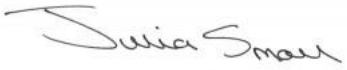
Artificial Intelligence Policy

Version	V1
Date	September 2023
Reason for review	New Policy
Overview of changes	_ _ _
Reviewed by	M Lovell - Responsible Officer D Clueit – External Verifier
Ratified by	
Date of next review	September 2024

Introduction & Scope

This policy document applies to all RoSPA recognised Centres. It has been written to help you stay within our qualification and assessment guidelines. Please read it carefully.

We recognise the importance and benefits of using Artificial Intelligence (AI) tools in education. However, using any AI tools during an assessment is never permitted. The information and guidelines in this policy provides important information for Centres delivering our qualifications and as a learner undertaking our qualifications.

What are AI Tools?

There are a variety of AI Tools available, especially related to education, as listed in the categories below. Please note that many AI tools exist, and the omission of a specific tool (below) doesn't mean its use is permitted.

Type	What they do	Example tools
Chatbots	Generates written responses, answers questions, & checks work	ChatGPT (and GPT-4), Google Bard, Bing AI, Jasper AI
AI writing assistants	Edits, rephrases, & rewrites text to improve writing	Grammarly, QuillBot, Hemingway Editor
Applications	Answers questions & completes numerous "homework help" tasks	Course Hero, Photomath, Socratic, Snapchat
Voice assistants	Takes voice commands to provide answers to questions & operate portions of devices.	Siri, Alexa, Google Assistant, Cortana

AI tools currently pose challenges related to learner assessments and data privacy. Many AI tools quickly answer assessment questions and generate in-depth written responses. Data Privacy can also be put at risk, as AI Tools such as ChatGPT can save personal information typed into it and this can then be given as a response to other users.

Acceptable AI Use

RoSPA Qualifications want to make it clear that we will not be permitting the use of any AI tools in completion of our course assessments.

RoSPA Qualifications Responsibilities

RoSPA Qualifications already have agreed policies in place relating to assessment standards, we also undertake the following steps to reduce the risks associated with AI misuse:

- All Learning Outcomes are designed to minimise the risk of AI Tools being used in assessments.
- Ongoing monitoring through EV Centre Visits and Practical Moderation Visits – EV/Moderator to check correlation of performance and written work across all assessments.
- Check that there are no signs of learner malpractice in the form of:
    - Plagiarism by copying and passing off AI, as the learner's own, the whole or part of their assessed work
- Develop low risk practical and written assessments observed within the learning environment
- Declaration of Authentication Form to be completed, if necessary, where assessments are completed outside of the learning environment.

Centre Responsibilities

It is important that all staff, who are involved in the management, assessment, and quality assurance of our qualifications, are fully aware and understand the points below, including learners where appropriate:

- Contents of this policy
- Your Centre's risk management for identification of malpractice and maladministration for different types of written assessments e.g. workbooks, session plans and written assignments and the arrangements in place to mitigate malpractice and maladministration
- RoSPA Qualifications Malpractice and Maladministration Policy **https://www.rospa.com/Qualifications/Policies.aspx**
- How to report a suspected or actual malpractice/maladministration case to RoSPA Qualifications.

Failure to report suspected or actual malpractice or maladministration cases or have in place effective arrangements to prevent such cases, may lead to sanctions being imposed

on your Centre. Please refer to the RoSPA Qualifications Sanctions Policy, for details of the sanctions that may be imposed, which is available from our online Qualifications Management System (QMS) or **https://www.rospa.com/Qualifications/Policies.aspx**

Centres must ensure that all qualification assessments are carried out under invigilated conditions. Where this is not the case, such as re-submission of assessments or where a learner is granted a reasonable adjustment or special consideration and written assignments are completed in their own time, a signed **Declaration of Authentication Form** must be submitted with assessments for moderation. **See Appendix 1.**

Centres must report any knowledge they have of any AI misuse to RoSPA Qualifications and this will be investigated.

Where learners breach the rules for written assessments, awarding organisations have an obligation to investigate and may apply penalties or sanctions.

You should be aware that the following constitute malpractice:

- The use of AI would violate the academic integrity and honesty that are essential for learning and assessment.
- Trying to pass off work created by AI as your own would constitute misconduct.
- Where AI is used to generate work that is not the learners own, or to gain an unfair advantage over other learners.
- Writing assistants and other AI that have are used to write, paraphrase, or change the style and composition of written assessments.
- AI that has been used to cheat, plagiarise, or falsify the work of learner.
- Learners who misuse AI such that the work they submit for assessment is not their own will have committed malpractice and may attract severe sanctions.

Please familiarise yourself with our Malpractice and Maladministration Policy at **https://www.rospa.com/rospaweb/docs/qualifications/malpractice-and-maladministration-policy.pdf**

Penalties that RoSPA s (awarding organisation) apply, include:

- A written warning
- The loss of marks for a section, component or unit

- Disqualification from a unit, all units or qualifications; or
- A ban from taking assessments a set period of time.

Please see link to Sanctions Policy **https://www.rospa.com/Qualifications/Policies.aspx**

Contact us

If you suspect any form of malpractice, please contact RoSPA Qualifications on the details below.

We recognise that you may be worried that by reporting such issues you may be subject to some adverse action. RoSPA Qualifications have a Whistleblowing Policy in place.

The policy provides you with information about the Public Interest Disclosure Act as well as the process by which you may whistle-blow. It also explains that there are certain protections in place to protect whistle-blowers.

If you wish to make an allegation in accordance with the arrangements outlined in this document, or you need more information, please contact us on:

0121 248 2115 or enquiries-rq@ROSPA.com

Appendix 1

Declaration of Authentication

Learner Name:..... Form Number(QMS):.....

Unit Assessment Name/Number:.....

Centres

Each learner is required to sign a declaration, before submitting their work to their trainer/assessor, stating that the work is their own and that any assistance given and/or sources used have been acknowledged. Ensuring that they do so is the responsibility of the Centre.

Learners

The work you submit for assessment must be your own. Should you copy from someone else, allow another learner to copy from you, or plagiarise in any other way, you may be disqualified for the unit concerned.

Declaration by Learner

I have produced the attached work without assistance other than that which is acceptable under the Centre Assessment Guidance.

Learner name.....

Learner signature..... Date.....

Declaration by Tutor/Assessor

I confirm that:

1. The learners work was conducted under the conditions laid out by the Qualification Specification and Centre Assessment Guidance.

2. I have authenticated the learners work and I am satisfied that to the best of my knowledge, the work produced is solely that of the learner.

Tutor/Assessor Name.....

Tutor/Assessor signature..... Date.....