific concern about whether submitted work is your own, they may review other available evidence and ask you to take part in an authentication discussion about your work.

You may be asked to explain particular sections of your work, terminology or sources you have used, decisions you made, or how you developed your ideas or conclusions.

An authentication discussion is not another assessment opportunity. Its purpose is to establish whether work you have already submitted can reasonably be authenticated as your own. You will normally be told the purpose of the discussion but will not be given the substantive questions in advance.

The discussion should be documented and may also be audio and/or video recorded. The record will be retained as part of your learner assessment file regardless of the outcome.

What happens if my work cannot be authenticated?

Your assessor will consider the available evidence as a whole. A concern, including the result of an AI detection tool, does not by itself establish that AI misuse has occurred. AI detection tools are not fully reliable and can produce false positives, so a detection result will never be used as the sole basis for a decision - it will always be considered alongside other evidence.

If your assessor is satisfied that the work is your own, it can continue through the normal assessment process.

If the work cannot reasonably be authenticated as your own, it cannot be accepted as evidence of your achievement. You may need to produce new or revised evidence in accordance with the relevant assessment or reassessment arrangements. Where there is evidence of possible malpractice, your centre will follow its malpractice procedures and refer the matter to GA where required.

If you disagree with a decision made about your work, you have the right to appeal - ask your centre for details of their internal appeals procedure and follow the instructions provided.

Remember - the safest approach is simple:

Use AI only where it is permitted.

Be transparent about how you have used it.

Keep the prompts and outputs.

Check information and sources yourself.

Make sure the work submitted for assessment demonstrates your own knowledge, understanding and skills.

This guidance should be read alongside your centre's and GA's Malpractice and Maladministration Policy, Appeals policy, and Candidate Access Policy. For further information, speak to your centre or assessor.