

Student Guidance: Use of Generative Artificial Intelligence

February 2024

Kaplan International Pathways is dedicated to supporting students and college and digital pathways staff in the responsible and ethical use of generative Artificial Intelligence.

Providing our students with the skills they need to be successful now and in the future is essential. With the continuous advancements in generative AI, we have committed to reviewing this guidance **monthly and providing updates as needed** during the 2023 – 24 academic year.

Generative AI

We believe that generative AI can be a useful learning tool. Later in the document you will find a list of recommended uses you can experiment with.

You are accountable for submitting your own assessments. They must be your own work. If you use generative AI tools you must reference their use and evaluate the output to make sure it is relevant, accurate and free from bias or errors. Do not copy and paste directly from an AI tool because we are assessing your written English as well as your ideas and research.

We do not recommend you use generative AI tools such as ChatGPT as a source of information or facts. It is often wrong and outdated. If you do use generative AI as a source, you should make sure to do the following three steps:

Evaluate the information

You need to check the information is accurate and up to date. Generative AI often creates false information and there is no evidence that it is correct.

Find a second source

If you do use the information from a generative AI tool, you will need to find another source that shows the information is correct. If you don't, you might be using false inaccurate information.

Reference your sources

Follow the referencing guide below. You may also need to complete a declaration. Check the assessment instructions before you submit to be sure.

Assessments are an opportunity for you to demonstrate your knowledge and abilities. If you are not sure about using a generative AI tool, ask your teacher.

Academic Integrity Policy

You **must not** submit work generated wholly or in part by a generative AI tool without appropriate referencing. Presenting work or ideas taken from any source without citation or reference is plagiarism - this includes generative AI.

Submissions suspected to be generated either wholly or in part by an AI tool without appropriate referencing will be flagged as suspected **plagiarism** by the marker. Any suspected cases will be dealt with via the existing Academic Integrity process found in [Chapter 7 Academic Integrity](#) of the [Academic Standards and Quality Manual](#).

	Unacceptable uses of generative AI	What you should do
×	Using generative AI to write your whole assessment and submitting it as your own.	You need to submit your own work.
×	Using a paraphrasing or translation tool to transform other people's work and submitting it as your own.	If you paraphrase someone else's work, you need to reference it. Use your own words and reference the original work.
×	Using inaccurate or false references generated by an AI.	Some tools may be able to help you do research but you should check and use those sources yourself.
×	Using an AI tool to answer a question in an exam.	You should not use or access any outside sources other than those permitted in your exams. You must follow the assessment instructions.
×	Generating false data.	You may not know if the data is real or not if you ask an AI tool. You must find the source and check it is real data and cite the source.
×	Uploading information to an AI tool that is not your own.	Sharing other people's information or data is unethical if you do not have permission.

	Uses of generative AI that you need to be careful with	What you should do
?	Referencing generative AI content but using it for large parts of your assessment.	Do not use a prompt such as 'write an essay about...' and then quote the generative AI as the source of large sections of, or the whole piece of work.
?	Including AI generated ideas or sources without understanding them.	If you use generative AI to find ideas or sources, you must check you understand them. Your learning is being assessed and you need to check the sources are useful for your work. Generative AI tools should never be the only source used.
?	Assuming the generative AI is correct.	AI tools are not always correct. They are trained on old data, they make mistakes and cannot fact check themselves. Use your own judgement by checking every idea and demonstrating your own abilities.
?	Summarising complex texts, ideas or concepts.	This is a good use of generative AI but make sure you check the information using other sources but do not present the text or ideas as your own. Remember, you should not be uploading data or information into a generative AI tool that is not your own.
?	Proof reading, formatting and checking spelling and grammar.	This acceptable and a good use of these types of tools but you still need to be careful. You must make sure none of the work is rewritten for you as it will no longer be yours. Also, you may not know what will happen to the information. Look for a tool with a clear data privacy policy you trust.

	Acceptable uses of generative AI	What you could do
✓	Organising and presenting work.	Using an outline or structure provided by an AI tool could be a useful starting point for an assessment.
✓	As a research tool.	Not only can generative AI give you information on a topic, but you can also ask questions about it and develop a deeper understanding. Be careful – misinformation can occur and you should always check your sources.
✓	Developing notes you have taken in class or from other sources.	You can ask specific questions about areas you may have missed in your notes.
✓	"Quoting" a short extract the generative AI has produced following the referencing guideline below.	It should be short and reasonable within the scope of the assessment you are completing.
✓	Practise for an exam or test you have coming up.	Ask Gen AI to quiz you on a topic to test your knowledge and prepare for an upcoming assessment. Remember, the information may not be reliable.

Referencing generative AI

The use of generative AI must be appropriately acknowledged within your work following the Harvard APA standard [How to cite ChatGPT \(apastyle.apa.org\)](https://apastyle.apa.org).

Remember:

We do not recommend you use generative AI tools such as ChatGPT as a source of information or facts. It is often wrong and outdated. If you do use generative AI as a source, you should evaluate the information, find a second source and reference your sources.

Citation

(OpenAI, 2023)

Quotation

When given a follow-up prompt of “What is a more accurate representation?” the ChatGPT-generated text indicated that “different brain regions work together to support various cognitive processes” and “the functional specialization of different regions can change in response to experience and environmental factors” (OpenAI, 2023; see Appendix A for the full transcript).

Referencing

Open AI, (2023), ChatGPT 14 March [Large Language Model] <https://chat.openai.com/chat>

Images

Julius Caesar ‘Image’

Note. Image generated with the prompt “Julius Caesar” by OpenAI, ChatGPT, 2023 (<https://chat.openai.com/chat>).