

P-8.44 USE OF AI IN ASSESSMENT POLICY

Purpose

The purpose of this policy is to provide guidance around appropriate use of Artificial Intelligence (AI) in Assessment.

Scope

This policy applies to all students enrolled with ECTARC Training Services (ETS).

Definitions

Cheating is the act of attempting to circumvent the assessment practices in an unethical or illegal manner.

Plagiarism is a form of cheating. Plagiarism is the practice of claiming or implying original authorship of (or incorporating material from) someone else's written or creative work, in whole or in part, into one's own without adequate acknowledgement.

Cheating and plagiarism are serious breaches of academic integrity and may result in disciplinary action, including exclusion from a unit, module, or course. To maintain integrity in assessment, students must ensure that all work submitted is their own and properly reference any external sources used.

Examples of cheating and plagiarism include, but are not limited to:

- Submitting any work created by another person as one's own, whether intentional or unintentional.
- Copying another student's work or allowing another student to copy one's work.
- Submitting work that is substantially identical to another student's work.
- Using unauthorised materials or assistance during an assessment.
- Falsifying data or information within an assessment.
- Failing to properly acknowledge sources, including information copied from the internet.

Deployment

ETS is committed to upholding the principles of academic integrity in all training and assessment activities. Academic integrity ensures that all students demonstrate honesty, responsibility, and fairness in their learning and assessment processes.

To help deter this behaviour, ETS clearly communicates to students:

- Support services available to students so those who are struggling with course content do not resort to cheating.
- The potential risk of students jeopardising the safety of children, if adequate skills and knowledge required for the workforce are not gained.
- The value of academic integrity and that the positives outweigh the negatives.
- The importance of having a sense of pride in their own work and the downfalls of outsourcing their work to third parties.
- Preventative actions that ETS takes to detect and respond to potential cheating.

Generative AI

ETS acknowledges the increasing use of Generative Artificial Intelligence (AI) tools in various educational and workplace settings. While these tools can support learning and skill development, their use in assessment must align with principles of academic integrity and the competency-based assessment requirements of the Australian VET sector.

Students are expected to demonstrate their own knowledge, skills, and competence in assessment tasks. The unauthorised use of Generative AI tools to produce, modify, or complete assessments without proper acknowledgment may be considered academic misconduct, including plagiarism or cheating.

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Permitted Use of Generative AI

Generative AI may be used in assessments only under the following conditions:

- When explicitly permitted by ETS within a specific assessment task or unit.
- When students transparently acknowledge the use of AI-generated content, detailing the extent of AI assistance.
- When AI is used to support research, idea generation, or structuring responses, but final submissions must reflect the student's understanding and original work.

Prohibited Use of Generative AI

The following uses of Generative AI are considered breaches of academic integrity:

- Submitting AI-generated responses as original student work without acknowledgment.
- Using AI tools to complete assessments intended to measure individual competency.
- Fabricating evidence, data, or work-based examples using AI.
- Bypassing assessment conditions that require independent completion, such as supervised assessments or practical demonstrations.

ETS reserves the right to verify student submissions using AI detection tools, plagiarism-checking software, and direct questioning to confirm the authenticity of student work. Suspected misuse of AI will be investigated under ETS' academic integrity and misconduct procedures.

Student Responsibilities

Students must ensure that all assessments are completed independently unless group work is explicitly permitted. If unsure about proper referencing or citation methods, students should seek guidance from their Training and Development Officer (TDO) before submitting assessments.

Students must ensure that any AI-generated content used in assessments is properly referenced and does not compromise the integrity of their learning outcomes. If unsure, students should seek clarification from their trainer and assessor before submitting work.

All students are required to sign a declaration when submitting assessments, confirming that the work is their own, except where references to external sources are clearly acknowledged. Any suspected breaches of academic integrity will be investigated under ETS' academic misconduct procedures.

VERSION CONTROL	DATE RELEASED	NEXT REVIEW	APPROVED BY	AMENDMENT
Version 1	March 2026	March 2027	ECTARC Leadership	New Policy