EMBRACE AI

AI Student Assessment Guidance

DN COLLEGES GROUP

Doncaster College

UNIVERSITY CAMPUS DONCASTER

North Lindsey College

ucnl University Campus North Lincolnshire

Humber Energy Skills Training Academy

Introduction

AI tools can be powerful and change the way we work.

As you get ready for jobs that use AI, we want to help you learn how to use these tools properly and understand their impact. Instead of banning AI, we're here to teach you how to use it effectively, ethically, critically, and transparently.

EMBRACE AI

Ethical:
We will place safe, ethical and responsible use of AI at the forefront of considerations.

Mastery:
We will support staff and students to develop the skills they need to make appropriate use of AI tools in their studies and thrive in an AI enabled workplace and wider world.

Benefit:
We will ensure staff have the skills to maximise the value of AI, to help reduce workload and support effective teaching and learning.

Resource:
We will aim to ensure students and staff have access to AI tools and resources that they need.

Academic Integrity:
We will ensure academic integrity is maintained, whilst allowing students to develop the skills they need.

Collaborate:
We will work collaboratively and share best practice.

Expand:
We will seek to expand our capabilities and knowledge in AI integration and usage.

AI and Assessments

Never use AI tools to generate assessment content and submit it as your own work. This is academic misconduct. DN Colleges Group has measures to ensure you understand the importance of submitting your own original work and to detect any potential misconduct.

Your tutor will explain the two assessment options available to you.

Option 1 – The use of AI is not permitted. This assessment is meant to evaluate your own understanding, critical thinking, research skills, and ability to create responses independently. Using AI will be considered cheating and may lead to penalties according to DN Colleges Group's academic misconduct rules.

Option 2 – The use of AI is permitted. In some cases, DN Colleges Group may want you to use AI as part of your assessment. Your teacher will inform you of this. They will give clear guidance on how to use AI. The options and examples below show examples of how AI may be used appropriately in your assessment.

- **Idea Generation:** Use AI to brainstorm ideas, concepts, and arguments. It can help you come up with diverse perspectives that you can further research and develop.
- **Understanding Technical Concepts:** Input challenging terms or concepts into AI to get more accessible explanations.

- **Exploring Counterarguments:** Use AI tools to create potential counterarguments when analysing a topic. This can help you anticipate opposing viewpoints.
- **Structure:** Use AI to provide an outline structure for your work. This can help you organise your thoughts and ideas.
- **Question Generation:** Use AI to generate an initial set of questions and to answer common questions you may have.
- **Learning New Skills:** AI can recommend resources, tutorials, and exercises to help you learn new skills or deepen your understanding of a topic related to your assessment.
- **Data Analysis:** Utilise AI tools to analyse large datasets, helping you identify trends, patterns, and insights that you can include in your analysis.

Guidance on Using AI Tools in College

General Principles
- **Understand AI Capabilities and Limitations:** Learn how AI tools work and what they can and cannot do. This will help you use them effectively and responsibly.
- **Use AI as a Supplement, not a Substitute:** AI tools can assist with understanding topics or organising your thoughts, but they should not replace your own analysis or critical thinking. Relying solely on AI can limit your learning and understanding.

Academic Integrity
- **Avoid Using AI for Assessment Content:** Do not use AI to create or complete assessment content. Submitting AI-generated work as your own is considered cheating. You may be asked to sign a statement confirming that your submission is original and that you haven't used AI.
- **Follow Course-Specific AI Rules:** Follow specific instructions provided by your tutor regarding AI use in assessments. If AI use is banned, you must comply. Ignoring these rules can lead to academic misconduct penalties.
- **Ensure Your Work Is Original:** Make sure all submitted work reflects your own understanding and effort. Using AI to generate or complete assignments without proper acknowledgment is plagiarism.

Accuracy and Bias
- **Check AI-Generated Content for Accuracy:** Always verify the accuracy of information provided by AI. AI tools can produce errors and misinformation, so double-check facts using reliable sources.
- **Be Aware of AI Bias:** AI tools can produce biased and incorrect results. Critically evaluate the information provided and be careful of potential biases.

Proper Use and Referencing
- **Properly Reference AI-Generated Content:** If you use AI tools in your work, reference them correctly to maintain academic integrity. Clearly indicate how AI was used in your assignments.
- **Avoid Uploading Your Work to AI Tools:** To protect the originality of your work, do not upload it to AI platforms.

Using Grammarly, Translation Tools and Other Writing Support
- **Some tools like Grammarly or translation software can help with spelling, punctuation and grammar (SPAG).** These tools must not be used to write, rewrite, translate full paragraphs, or change your ideas for you this is classed as using generative AI and may be academic misconduct.
- **You may only use SPAG checking features when your tutor or awarding body allows it.** Some awarding organisations ban Grammarly completely, so always follow the rules for your course.
- **If you use Grammarly or similar tools for SPAG, you must:**
  - Be honest about their use
  - Reference them where appropriate
  - Make sure the final work is your own words, ideas and understanding
- These tools should support your writing does not replace it.

Privacy and Security
- **Protect Sensitive Information:** Do not input personal, financial, or confidential information into AI tools. Be cautious with prompts that could require such details.
- **Be Informed About Data Policies:** Understand the data collection and usage policies of AI platforms to ensure your data is handled responsibly.

Seeking Help and Staying Informed
- **Ask for Guidance on AI Use:** If you're unsure about using AI tools or how to cite AI-generated content, consult your course teacher or the Academic Services department.
- **Stay Updated on Course Guidelines:** Keep up with your course guidelines and information about academic integrity. Pay attention to marking criteria and intended learning

outcomes to meet course requirements.
- **Be Aware of Age Requirements:** Most AI tools have age restrictions and may require parental consent if you are under 18. Ensure you have appropriate permission before using these tools.

Ethical Considerations
- **Understand AI Ethics:** Be aware of ethical issues surrounding AI use. Act with honesty, integrity, and academic responsibility, using AI tools only to support your learning.

Referencing AI & AI Explanations
When using AI in your work, it's important to reference it properly to maintain honesty and transparency. If you don't, it could be considered cheating, and you might face penalties according to your college's rules. It is also important to stay up to date with the latest definitions and information regarding AI.

More detailed advice can be found on Academic Services Lib Guides below

- FE Doncaster and FE North Lindsey — Our basic recommendation based on Cite Them Right.
- HE Doncaster and UCNL — Please go to the correct format for your course and follow the links to the awarding institution's AI guidance.