Policy: Use of Artificial Intelligence (AI) in Student Assessments

Contents

Purpose

This policy sets out the rules for students' use of Artificial Intelligence (AI) tools (e.g., ChatGPT, Microsoft Copilot, Google Gemini) when completing assessments. It ensures that while students may use AI for learning support, the work they submit for assessment remains their own, enabling assessors to verify authenticity in line with the Standards for RTOs 2025.

Scope

This policy applies to:

- All students enrolled in training and assessment with the RTO

- All types of assessment tasks, including written assignments, projects, practical demonstrations, portfolios, and workplace evidence.

- Any AI tool, whether text, image, code, or data-generating.

Definitions

Artificial Intelligence (AI) Tools: Software or systems that use machine learning or language models to generate content, analyse data, or assist with problem-solving (e.g., ChatGPT, Copilot, Grammarly, Midjourney).

Permitted Use: AI use that is allowed under this policy because it supports learning without replacing the student's own skills and knowledge.

Prohibited Use: AI use that breaches this policy because it prevents the assessor from verifying that the work is authentically the students.

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Policy

The RTO supports students in using AI as a learning aid but prohibits its use in ways that compromise the validity, reliability, fairness, and authenticity of assessment evidence.

1. **Acceptable AI use in assessments**

   Students may use AI tools for:

   1. Research and idea generation — gathering background information or brainstorming.

   2. Language support — improving grammar, spelling, and readability of text they have written themselves.

   3. Practice and revision — creating practice questions or scenarios for self-study.

   4. Concept clarification — seeking explanations of topics, processes, or industry standards.

   Conditions:

   - All work submitted must be based on the student's own understanding, analysis, and expression.

   - AI-generated content must be reviewed, adapted, and personalised by the student.

   - Students must acknowledge if AI tools were used, including the name of the tool and how it was applied.

2. **Prohibited AI Use in Assessments**

   Students must not use AI tools to:

   - Generate full or partial responses to assessment tasks that are presented as their own original work.

   - Create fabricated data, workplace records, or evidence.

   - Write reflective statements, case studies, or practical explanations on behalf of the student.

   - Produce content for skills that are being directly assessed (e.g., problem-solving steps, written communication tasks).

   - Circumvent learning activities or avoid demonstrating the competencies required.

3. **Student Declarations**

   All assessment submissions must include a signed assessment declaration where the student declares that:

   1. The work is their own.

   2. AI tools used (if any) are disclosed and described.

   3. No prohibited AI use has occurred.

4. **Assessor Verification**

   Assessors will:

   - Review AI usage disclosures in the assessment declaration.

   - Use questioning, observation, or supplementary oral verification to confirm the student's knowledge and skills.

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- ▪ Apply the RTO's training and assessment policy if concerns arise (including use of plagiarism/AI detection tools, comparison with previous work, and re-assessment if necessary).

5. Misconduct

- ▪ Breaches of this policy will be treated as academic misconduct.

- ▪ Consequences may include resubmission of work, reassessment, or disciplinary action in line with the training and assessment policy.

6. Continuous Improvement

- ▪ This policy will be reviewed annually or when there are significant changes to AI technology or ASQA guidance.

- ▪ Feedback from students, trainers, and industry partners will inform updates.

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