

Use of Artificial Intelligence (AI) tools

Supplementary statement to the Malpractice and Maladministration Policy

Introduction and scope

1. progress minded is an End Point Assessment Organisation (EPAO) recognised by Ofqual.
2. As a recognised EPAO, progress minded is subject to external quality assurance by Ofqual on behalf of the Institute for Apprenticeships and Technical Education.
3. Assessments are also delivered in accordance with UK Equalities Law.
4. progress minded aims to ensure that equality of opportunity is promoted in access to apprenticeship assessments and that unlawful or unfair discrimination, whether direct or indirect, is eliminated.
5. This supplementary statement establishes the guidelines for the use of artificial intelligence (AI) tools in end point assessments and should be read in conjunction with the Malpractice and Maladministration Policy.

Our position

- a. At progress minded, we believe that technology, including AI, can support high quality preparation and reflection when used ethically and responsibly.
- b. However, all work submitted for assessment must represent the apprentice's own understanding and competence.
- c. Where AI is used appropriately, it can contribute to meaningful learning. Where it is misused, it may be considered and treated as malpractice.

Permitted use of AI

6. Apprentices may use AI tools to support their learning and assessment preparation as long as the final submitted work and assessment materials reflect their own original thinking.
7. Permitted uses include:
 - a. Apprentices may use AI to help explain the knowledge, skills and behaviours (KSBs) or grading descriptors in clearer terms.
 - b. AI may be used to help break down complex requirements and prepare confidently for the assessment.
 - c. AI may be used to explore ideas, consider different perspectives, or brainstorm approaches to a written task.
 - d. Apprentices may use AI to structure their thoughts before drafting their own written work.
 - e. Apprentices may use AI to gather factual information or definitions to support their knowledge base before starting a task.

- i. This includes comparing sources or reviewing background content, in the same way they might use a search engine.
- f. AI may be used to check grammar, spelling, clarity or sentence structure.
- g. Suggestions from AI should be reviewed and understood by the apprentice before any changes are made.

Unacceptable use of AI

- 8. Whilst AI can support preparation, it must never replace the apprentice's own understanding or misrepresent their abilities.
- 9. The following uses are not permitted:
 - a. AI must not be used to produce full or partial responses that The Apprentice submits as their own. This includes copying AI-generated text into submissions without adapting or understanding it.
 - i. Assessment must reflect the apprentice's own ideas, not the tool's output.
 - b. AI must not be used to complete written tasks on the apprentice's behalf where they have not engaged with the learning or developed the required competence.
 - i. Using AI to respond without a solid understanding of the topic risks undermining the validity of the assessment.
 - c. Apprentices must not use AI tools and present the work as entirely their own without acknowledging support.
 - i. If AI has been used in a significant way, this should be clearly stated within the submission

Transparency and accountability

- 10. Where AI tools have been used during the preparation or drafting of a submission, we expect apprentices to:
 - a. Be open about how they used the tool.
 - b. Appropriately reference the AI tool within their evidence.
 - c. Only include content they understand and can explain.
 - d. Ensure the final submission is fully their own work, meeting the assessment requirements independently.
- 11. Assessors may ask additional questions in the EPA to verify the apprentice's understanding of the work submitted, especially where AI use is suspected.

Monitoring and consequences

- 12. If an apprentice is found to have used AI in a way that is not permitted within their assessment, the incident will be investigated in line with our Malpractice and Maladministration Policy.
- 13. This may include requiring work to be resubmitted or grading the assessment with a fail outcome.