Guidelines on Using AI in Academic Assessments

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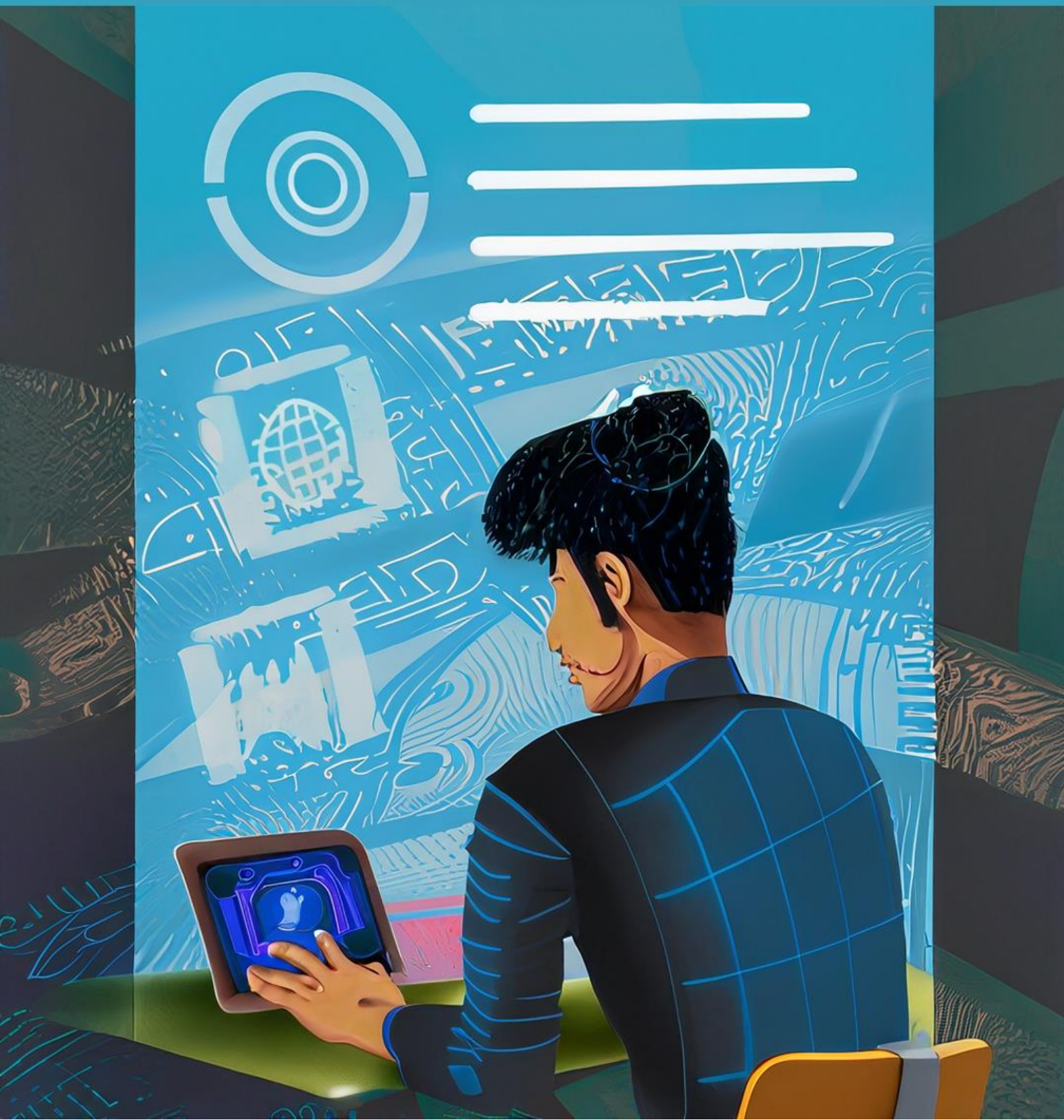

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Introduction

The growing use of artificial intelligence (AI) tools offers new ways to aid your learning and research. However, these tools must be used responsibly to maintain academic integrity. This guide gives you a clear framework for using AI ethically across different types of assessments. Remember, you do not have to use these tools, but if you do decide to use AI, you must keep an accurate record of how and where AI was used, along with the tool(s) used, the prompts entered and the original AI outputs.

Assessment Types

Essays

Description: Essays are written pieces that explore a particular topic, often requiring research, analysis, and the formulation of arguments.

- Use AI to generate ideas and talking points, not full paragraphs, or sections. This avoids academic misconduct and demonstrates your own analysis and writing skills.
- Attribute any direct text from AI tools. Make it clear which parts were AI-generated like you would use a quotation. This enhances transparency and avoids academic misconduct by properly citing AI content.
- Don't rely solely on AI for citations. Read and engage with the research. This ensures you fully understand the context and material, rather than superficial citing.

Conclusion: Abiding by these AI guidelines ensures your essays reflect your comprehension and analytical abilities.

Lab Reports & Data Interpretation

Description: Lab reports document and analyse the processes and outcomes of laboratory experiments.

- Use AI to double-check or aid you in your analysis, rather than to complete the full analysis. Record your workings and understanding. This demonstrates you can critically analyse and interpret data yourself.
- Don't falsify or manipulate data to fit AI-generated hypotheses. Real data is messy and can lead to unexpected insights. Fabricating data undermines the scientific process.
- Use AI ethically as a tool for understanding, not as a shortcut to avoid doing the analysis yourself. The goal is to expand your skills.

Conclusion: Proper use of AI in lab reports can aid analysis and ensure your findings' scientific integrity and authenticity.

September 2023

Workbooks and Skill-Based Assignments (SBAs)

Description: These tasks require you to demonstrate a specific ability or skill in a particular area, rather than theoretical knowledge, for example, linked questions that build on prior knowledge in a specific subject area that require students to justify their responses.

- It is unethical to use AI tools to complete these directly. This bypasses the learning process and defeats the purpose of the assessment.
- Use AI before or after completing these tasks to strengthen your understanding or to help you develop your skills. This enhances learning while upholding assessment integrity.

Conclusion: Abiding by these AI guidelines ensures that your workbooks/SBAs authentically demonstrate your practical abilities and proficiencies.

Paper Critiques / Case Studies

Description: Paper critiques involve evaluating and offering feedback on academic articles, papers, and reports.

- Read and understand papers fully before using AI to analyse them. AI cannot replace deep engagement with research.
- Use AI to generate questions, incites, and directions, then critique the material yourself using your judgment. This maintains your perspective and evaluative skills while benefiting from AI augmentation.
- Avoid plagiarising AI-generated comparisons between papers. Synthesise connections in your own words. Unique insights in your voice are central to robust critiques.

Conclusion: Authentic critiques display your analytical depth and ensure constructive scholarly discourse.

Literature Reviews

Description: Literature reviews synthesise current knowledge on a topic by analysing a wide range of published research.

- Read papers fully and take notes before using AI for synthesis. AI cannot replace understanding the context and details. Close reading provides the foundation to leverage AI for analysis.
- Use AI to suggest potential themes/relationships between papers, but the final connections should come from your analysis and writing. This enables you to demonstrate critical thinking and synthesis skills.
- Do not present an AI summary as your literature review. Your perspective is key; AI can inform but not replace your work.

Conclusion: Genuine literature reviews ensure that academic understandings are built on solid, well-understood foundations.

Research / Grant Proposals

Description: Research / Grant proposals outline planned studies or experiments, justifying their significance and methodology.

- Use AI to generate or brainstorm ideas after thoroughly reading background materials; don't rely solely on AI for proposals. Understanding the field is essential to proposing meaningful research directions.
- Fact-check AI suggestions carefully. Proposed experiments may seem plausible but be impractical or suboptimal. Vetting proposals with your knowledge and judgment is important.
- Provide original critical analysis of proposed experiments' feasibility, limitations, and value. This level of rigorous evaluation demonstrates your research competence.

Conclusion: Original proposals signal readiness for independent research and respect the integrity of the academic inquiry process.

Presentations

Description: Presentations communicate ideas, research findings, or proposals to an audience using slides and oral delivery.

- Use AI to create an outline or suggest talking points. The final presentation must reflect your understanding. The presentation should showcase your knowledge, not primarily consist of AI ideas.
- Do not use AI to falsify a real-time presentation transcript or speech without transparency. Deceptively presenting AI content as your own would be unethical.
- Be open to using AI to practice refining speech or slides. Explain your process. Transparency around any AI augmentation enables proper assessment of your skills.

Conclusion: Authentic presentations establish trust with your audience and demonstrate your true grasp of the subject matter.

Podcasts

Description: Podcasts are audio programs that discuss, inform, or entertain on specific topics.

- Do not falsify your or others' voices with AI without consent and transparency. Falsely representing AI voices misleads listeners.
- Use AI to refine outlines and scripts, but ensure the final content uses your own words and understanding. Podcasts should feature your perspective, not just reused AI ideas.
- Attribute any AI-generated text used verbatim. Do not present it as your ideas. Properly cite AI content to maintain transparency and trust.

Conclusion: Integrity in podcasts ensures genuine content, building credibility and trust with listeners.

Posters

Description: Posters visually communicate research findings or ideas, often presented in conferences or academic settings.

- Use AI ethically to refine outlines and draft text/figures. Posters should showcase your understanding. The product should reflect your knowledge.
- Avoid plagiarising or falsifying data analysis. Methods and results should be genuine. Fabricated or copied content undermines research integrity.
- Indicate which elements were AI-generated by attributing any figures or text directly. This enables proper evaluation.

Conclusion: Authentic posters accurately represent research and uphold the standards of academic communication. Use AI to help get the information across.

Conclusion

Using AI in your academic work presents great opportunities, but keeping principles of honesty and integrity in mind is crucial. By following these guidelines, you can use AI effectively without compromising on the quality or ethics of your work. Remember, the aim is to use AI to enhance, not replace, your skills and understanding. Your lecturers are here to support you as you navigate these tools. With care and consideration, AI can be a valuable part of your learning journey.