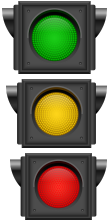


A Learners guide to using AI in Assessment

An infographic extract on the
CMETB Guidelines for Learners on the Use of Artificial Intelligence in Assessment and Avoiding Plagiarism: ChatGPT and Generative AI (ETBI, Digital Library)

When is it ok to use AI in Assessment?

For each assessment, your teacher/tutor should inform you as to whether the use of AI is:



Unrestricted: this means you can use AI as you wish.

Restricted: this means there are some rules, you should talk to your teacher/tutor.

Prohibited: this means AI is not allowed at all.

You may not use AI to:

Copying or paraphrasing (summarising) sections of AI-generated content so that the work is no longer your own

Copying or paraphrasing whole responses of AI-generated content

Using AI to complete parts of the assessment so that the work does not reflect your own work, analysis, evaluation or calculations

Failing to acknowledge use of AI tools when you have used them as a source of information

Incomplete or poor acknowledgement of AI tools

Submitting work with intentionally incomplete or misleading references or bibliographies

Correct Referencing of AI

Have you used AI in any assessment?

You must state this clearly and obviously in the work you submit to your teacher/tutor.

Have you used any AI which provides the sources it has used to generate content?

You must check these sources and reference them. This means that you must make sure that these sources exist and that they contain the information that the AI tool has described.

For examples of correct referencing, please read [Guidelines for Learners on the Use of Artificial Intelligence in Assessment](#)



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QUALITY ASSURANCE AND
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Understand CMETB's Policies on AI

- Know about any **penalties** there could be for using AI in the wrong way.
- Remember that Turnitin and other **plagiarism detection software** will find AI-generated answers most of the time.
- You will be asked to **sign a statement** stating your use of AI before submitting your assessment
- This is to show you have been **honest** about your work.

Ask for your Teacher/Tutor's Approval



- Ask your tutor **before** you use AI-generated content in your assignments or projects.
- They will tell you **how** AI-generated content can be used in your courses.
- They will tell you whether AI use is **unrestricted, restricted or prohibited**.

Show that you understand the course material

- **Don't** just rely on AI generated content.
- You can be asked to **explain an assessment** in order to show that you have achieved the learning outcomes without relying on AI.
- For example, you may be asked to **talk about an answer** you have written, and explain why you gave the answer you did



Use AI for Learning and Practice

- Use **generative AI** tools for practice and learning.
- For example, you could generate a piece of AI content on work you have already completed and **compare it** against your own work.
- You should keep copies of **all drafts** in order to show the evolution of your work.
- Do not use AI for assignments or exams that assess **your own** knowledge and understanding.
- Try to **enhance** your skills, not skip the learning process.

Check AI-Generated Content

- If you have permission to use generative AI content, make sure you **check** its output.
- **Review** and edit it
- Make sure it is **correct, makes sense**, and is **suitable** for your assignment.



Give Credit to AI

- If you use AI to create content for assignments, then **clearly indicate** which parts of your work were generated by AI and which were created by you.
- Remember, you have to **give credit** to the work of others, even when the other is a piece of software!
- Always give credit to the AI tool or platform you used **both** in the **text** and in the **reference** list.
- Correctly and clearly **mark** any text that has been generated by AI.

Join Discussions and Group work



- Join in **discussions** with your classmates and teachers.
- If you talk to them, it may help you develop a better **understanding** of the subject matter.
- This may help you **avoid using AI as a shortcut**.