

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

### What is 'AI'?

'Generative AI' refers to deep-learning models that can generate text, images, and other content based on the data they were trained on.

These tools include ChatGPT, Bard and DALLE-2. These systems are generally trained on information that appears on the internet, information humans provide to them directly and information provided by third parties (such as private businesses or governments).

### GA's Policy

We recognise that AI may be useful in designing, planning and researching topics, projects and/or assignments.

**However, you must NOT use AI tools to generate coursework (e.g. assignments, essays or answers to questions) and submit it as if it was your own work. Doing so may constitute malpractice and you may be subject to sanctions and even disqualification.**

This document explains **how AI might be used** and **how to acknowledge** its use.

### What is AI Good for?

Generative AI tools can help in a number of ways:

- Answering questions where answers are based on material which can be found on the internet.
- 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.
- Experimenting with different writing styles.
- Getting explanations.
- Debugging code.
- Getting over writer's block.

### What is AI Not Good for?

While AI tools may be useful, apply caution when using them. Generative AI tools:

- frequently get things wrong – they don't understand the meaning of the words and sentences they produce and can't be relied upon for factual accuracy. Sometimes what they produce is entirely false!
- are often out of date or provide incomplete information.

- cannot check itself if what it has produced is incorrect or out of date.
- is not an original source of information - it reproduces information from unidentified sources.
- cannot always maintain contextual understanding across an extended conversation.
- perform better in subjects which are widely written about on the internet, and less well in specialist topic areas.
- cannot provide references or quotations – they suggest well formatted references and quotes, but they are entirely fake!
- often perpetuate stereotypes, biases and Western perspectives.
- lack morality, critical thought and common-sense judgement.
- may not be a secure tool with which to share information or data.

It is always best to refer to original and credible sources of information.

## **AI and Malpractice**

The use of essay mills, homework help sites, plagiarism, collusion, falsification, impersonation or any other action which might give a learner *an unfair advantage* in a GA assessment is strictly prohibited and considered malpractice.

An *unfair advantage* is:

- when you hide something and aren't transparent about your approach.
- when you take something directly from someone (or something) else and don't reference or acknowledge.
- when you don't use something in an appropriate way.
- when you don't follow the instructions and guidance provided.

If you do choose to use generative AI tools, you must always:

- critically evaluate any output it produces.
- carefully check any quotations or citations it creates.
- correctly document your use of the tools so that it can be appropriately acknowledged.

## **Authentic Work**

GA requires that any work you submit for assessment **MUST** be your own work and must be authenticated as such, i.e. that it is your own original unaided work.

## **How to Document and Acknowledge AI Sources in your work**

Generative AI is evolving rapidly and there is not yet general consensus on how to acknowledge and reference it.

If you have used AI sources to assist in the process of creating academic work, you **MUST** acknowledge, describe and reference its use in the following way:

- Name and version of the generative AI system used; e.g. ChatGPT-3.5
- Publisher (company that made the AI system); e.g. OpenAI

- URL of the AI system.
- Brief description (single sentence) of context in which the tool was used.

For example: *I acknowledge the use of ChatGPT 3.5 (Open AI, <https://chat.openai.com>) to summarise my initial notes and to proofread my final draft.*

Further requirements may be stipulated by your Assessor, for example to produce an expanded description in your work to include

- the prompt(s) used to generate a response in the AI system.
- the date the output was generated.
- the output obtained (e.g. a 'link to chat' if ChatGPT, or a compilation of all output generated as an appendix).
- how the output was changed for use or incorporation into a piece of work (e.g. a tracked-changes document or a descriptive paragraph).

These acknowledgements should not be included in the word count of a piece of work,

### **Additional Information**

For additional information, learners should contact their centre in the first instance.