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*Cavan and Monaghan
Education and Training Board*



QAES

QUALITY ASSURANCE AND
ENHANCEMENT SERVICE

Guidelines for Learners

On the

Use of Generative Artificial Intelligence in Assessment

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1. Purpose of this document

Cavan and Monaghan Education and Training Board (CMETB) recognises that Artificial Intelligence (AI) must be adopted in education and training in Ireland, meet the evolving demands of Learners, industry and society. CMETB is also aware of Artificial Intelligence's potential to transform the education and training sector and is adapting accordingly.

CMETB is also mindful of the challenges that Artificial Intelligence's adoption poses to you, as a Learner, and is committed to ensuring that you are able to utilise Artificial Intelligence's potential in ways that are ethical, transparent and beneficial to your learning. CMETB believes that academic integrity is essential in a progressive learning environment where you, as learners, are:

- Provided with access to accurate information
- Encouraged to share and develop your own ideas
- Empowered to fulfil your academic potential
- Duly rewarded for your own achievements in the academic setting

The purpose of this document is to:

- Introduce you as a CMETB Learner to Artificial Intelligence technology and its potential applications in your learning experience
- Provide you with a guide to the potential opportunities and risks associated with the use of Artificial Intelligence in education and training
- Advise you on the ethical and transparent use of Artificial Intelligence in assessment
- Advise you on the consequences of inappropriate use of Artificial Intelligence in assessment

1.2 Four Key Principles for Learners

When using Artificial Intelligence in learning or assessment:

1. Protect personal and confidential information
2. Check that AI-generated information is accurate
3. Take responsibility for the work you submit
4. Use AI safely, fairly and ethically

2. Background to Artificial Intelligence

Artificial Intelligence (AI) is a term used to describe a broad range of autonomous machine-based systems. These systems use datasets to make predictions, recommendations or decisions on a given set of human-defined objectives. Large Language Model (LLM) chatbots or tools - such as ChatGPT – are perhaps the best-known Artificial Intelligence systems currently in use. These systems are capable of:

- Answering inputted questions
- Analysing, improving, and summarising text
- Composing essays and articles as well as fiction and non-fiction texts

- Generating computer code
- Translating texts from another language
- Generating new ideas, prompts, or suggestions for an inputted topic or theme
- Generating text with specific attributes, including tone, sentiment, or formality

3. Artificial Intelligence in Education

3.1 Using AI Safely and Responsibly

Artificial Intelligence can be a useful learning tool, but it should be used responsibly. European and Irish laws require education providers to use AI in ways that are fair, transparent and respectful of privacy.

When using AI tools:

- Do not enter personal, confidential or sensitive information about yourself or another person.
- Do not enter assessment records, grades, feedback or learner-support information.
- Do not enter medical, wellbeing or disability-related information.
- Do not enter confidential information obtained through employment or work placement.
- Do not upload assessment work containing personal information unless your Teacher/Tutor has confirmed that it is appropriate.
- Follow your Teacher/Tutor's instructions about when AI may or may not be used.
- Acknowledge your use of AI where required.

3.2 AI Tools Supported by CMETB

CMETB may identify AI tools that are approved or supported for use within its learning environments. When using a CMETB device or account, use only approved or supported tools and follow any instructions provided by your centre, programme or Teacher/Tutor.

At the date of publication, Microsoft Copilot is the AI tool supported for use on CMETB devices.

There has been a sharp increase in the number of online available Artificial Intelligence tools based on generative Artificial Intelligence models which have the potential to severely impact on current work methods and processes.

Copilot: Copilot is Microsoft's AI assistant and can answer questions, generate content, analyse information and support a variety of tasks.

3.3 Other Types of Artificial Intelligence tools

Artificial Intelligence tools include chatbots, image generators, writing-support tools, translation tools and tools that generate audio, video, presentations or computer code. Their availability and features change frequently.

3.4 Accessibility, fairness and bias

AI tools may support accessibility by assisting with language, literacy, translation, communication and other learning needs. However, AI-generated information may be inaccurate, unfair, biased or discriminatory.

Question outputs that stereotype, exclude or unfairly represent a person or group. Do not include such content in your assessment. Raise any concerns with your Teacher/Tutor.

4. How and when can I use Artificial Intelligence properly in my assessments?

4.1 Follow the Instructions for Each Assignment

CMETB has not placed a ban on the use of Artificial Intelligence as an assessment aid. Learners will be permitted to use Artificial Intelligence in assessment, however it will only be allowed in certain **clearly defined circumstances**.

For every assessment task, your Teacher/Tutor will establish clear parameters for the use of Artificial Intelligence. This will ensure that you, are well informed on the extent to which you are allowed to use Artificial Intelligence in your assessment, and how you can acknowledge it correctly. In each case, you should be confident as to what represents permissible and prohibited use of Artificial Intelligence for a given assessment.

4.2 Your Responsibility for Submitted Work

Even where AI use is permitted, you remain responsible for everything you submit. You must:

- check the accuracy, quality and relevance of AI-generated content;
- ensure that your work meets the assessment requirements and learning outcomes;
- make your own decisions about what to include;
- acknowledge AI use as instructed; and
- be able to explain and demonstrate your understanding of the submitted work.

Using an AI tool does not transfer responsibility for your assessment to the tool, its provider or your Teacher/Tutor.

For each individual assessment, your Teacher/Tutor should inform you as to whether the use of Artificial Intelligence is:

- Unrestricted (AI may be used throughout the assessment, provided you still meet the learning outcomes and follow academic integrity requirements)
- Restricted (limitations apply, consult with your Teacher/Tutor)
- Prohibited (not allowed under any circumstance)

4.3 Levels of Permitted AI Use

4.3.1 Unrestricted Use of Artificial Intelligence

If you are informed that Artificial Intelligence use for assessment is Unrestricted, you must acknowledge having used Artificial Intelligence sources and reference AI-generated materials appropriately (see section 5 below).

If Artificial Intelligence use is unrestricted, you may be asked to provide your Teacher/Tutor with evidence that you fully understand the information gathered with the help of the chatbot (for example an oral defence of an essay that has used ChatGPT sources).

4.3.2 Restricted Use of Artificial Intelligence

If your Teacher/Tutor advises you that there are restrictions on the use of Artificial Intelligence in your assessment, these will be categorised as follows:

- Restrictions placed on some forms of Artificial Intelligence (for example not allowing the use of text generators such as ChatGPT and GEMINI, but allowing the use of image generators such as Canva)
- Restrictions placed on the extent to which Artificial Intelligence may be used for assessment (for example. Artificial Intelligence may be used for early drafts of an essay/dissertation, but is prohibited for use in later/final drafts where the Learner's own voice must be observable)

4.3.3 Artificial Intelligence Use is Prohibited

If your Teacher/Tutor tells you that Artificial Intelligence use is prohibited for an assessment, this means that ***you are not allowed to use Artificial Intelligence under any circumstances.***

If you use Artificial Intelligence tools even though the assessment has been categorised as "prohibited", you may be penalised. If you are penalised for inappropriate use of Artificial Intelligence, you will be subject to standard CMETB Academic Integrity and Assessment Misconduct procedures.

The table shown below¹ offers helpful guidance regarding the extent to which Artificial Intelligence source use is permitted:

	Extent of AI Use	Assessment Guidance for Learners
1.	When restricting all use of generative Artificial Intelligence for an assessment task	Generative Artificial Intelligence tools cannot be used in this assessment task. In this assessment, you must not use generative Artificial Intelligence (AI) (ChatGPT, Jenni AI, Copilot Chat, iAsk.ai, GEMINI, or other tools) to generate any materials or content in relation to the assessment task.
2.	When restricting types of generative Artificial Intelligence tools for assessment	Generative Artificial Intelligence tools are restricted for this assessment task. In this assessment, you may use the following generative artificial intelligence (AI) only-[insert names of and hyperlinks to of Artificial Intelligence tools, or types of tools (e.g., image generators/text generators)]. Any use of generative Artificial Intelligence must be appropriately acknowledged.
3.	When restricting ways of using generative Artificial Intelligence tools for assessment	Generative Artificial Intelligence tools are restricted for certain functions in this assessment task. In this assessment, you can use generative artificial intelligence (AI) in order to [insert full details of function, task for which use is permitted] only. Any use of generative Artificial Intelligence must be appropriately acknowledged.
4.	No restrictions on use of generative Artificial Intelligence for an assessment task	Generative Artificial Intelligence tools are not restricted for this assessment task. In this assessment, you can use generative artificial intelligence (AI) to assist you in any way. Any use of generative Artificial Intelligence must be appropriately acknowledged

4.4 AI-generated and AI-edited media

The assessment instructions apply to all forms of AI-generated or AI-edited content, not only written text. This includes:

- images and graphics;
- audio and music;
- video and animation;
- presentations;
- computer code; and
- other digital content.

¹ Table credit: Limerick and Clare ETB

Where required, you must name the AI tool used and explain how the content was generated or edited. You must also follow any copyright, consent, privacy and assessment instructions provided by your Teacher/Tutor.

5. Referencing of Artificial Intelligence sources

5.1 When Must I acknowledge AI Use?

If you use Artificial Intelligence sources in any assessment, you must acknowledge this clearly and explicitly in the work you submit to your Teacher/Tutor.

5.2 Checking and Referencing Original Sources

If you have made use of an Artificial Intelligence chatbot or other tool, which provides the sources it has used to generate content,² you have to independently verify these sources and reference them. This means that you must make sure that these sources exist and that they contain the information that the Artificial Intelligence tool has described.

AI tools can produce information that is inaccurate, misleading, incomplete or entirely fabricated. Fabricated AI-generated information is sometimes called a hallucination.

Before using AI-generated information in an assessment, where its use is permitted, check the information against reliable sources. Confirm that any books, articles, websites, quotations, statistics and references suggested by the AI tool:

- exist;
- contain the information claimed;
- are relevant to the assessment; and
- are sufficiently reliable for the purpose.

Do not submit AI-generated information that you cannot adequately verify as factual evidence. Reference the reliable sources you used to complete your checks.

For example

If a chatbot tells you that it used Fintan O'Toole's *We Don't Know Ourselves: A Personal History of Modern Ireland* to generate a response, then you should acknowledge both the author and the source.

In-text citation example:

² Some chatbots will provide the sources they have used if asked to do so. Others will provide a general list of useful sources with regard to the topic under discussion.

In *We Don't Know Ourselves*, O'Toole argues that the social and economic transformation of Ireland during the late twentieth century fundamentally changed how Irish people understood their identity and place in the world (O'Toole, 2021).

Reference list example:

O'Toole, F., 2021. *We Don't Know Ourselves: A Personal History of Modern Ireland*. London: Head of Zeus.

5.3 How to acknowledge or Reference an AI Tool

If you use AI for...	Should you acknowledge it?	How?
Brainstorming ideas	If required by your teacher/tutor	Say which AI tool you used to help generate ideas
Generating text	Yes	Include a citation, reference or AI acknowledgment as instructed
Generating or editing images, audio, video, presentations or other digital content	Yes	State the image was AI-generated and name the tool used
Summarising sources	Yes	Acknowledge the AI tool and reference the original source
Writing part of an assignment	Yes	Tell your teacher/tutor how the AI was used and follow the assessment instructions
Spellcheck or grammar check only	Follow assessment instructions	Check your assessment guidance to see if acknowledgement is required

5.4 AI Use Declaration

If you use AI in an assessment, your Teacher/Tutor may ask you to submit an AI use declaration. The declaration should identify:

- the AI tool used;
- what you used it for;
- which parts of your work were supported by AI;
- how you checked the AI-generated information; and
- how you ensured that the final submission remained your own work.

Your Teacher/Tutor will tell you how to provide the declaration. It may be included in an assessment cover sheet, learner declaration, portfolio, presentation, digital submission or another appropriate format.

Example:

I used [name of AI tool] to support this assessment.

I used it for [briefly explain what you used it for].

The parts of my assessment supported by AI are [identify the relevant sections, stages or content].

I checked the AI-generated information by [briefly explain how you checked it].

I made my own decisions about what to include and confirm that the submitted work demonstrates my own knowledge, skills and competence and complies with the assessment instructions.

5.5 Keeping a Record of AI Use

Where instructed by your Teacher/Tutor, keep an appropriate record of how you used AI during the assessment. This may include:

- prompts entered into the AI tool;
- relevant AI-generated responses;
- links or screenshots;
- drafts showing how your work developed;
- notes explaining how you reviewed or changed the output; or
- a process or planning log.

Do not include personal, confidential or sensitive information in these records. Your Teacher/Tutor will tell you what evidence, if any, must be submitted with your assessment.

5.5.1 Referencing an Artificial Intelligence source

When acknowledging the use of Artificial Intelligence technology in your assessment, you must include the following key details:

- The name of the Artificial Intelligence source used
- The URL for the Artificial Intelligence source used
- The date content was generated

Example:

Artificial Intelligence Prompt: Is Abraham Lincoln's contribution to abolition exaggerated?

Artificial Intelligence Response: *Abraham Lincoln's contribution to abolition is a topic of historical debate and interpretation. Some argue that his role in ending slavery in the United States is exaggerated, while others believe he played a pivotal role*

Reference: OpenAI, ChatGPT, <https://chat.openai.com/share/1129cba8-d3b8-47ba-b7eb-cecc0c3a7f31> Accessed 4 Sept. 2023.

6. Inappropriate and Prohibited Use of AI

6.1 When AI Use is Prohibited

Artificial Intelligence can be used to help you learn, but it cannot be used as a substitute for your own learning. AI should support your learning rather than replace your thinking, problem-solving, creativity, practical ability or independent research.

6.2 Over-reliance on AI

Over-reliance on AI may prevent you from developing and demonstrating the knowledge, skills and competence required by the assessment. You must remain actively involved in planning, creating, checking and improving your work.

In the case of each individual assessment, it is crucial that the work submitted is your own. You must be able to demonstrate the knowledge, skill and competence required to complete your assessment and achieve all learning outcomes. You are misusing Artificial Intelligence if you use AI-generated text, or paraphrase text generated by Artificial Intelligence, without acknowledging it.

You must ensure that you are fully informed regarding acceptable and unacceptable use of Artificial Intelligence in the context of each individual assignment. If you are unsure that you are using Artificial Intelligence correctly in your assessment, you should ask for more information from your Teacher/Tutor.

6.3 Examples of Unacceptable Use of AI

The below graphic shows some examples of unacceptable use of Artificial Intelligence:



UNACCEPTABLE USE OF ARTIFICIAL INTELLIGENCE

Examples of AI use that may undermine the authenticity, accuracy or integrity of assessment work.

	01 Copying or paraphrasing sections of AI-generated content so that the work is no longer your own.		02 Copying or paraphrasing whole responses of AI-generated content.
	03 Using AI to complete parts of an assessment so that the work does not reflect your own analysis, evaluation or calculations.		04 Failing to acknowledge AI tools when you have used them as a source of information.
	05 Providing incomplete or poor acknowledgement of AI tools.		06 Submitting work with intentionally incomplete or misleading references or bibliographies.
	07 Submitting AI-generated information without checking that it is accurate and reliable.		08 Using AI to such an extent that you cannot explain, demonstrate or take responsibility for the work submitted.



If you are unsure whether a use of AI is permitted, **ask your Teacher/Tutor** before submitting your assessment.

6.4 Consequences of Inappropriate Use of AI

It is essential that you understand why you cannot use Artificial Intelligence in ways that are not permitted by your Teacher/Tutor and which prevent you from achieving stated learning outcomes. You must also be informed that unpermitted Artificial Intelligence use for assessment purposes is misconduct and will result in penalties. Your Teacher/Tutor will provide you with detailed information about the potential penalties associated with this.

Your Teacher/Tutor is obliged to instruct you in the principles of academic integrity before setting you an assessment. You should read the [ETBI academic integrity handbook](#), which provides a useful guide to the definition of plagiarism and its consequences.

7. Summary of Advice for Learners

You should practice the following in relation to the acceptable and appropriate use of Artificial Intelligence in assessment:

Use Artificial Intelligence as a Learning Aid, not a Replacement.	Generative Artificial Intelligence can assist you in various tasks, but it should be used as a learning aid rather than a replacement for critical thinking and effort. Use Artificial Intelligence to complement your studies, not to do the work for you. Be prepared to offer an oral defence of an assessment answer or a submission using media other than writing, in order to demonstrate that you have achieved the learning outcomes without reliance on Artificial Intelligence. For example, your Teacher/Tutor may ask you to discuss your work and explain how you completed it in order to demonstrate your understanding.
Understand Your Institution's Policies	<p>Familiarise yourself with CMETB's policies on Artificial Intelligence. Make yourself aware of any penalties there is a breach in the use of Artificial Intelligence.</p> <p>CMETB may use a range of methods to confirm that submitted work is authentic and that you have achieved the learning outcomes. These may include discussion, demonstration, observation, presentation, practical activity, reflective questioning, oral verification and review of drafts or process records. No single automated detection tool will normally provide the sole basis for determining whether work is authentic.</p> <p>You will be asked to complete and sign a statement acknowledging use of Artificial Intelligence sources before submitting your assessment in order to uphold academic integrity.</p>
Seek Your Teacher/Tutor's Approval	<p>Follow the instructions provided for each assessment. Where you are unsure whether a particular use of AI is permitted, ask your Teacher/Tutor for guidance.</p> <p>Before using AI-generated content in your assignments or projects, seek approval from your Teachers/Tutors. They can provide guidance on how AI-generated content can be used responsibly in your specific courses whether Artificial Intelligence use is unrestricted, restricted or prohibited.</p>
Learn and Improve Your Skills	Instead of relying solely on AI-generated content, use generative Artificial Intelligence tools to learn and improve

	<p>your skills. For example, you could generate a piece of Artificial Intelligence content on work you have already completed and compare it against your own work.</p> <p>You should keep copies of all drafts in order to show the evolution of your work.</p>
Use Artificial Intelligence for Learning and Practice	Use generative Artificial Intelligence tools for practice and learning, but not for assignments or exams that assess your knowledge and understanding. The goal should be to enhance your skills, not bypass the learning process.
Review and Edit AI-Generated Content	If you have permission to use generative Artificial Intelligence content, then don't blindly accept its output. Review and edit it to ensure accuracy, coherence, and relevance to your assignment's requirements.
Clearly Signpost Artificial Intelligence Contributions and Cite Them Appropriately	If you use Artificial Intelligence to generate content, such as text or graphics, for assignments, then clearly indicate which parts of your work were generated by Artificial Intelligence 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 Artificial Intelligence 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 Artificial Intelligence.
Engage in Discussions and Collaboration	Engage in discussions with your classmates and teachers. Talking to them might help you develop a better understanding of the subject matter and reduce the temptation to use Artificial Intelligence as a shortcut.
Stay Informed About Artificial Intelligence Developments	Keep yourself informed about the latest developments in Artificial Intelligence and ethical Artificial Intelligence use. This knowledge will help you make informed decisions and navigate the use of Artificial Intelligence responsibly.
Seek Guidance and Clarification	If you're unsure about whether a specific use of generative Artificial Intelligence is ethical or breaches academic integrity, then seek guidance from your Teacher/Tutors.

**If you have any queries in relation to the contents of this document, please contact your Teacher/Tutor or programme coordinator.*

8. Sources

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ETBI Digital Library (2023) “Avoiding Plagiarism: ChatGPT and Generative AI”. Available at: [ChatGPT and Generative AI - Avoiding Plagiarism - LibGuides at Education and Training Boards Ireland, ETBI](#) (Accessed: 08 November, 2023)

9. Glossary

Item	Definition
Academic Integrity	Compliance with ethical and professional principles, standards, practices and a consistent system of values, that serves as guidance for making decisions and taking actions in education, research and scholarship.
Artificial Intelligence	The theory and development of computer systems able to perform tasks normally requiring human intelligence, such as visual perception, speech recognition, decision-making, and translation between languages.
Assessment Misconduct	An assessment system misconduct is any act or practice which brings into question the validity or integrity of the assessment process and which normally arises due to one or more non-accidental factors.
Large Language Models	A large language model (LLM) is a type of artificial intelligence (AI) program that can recognize and generate text, among other tasks. LLMs are trained on huge sets of data — hence the name "large."
Plagiarism	The practice of taking someone else's work or ideas and passing them off as one's own. This includes ideas taken from the internet and/or the use of artificial intelligence without referencing
Generative AI	AI systems that create new content such as text, images, audio or computer code.
Prompt	The instruction or question entered into an AI tool to generate a response.