

ARTIFICIAL INTELLIGENCE USAGE POLICY

1. PURPOSE

This policy outlines the responsible use of Artificial Intelligence (AI) by learners, centres, and staff in the context of assessment and qualification delivery. While AI can support learners in their studies and workplace, it is essential that they independently demonstrate the knowledge, skills, and understanding required by their qualification. This policy provides guidance on responsible AI use and defines what constitutes AI misuse, ensuring compliance with regulatory requirements, such as Ofqual's General Conditions of Recognition.

2. SCOPE

This policy applies to:

- Learners undertaking qualifications where assessment is carried out by centres or directly by DSW.
- Centres, including schools, colleges, and training providers delivering DSW qualifications.
- Assessors, Internal Quality Assurers (IQAs), and other staff involved in the assessment and quality assurance process.
- Employers, where workplace-based learning is a component of the qualification.

This policy applies to various forms of assessment, including but not limited to:

- Portfolios of evidence
- Project reports
- Written assignments
- Presentations
- Examinations and tests

3. DEFINITIONS

Artificial Intelligence (AI): Technology capable of performing tasks that typically require human intelligence, such as generating text, summarising information, and analysing data.

AI Misuse: Any use of AI that compromises assessment integrity by misrepresenting a learner's own knowledge, skills, or understanding.

Plagiarism: Presenting work that is not the learner's own, including AI-generated content, without proper acknowledgment.

Closed Book Assessment: An assessment where learners do not have access to external resources, including AI tools.

4. POLICY STATEMENT

DSW is committed to ensuring that all assessment decisions are based on valid, authentic, and reliable evidence of learner competence. While AI tools may support learning and development, they must not undermine the integrity of assessment or the confidence that a learner can perform to the required standard.

4.1 GENERAL PRINCIPLES

- Work submitted for assessment must be the learner's own.
- Any use of AI must be appropriately referenced.
- Centres should assess knowledge and understanding where AI use is identified or suspected.
- Proven misuse of AI constitutes malpractice and will be subject to investigation and potential sanctions.

4.2 ACCEPTABLE USE OF AI

Learners may use AI tools in specific circumstances, provided it does not compromise the authenticity of their assessment work. Acceptable AI use includes:

- Checking and refining learner-generated content (without substantial AI-driven modifications).
- Supporting workplace tasks where AI use is encouraged or required by the employer.
- Using AI to complete tasks that are not directly assessed within the qualification.

4.3 AI MISUSE

AI use is strictly prohibited in closed-book assessments unless pre-approved through reasonable adjustments. Indicators of AI misuse include:

- No acknowledgement or referencing of AI-generated content.
- Poor or incomplete referencing of AI use.
- Submitting AI-generated content as the learner's own original work.
- Copying or paraphrasing large sections of AI-generated content.

5. PROCEDURES

5.1 PREVENTING AI MISUSE

Centres should implement measures to prevent AI misuse, including:

- Restricting access to AI tools where appropriate.
- Using AI detection and plagiarism prevention tools.
- Providing training and awareness sessions for learners and staff.
- Embedding assessments that test independent knowledge and understanding.
- Investigating and escalating suspected AI misuse in accordance with malpractice procedures.

5.2 GOOD PRACTICE GUIDELINES FOR LEARNERS

- Clearly indicate when and why AI has been used in assessment work.
- Specify which AI tools have been used.
- Independently verify AI-generated content for accuracy and proper referencing.
- Seek guidance from their centre if unsure about appropriate AI use.

6. ROLES AND RESPONSIBILITIES

Learners must ensure their work is their own and appropriately reference AI use.

Centres and tutors should provide guidance on responsible AI use and detect potential misuse.

Assessors and IQAs should scrutinise assessments where AI use is suspected.

Senior Leadership and Governance Teams must monitor AI use policies and ensure compliance.

DSW will conduct its own checks on learner evidence to identify and investigate instances of potential AI misuse.

7. MONITORING AND REVIEW

This policy will be reviewed annually by DSW's Governance Team to ensure it remains current and effective, considering technological developments and regulatory requirements.

8. RELATED POLICIES AND DOCUMENTS

- Malpractice and Maladministration Policy
- Appeals Policy
- Reasonable Adjustments Policy
- Privacy Policy

9. REGULATORY REFERENCES

- Ofqual General Conditions of Recognition
- Equality Act 2010
- Data Protection Act 2018 / UK GDPR

10. CONTACT INFORMATION

For further guidance, please contact DSW on 01302 760 008 or at info@dswlearning.co.uk.