Generative Artificial Intelligence Guidance for Students

This guidance document provides students with information and advice on the responsible use of Generative Artificial Intelligence (AI), such as ChatGPT, within the College.

Please note that the technology, ethics, and use of generative AI are rapidly evolving. This guidance is current as of March 2025 and will be updated regularly to reflect changes in the field.

This document provides guidance on the appropriate use of AI in assessments. For guidance related to code of conduct and misuse of AI please refer to the Student Disciplinary Policy.

AI Use in Assessments: Guidance from Exam Boards

The exam boards, headed by the Joint Council for Qualifications, make clear the potential consequences of using generative AI in exams and in course elements such as NEA in A levels or coursework in vocational courses.

As has always been the case, and in accordance with section 5.3(k) of the JCQ General Regulations for Approved Centres, you must submit work for assessments which is your own. This means both ensuring that the final product is in your own words, and isn't copied or paraphrased from another source such as an AI tool, and that the content reflects your own independent work.

While AI may become an established tool at the workplace in the future, for the purposes of demonstrating knowledge, understanding and skills for qualifications, it's important for your progression that you do not rely on tools such as AI. You must be able to demonstrate that the final submission is the product of your own independent work and independent thinking.

AI Misuse

AI misuse is where you have used one or more AI tools but have not appropriately acknowledged this use and have submitted work for assessment when it is not your own. Examples of AI misuse include, but are not limited to, the following:

- Copying or paraphrasing whole responses, sections or images of AI-generated content so that the work submitted for assessment is no longer your own,
- 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 they have been used as a source of information,
- Submitting work with intentionally incomplete or misleading references or bibliographies.

AI misuse constitutes malpractice as defined in the JCQ Suspected Malpractice: Policies and Procedures (Malpractice - JCQ Joint Council for Qualifications).

The malpractice sanctions available for the offences of 'making a false declaration of authenticity' and 'plagiarism' include **disqualification** and **debarment** from taking qualifications for a number of years. In line with the student disciplinary policy, this could also result in your place at College being withdrawn.

Acknowledging the use of Generative AI

It remains essential that you are clear about the importance of referencing the sources you have used when producing work for an assessment.

If you use an AI tool which provides details of the sources it has used in generating content, these sources must be verified by you and referenced in your work in the normal way. Where an AI tool does not provide such details, you should ensure that you have independently verify the AI-generated content – and then reference the sources you have used.

Where AI tools have been used as a source of information, your acknowledgement must show the name of the AI source used and should show the date the content was generated. For example:

ChatGPT 3.5 (https://openai.com/blog/chatgpt/), 25/04/2024.

You must retain a copy of the question(s) and computer-generated content for reference and authentication purposes, in a non-editable format (such as a screenshot) and provide a brief explanation of how it has been used.

Where we suspect that you have used AI tools without your acknowledgment, we will follow our disciplinary policy and act to assure ourselves that the work is your own. This will include a viva voce. This means you will be invited to a meeting with teaching staff, where you will be invited to answer questions about your work.

The College Position

The College's position is not to impose a blanket restriction on the use of generative AI, but all Barton Peveril Students must:

- Know the expectation that assignments must be all your own original work,
- Know the limitations of generative AI and the dangers of relying on it as a source of information,
- Know that you must cite your use of generative AI where it is (permitted to be) used.

Current limitations of generative AI with a public domain

It is important that you
• *Understand the limitations of any AI system you are using;*

- *Check the factual accuracy of the content it generates;*
- *Do not rely on AI-generated content as a key source - use it along with other sources.*

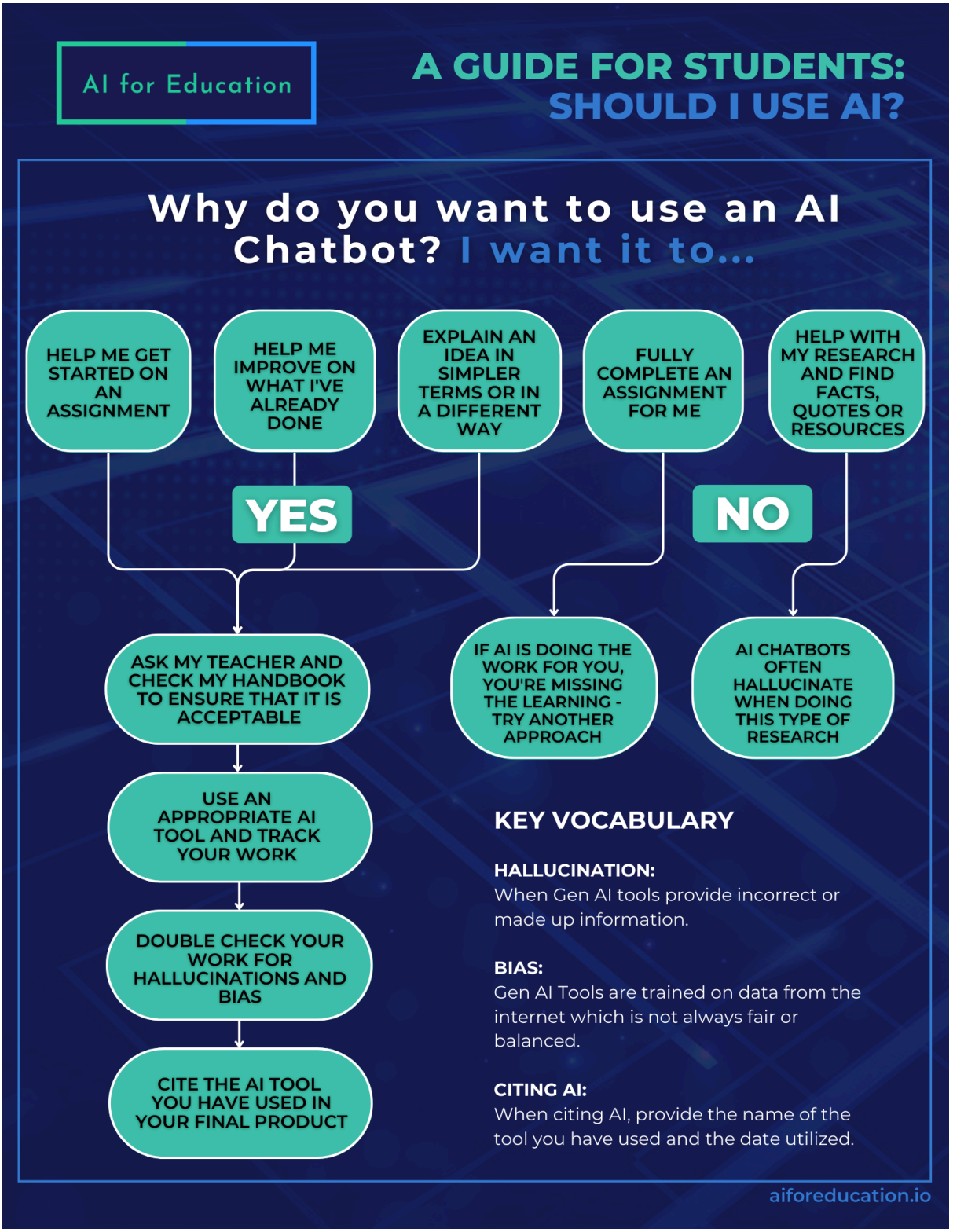
- AI tools have no understanding of what they generate. A knowledgeable human must check the work.
- The data sets that such tools are learning from are flawed and contain inaccuracies, biases (the data sets tend to come from Eurocentric and American based sites and may lack diversity) and limitations.
- They can create software/code that has security flaws, bugs, and use illegal libraries or calls – or infringe copyrights.
- The data their models are trained on is not up-to-date – they currently have limited or constrained data on the world and events after a certain point (2021 in the case of ChatGPT).
- They can generate offensive content.
- They produce fake citations and references.
- They include hidden plagiarism – meaning that they make use of words and ideas from human authors without referencing them, which we would consider as plagiarism,
- There are risks of copyright infringements on pictures and other copyrighted material.

Important note

Over-reliance on AI tools simply to generate written content, software code or analysis reduces your opportunity to practise and develop key skills (e.g. writing, critical thinking, evaluation, analysis or coding skills). These are all important skills that are valued and required to succeed in and beyond your time at College.

Appendix 1: Advice and Guidance from JCQ

JCQ represents all of the exam boards so these are the rules for all of your courses at Barton Peveril.

Appendix 2: Tips for using Generative AI

This flow diagram might help you make the right choice when it comes to the use of Generative AI.