End-Point Assessment Services

Policy on the use of Artificial Intelligence

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Contents.

Owner and version control

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Signature:		**Next review date:**	November 2024

Purpose:

Best Practice Network is committed to ensuring authentic Assessments are carried out supporting the reduction of improper use of Artificial Intelligence (AI) and Plagiarism in learners' evidence across qualifications and assessments.

The purpose of this policy is to maintain End-Point Assessment integrity and ensure that apprentices' assessment tasks are based on their own understanding, effort, and creativity.

Scope:

AI is the ability of machines and software to think like humans. It has the potential to make decisions and judgements just like humans. Within qualifications and assessments, it has the ability to write answers, respond to questions and complete assessments based on what an individual has input. This policy prohibits the use of artificial intelligence (AI) or any automated tools in completing end-point assessments. It applies to all apprentices assessed by Best Practice Network as part of their end-point assessment.

Prohibition of AI Usage:

a) Apprentices are strictly prohibited from using AI, machine learning algorithms, or any other automated tools to complete their end-point assessments.
b) All submitted EPA tasks and any task carried out as part of the EPA, must be the original work of the apprentice, and any use of AI or automated tools to generate content, ideas, or solutions is strictly prohibited.

Assessment Integrity:

a) Apprentices are expected to uphold the principles of assessment integrity, honesty, and responsibility in all assessment activities.
b) Plagiarism, including the use of AI-generated content without proper attribution, is a violation of assessment integrity and will be subject to disciplinary actions.

Knowledge, Skills and Behaviour Development:

a) The purpose of EPA is to assess apprentices' knowledge, skills and behaviours acquired during their apprenticeship programme.
b) Using AI to complete assessments undermines the learning process and hinders the development of critical thinking, problem-solving abilities, and creativity.

Assessment Methods:

a) Best Practice Network shall design assessments that require individual thinking, analysis, and application of learned concepts.
b) Assessments will be structured in a way that discourages or prevents the use of AI as a substitute for individual effort, subject to Standard specific requirements of an individual Assessment Plan.

Detection and Prevention:

a) Best Practice Network assessors, invigilators and the assessments team will use various methods and technologies to detect potential AI usage in EPA.
b) Apprentices must be informed about the measures taken to identify AI-generated content and the consequences of such usage.

Consequences of Policy Violation:

a) Violation of this policy will result in penalties, which may include failing grades and escalation to appropriate stakeholder organisations, depending on the severity of the offense and institutional policies.

Ways to Check for AI Usage:

- Invigilation: Assessors and/or invigilators will check for use of AI within invigilated activity.
- Plagiarism Detection Software: BPN will utilise available and relevant plagiarism detection tools such as Grammarly and CPT Zero to identify similarities between assessments and known AI-generated content.
- In-Depth Evaluation: Review assessments for inconsistencies in writing style, unusual vocabulary, or unnatural language patterns that may indicate AI usage.

Best Practice Network will:

- Individual Assessments: Design assignments that are tailored to each student's understanding and require personalised responses, making it difficult for AI-generated content to fulfil the criteria.
- Verbal Defence: In some cases, conduct oral assessments to allow students to explain their assessments and demonstrate their understanding of the topic.
- Knowledge-Based Questions: Include questions in assessments that require students to apply their knowledge beyond the scope of readily available AI-generated information.
- Randomised Elements: Introduce randomised elements or scenarios that prevent students from relying solely on pre-existing AI-generated materials.

By implementing this policy and employing effective detection methods, Best Practice Network can ensure a fair and genuine learning environment that promotes intellectual growth and academic excellence.