

## Use of AI in Evidence Submissions for End-Point Assessment - Do's and Don'ts for Apprentices

### Do:

**Understand the Guidelines:** Familiarise yourself with the guidelines and policies related to the use of AI in evidence submissions or assessments provided by your Training Provider, employer, and End-Point Assessment Organisation (EPAO).

**Transparent Disclosure:** Clearly disclose if any AI tools or technologies were used in generating or analysing evidence. Transparency is essential to maintain academic or professional integrity.

**Demonstrate Understanding:** Clearly articulate your understanding of the AI tools utilised, explaining how they contribute to the evidence. This demonstrates your comprehension of both the subject matter and the technology.

**Cite Sources and References:** Properly cite the AI tools, algorithms, or models you used in your evidence. Just as you would cite traditional sources, acknowledge the AI tools that played a role in your work.

**Validate Results:** Validate the results produced by AI tools using additional methods or alternative sources. This ensures the reliability and accuracy of the AI-generated content.

**Ethical Considerations:** Be aware of the ethical implications surrounding the use of AI. Ensure that the AI tools align with ethical standards, and consider the potential biases and limitations associated with these technologies.

**Seek Guidance:** If in doubt, seek guidance from your manager, training provider or EPAO. Clarify any uncertainties regarding the appropriate use of AI in your research when compiling evidence for submission.

**Stay informed:** about advancements in AI technology and its applications.

### Don't:

**Plagiarise:** Do not use AI tools to generate content without proper attribution, as it will be considered plagiarism. Always give credit to the original sources or tools.

**Overreliance:** Do not solely rely on AI-generated content. You may wish to use AI as a tool to support your research, but it must be your own critical thinking and understanding that are evident in the final submission. This will be tested through questioning as part of the assessment.

**Ignore Ethical Concerns:** Do not overlook ethical considerations associated with AI. Be mindful of potential biases, fairness issues, and unintended consequences that may arise from the use of AI tools.

**Obscure AI Usage:** Do not attempt to hide or obscure the use of AI in your evidence submissions. Clearly disclose any involvement of AI technologies to maintain transparency and academic honesty.

**Assume Perfection:** Do not assume that AI-generated results are infallible. Acknowledge the limitations and uncertainties associated with AI and ensure you take steps to validate any generated content.

**Ignore Guidelines:** Do not disregard the guidelines set by your Training Provider or EPAO regarding the use of AI in either evidence submissions or the actual End-Point assessment. Disregarding this guidance could lead to allegations of malpractice, which if investigated and found to be true could disqualify you from your EPA or have your grade revoked.

**Lack of Documentation:** Do not forget to document the process of using AI, including the parameters, models, and datasets employed. Proper documentation enhances the credibility of your evidence.

**Use AI during an End-Point Assessment:** The use of AI is strictly prohibited during any part of your End-Point Assessment. If you are found to be accessing AI platforms during your assessments, this will be deemed as malpractice and investigated as such. See Marshall Assessment Malpractice & Maladministration (external) policy available in the policies section of Marshall Assessment's website – <https://www.marshall-assessment.com/our-policies>