



ARTIFICIAL INTELLIGENCE (AI) POLICY

OCTOBER 2024

Version:	1
Original Policy issued:	October 2024
Next review date:	October 2025
Review Cycle:	Annually
Name originator/author:	Joss New - Deputy Head of Lifelong Learning
Contact details:	Joss.new@richmondandwandsworth.gov.uk T: 020 8871 5372 M: 07867 151502
Target Audience	All

Contents

Section	Page
1 Purpose	3
2 Trust and Transparency	3
3 Responsibility and Accountability	3
4 Identifying Misuse and Potential Indicators of AI Misuse	4
5 Reporting AI Misuse	4

Artificial Intelligence (AI) Policy

1 | Purpose

This policy outlines the guidelines and regulations for the ethical and responsible use of artificial intelligence (AI) technologies within Wandsworth Council Lifelong Learning. It aims to ensure that AI is utilized in a manner that aligns with our values, respects privacy, promotes transparency, and fosters inclusivity.

2 | Trust and Transparency

In the context of assessment, the use of AI refers to leveraging AI tools and technologies to gather information and content for work submitted toward a qualification. This may involve applying AI-powered algorithms, machine learning models, and data-driven processes to collect, analyse, and generate insights or content that enhance the quality and effectiveness of learners' work.

Wandsworth Council Lifelong Learning upholds high standards of academic and assessment integrity. We regard both the inappropriate use of AI software for the completion of an assignment and the outsourcing of an assignment to a third party as collusion and represents a deliberate intention to pass off the work of others as the learner's own. Consequently, the misuse of AI tools in relation to qualification assessments at any time, and the subcontracting of assignments, is prohibited and constitutes malpractice.

3 | Responsibility and Accountability

The Joint Council for Qualifications (JCQ) General Regulations for Approved Centres state that learners are required to submit work for assessments which is their own and should not be copied or paraphrased from another source such as an AI tool. You can find the regulations here: [JCQ Regulations](#)

The use of AI tools may be considered malpractice if it shows that a learner has not independently demonstrated their own level of achievement. AI tools are only permitted when assessment conditions explicitly allow internet use and when the learner is able to demonstrate that the final submission is a product of their own independent work and thinking.

More details can be found on the JCQ website, here: [JCQ AI Use in Assessments Guidance](#)

Examples of AI misuse include but are not limited to:

- Copying or paraphrasing sections of AI-generated content so that the work is no longer the student's own.
- Copying or paraphrasing whole responses of AI-generated content.
- Using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation or calculations.
- Failing to acknowledge use of AI tools when they have been used as a source of information.
- Incomplete or poor acknowledgement of AI tools.
- Submitting work with intentionally incomplete or misleading references or bibliographies.

4 | Identifying Misuse and Potential Indicators of Misuse

Learners are advised that they are accountable for the output of their assessment and how it was produced. This means that they should be able to distinguish which ideas are their own and which are derived from other sources such as AI software like ChatGPT, Bing Chat or other authors, and that they are not attempting to gain an unfair advantage by presenting the content as their own.

If AI has been used, the learner must show the name of the AI source used and the date the content was generated. A copy of the question and the response that it generated must be kept for authentication purposes in a non-editable format such as a screen shot and also provide an explanation as to how it has been used.

All learners submitting coursework on completion of their course, will be asked to sign a Qualification Achievement form to confirm that their evidence is their own. If AI has been used but not declared this will be treated as plagiarism and will be investigated accordingly.

5 | Reporting AI Misuse

- Tutors and skills coaches must only accept work for assessment which they consider to be that of the learner.
- Tutors must ensure that learners have signed the Qualification Achievement form to confirm that the work they submit is their own work.
- Where tutors and skills coaches have doubts about the authenticity of a learner's work submitted for assessment (for example, they suspect that parts of it have been generated by AI, but this has not been acknowledged), they must investigate and notify their line manager who will investigate case.
- If AI misuse is detected or suspected by the centre and the declaration of authentication has been signed, the case must be reported to the relevant awarding organisation.
- The procedure is detailed in the JCQ Suspected Malpractice: Policies and Procedures, which you can find here: [JCQ Suspected Malpractice Policies & Procedures](#)