Policy on the Use of AI Tools by Learners During Assessments

Effective Date: March 2025
Review Date: December 2027

1. Purpose

This policy establishes guidelines for the use of artificial intelligence (AI) tools by learners during assessments at **Achieve UK Training Ltd**. It ensures academic integrity and fairness while recognizing the evolving role of AI in education.

2. Scope

This policy applies to all learners enrolled in courses at Achieve UK Training Ltd and covers all forms of assessments, including written exams, assignments, practical evaluations, and online tests.

3. General Principles

- AI tools, such as ChatGPT, Grammarly, and coding assistants, may support learning but must not be used in a way that undermines academic integrity.
- The allowance of AI use will be clearly communicated by instructors based on assessment requirements.

4. Permitted Use of AI Tools

AI tools may be used **only when explicitly permitted** by the instructor. Acceptable uses include:

- **AI-Assisted Learning**: Grammar checking, language improvement, and summarizing content for assignments.
- **Research Support**: Using AI to generate ideas or structure responses while ensuring originality.
- **Coding Assistance**: AI tools may be used for programming tasks, provided learners demonstrate their understanding of the work.

5. Prohibited Use of AI Tools

The following uses of AI tools during assessments are strictly **prohibited**, unless explicitly authorized:

- **Automated Answer Generation**: Using AI to generate responses for quizzes, exams, or assessments.
- **Plagiarism and Misrepresentation**: Submitting AI-generated work as one's own without acknowledgment.
- **Cheating in Examinations**: Using AI tools during closed-book or supervised assessments.
- **Fabrication of Information**: Generating false citations, data, or misleading information.

6. Detection and Consequences

- AI-detection tools may be used to verify the authenticity of learner submissions.
- Any violation of this policy will be treated as academic misconduct and will be subject to disciplinary actions, including:
    - **Warnings** for minor infractions.
    - **Grade penalties** or resubmission requirements for breaches.
    - **Course failure or further disciplinary action** for serious or repeated offenses.

7. Appeals Process

Learners may appeal any disciplinary actions if they believe their AI usage was within permissible guidelines. Appeals must be submitted in writing to the academic integrity committee within **five (5) working days** of the decision.

8. Policy Review and Updates

This policy will be reviewed periodically to ensure it reflects technological advancements and educational best practices. Updates will be communicated to all learners and staff.

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