

Academic Year 2023/2024

Acceptable and Unacceptable use of Generative Artificial Intelligence in Assessment – Guidance for staff and students

Introduction

Generative Artificial Intelligence (GAI) tools are software applications that create content in any form (including but not limited to text, graphs, data, code, images, audio and video) automatically based on the prompt of the user. Examples include, but are not limited to, OpenAI's ChatGPT, Google Bard, Microsoft's BingChat, DALL-E (and DALL-E2), and Perplexity.ai.

Artificial intelligence tools are rapidly developing and becoming embedded into everyday activities across personal and professional boundaries. In order to ensure our graduates have the skills and experience they will need in their future careers the University of Liverpool seek to incorporate the affordances of such technology in their pedagogical approach, however it is also vital that such technology is used in an ethical manner and does not undermine academic integrity principles. Therefore we will seek to ensure that staff and students develop their Artificial Intelligence Literacy, enabling both to utilise such technology in authentic, relevant ways to enhance education and employability skills whilst maintaining academic standards.

In order to help students and staff to use such technologies appropriately the University has developed this guidance on acceptable and unacceptable uses of GAI and AI tools and citation. This guidance serves as the University's default position on usage. If module or programme component leaders wish students to use GAI in a different way, for example as part of an assessment, **students will be informed of this specifically in module materials and assignment briefs**. In these cases, specific guidance will be provided in the assignment brief on what constitutes appropriate use of the GAI tools and how the work from such tools should be cited.

Acceptable Uses of GAI Tools

In general, using GAI tools for preparatory research work for an assignment is considered acceptable practice, **however such tools should never be the only source of information used**. GAI tools are not academic sources, they do not produce fact checked content, reproduce inherent biases in provision of information, and often cannot accurately state the sources from which the content provided has been gathered. Therefore it is vital that students use academic sources and trusted disciplinary specific sources when developing their work. None of the text generated by AI should be used in submitted work unless quoted and referenced as such. Rather, AI can help students synthesise their ideas

so that they are in a better position to write an assignment. It may be helpful for students to consider GAI tools in a similar light to Wikipedia, as a source of information, but not always a reliable one.

See some specific acceptable uses of GAI here:

- Initial research into a topic, idea or concept to gain an overview for example: “what are the main ethical concerns for students when using generative artificial intelligence tools?”
- Identifying/summarising core concepts or viewpoints in a particular disciplinary area for example “what were the prevalent influences on 19th century writers?” or “what are some alternative explanations to string theory?”
- Summarising texts- you can cut and paste a section of text into a GAI tool and ask it to summarise the content. This is especially useful if you are unsure that you understand what the key message or concept in a piece of text is
- Taking notes during group work discussions
- Getting ideas on how to present work
- Organising work
- Formatting a reference list
- Quoting a short excerpt from the content generated by artificial intelligence tools in an assignment, attributing the content to the tool used through appropriate citation and referencing conventions in subject area.

It is also possible to use GAI tools for proof reading and self- assessment (i.e. to get feedback on your work prior to submission), as deemed acceptable according to section 2.4 of the University’s Academic Integrity Policy ([Code of Practice on Assessment, Appendix L](#)) - however, it is not clear what happens to the data submitted to Generative Artificial Intelligence Tools. For example, ChatGPT has an option to turn off chat history so that data submitted will not be used for training the system and deleted after 30 days, but this must be selected and other tools may not have this option. Therefore, the University do not recommend students upload their work to sites that do not have clear privacy policies and opt outs. Equally, it is not advisable to upload any personal or sensitive data onto these systems.

Unacceptable Uses of GAI Tools

- Student generating an assignment submission and passing it off as their own work
- Submitting content generated by artificial intelligence tools without appropriate and correctly presented acknowledgement and citation of the source.
- Using tools which paraphrase text to pass off the work of another person (including another student), organisation, or content generated by artificial intelligence as the student’s own.

- Using manual or machine translation to translate the work of another person (including another student) or organisation originally developed in a language other than English without appropriate and correctly presented acknowledgement and citation of the original source.
- Submitting assessed work where use of GAI has been cited, but the prompt given is in contravention of good academic practice* e.g. “write me a conclusion for my essay on XXXX”. All work submitted must be the student’s own in line with section 9.1 of the University’s [Code of Practice on Assessment](#)
- Using tools in any other way that conflicts with the standards articulated (1) in programme level guidance or (2) in module level guidance or (3) in the instructions you were given for the specific piece of assessed work.
- Uploading any data generated from empirical research projects in contravention of ethical approval conditions, for example information on participants of research studies .

*Good Academic Practice as stated in the Academic Integrity Policy: Guidelines for Students ([CoPA, Appendix L, Annexe 1](#)) is demonstrated through :

- Honesty and integrity
- Trustworthiness
- Respect for the wider academic community and your fellow students
- Fairness, knowing that you have truly earned the marks awarded for your work and that you have not used unfair means to gain an advantage

Poor Academic Practice

If students base their work purely on the output generated by GAI/AI tools, and do not consult any other sources of information, it is unlikely that their work will be (1) completely accurate and/or (2) have the sufficient depth of understanding and critique expected for the level of study (e.g. UG/PGT/PGR). Students are encouraged to go directly to academic and discipline specific sources for a number of reasons. It is possible that AI tools and/or secondary sources might have misinterpreted or misrepresented information which will result in students importing errors into their work. Additionally engaging with academic and discipline specific sources allows students to critically engage with academic literature and develop their own thoughts and ideas. Students who do not do this are unlikely to get the grade they would prefer. Assessment is an important part of learning and students who do not complete assessments appropriately risk not only wasting their own time at University, but also not having the necessary skills required by employers when they leave.

Academic Misuse of GAI Tools

If students use GAI tools in an unacceptable way, as outlined in this document and the Academic Integrity Policy (Appendix L of the Code of Practice on Assessment) they risk receiving a penalty for academic misconduct. The penalties for academic misconduct are ranked from A to E, ranging from Minor Error (A) to Unfair and/or Dishonest Academic Practice or Research Misconduct (E). Information on penalties is included in the Academic Integrity Policy ([CoPA, Appendix L](#)) and accompanying Guidelines for Students ([CoPA, Appendix L, Annexe 1](#)). Academic misconduct is taken very seriously, and penalties vary from losing marks to termination of studies. If students are struggling with their studies, or are unsure of the what is and is not acceptable on a particular assignment brief they should contact their module or programme component leader/convener for support and/or advice.

Referencing GAI Tools

Using GAI/AI tools for research and in preparation of work does not require citation. Prior to the introduction of GAI, students were not required to reference google searches, sources that had not directly informed their submitted work or use of spell checkers. Therefore the use of GAI for similar purposes need not be referenced, unless an assignment brief specifically states otherwise.

It is unlikely that students will need to directly quote content from AI generated sources very often due to the limitations of GAI tools. Students need to critically evaluate any content generated using AI. However, in certain circumstances, or for particular content types, this may be required. For example part of the assessment may require the use of AI to generate text which is then critiqued by the student. In these instances, if students' work includes a verbatim quotation, embedded image or figure this should be referenced within the text or content of the assignment and also in the reference list. Students should use the referencing system they have been instructed to use within their discipline (e.g. Harvard, APA, Chicago etc.) The majority of referencing systems have guidance on how to quote content generated by GAI/AI tools (usually with reference to ChatGPT) so students should consult these if they are unable to find what they need on [citethemright](#)

[APA guide to citing Generative Artificial Intelligence tools](#)

[Chicago Guide to citing Generative Artificial Intelligence tools](#)

[Harvard Guide to citing Generative Artificial Intelligence tools](#)

[MLA Guide to citing Generative Artificial Intelligence tools](#)

Here are some examples of referencing GAI content:

Verbatim quote:

Many myths exist in British society related to historical quotations. However, in the age of the internet such myths could be coming to an end. For example, asking ChatGPT “Who said “Everyone is a genius. But if you judge a fish by its ability to climb a tree, it will live its whole life believing that it is stupid”?” it gives the following response “The quote “Everyone is a genius. But if you judge a fish by its ability to climb a tree, it will live its whole life believing that it is stupid” is often attributed to Albert Einstein. However, there is no concrete evidence that Einstein actually said or wrote these exact words. The quote is more likely a paraphrase or interpretation of Einstein’s views on education and individual abilities rather than a direct quote from him.” (OpenAI ChatGPT, 2023).

Reference

OpenAI ChatGPT (2023) ChatGPT in response to Sally Bloggs 23 March. Available at: <https://chat.openai.com/>

Image generation with DALL-E 2:

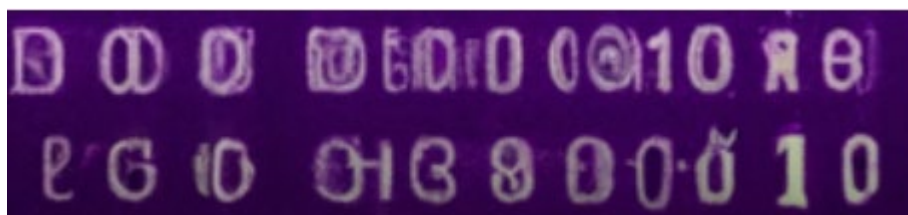
Acknowledgement:

I acknowledge the use of DALL-E 2 (<https://openai.com/product/dall-e-2>) to create a bespoke image which I used without modification within this blog article.

Description of use of AI:

Prompt: computer code on a dark purple background digital art

Output:



Reference:

OpenAI DALL-E (2023) DALL-E 2 [Digital Art] 10 August. Available at: <https://openai.com/product/dall-e-2>.

This example has been taken from: Newcastle University. (2023). *AI and Academic Integrity*. Newcastle University Academic Skills Kit. Retrieved 20 August, 2023, from <https://www.ncl.ac.uk/academic-skills-kit/good-academic-practice/artificial-intelligence/academic-integrity/>

Further Information/Contact

If students have questions regarding appropriate use of GAI/AI tools or referencing thereof they should get in touch with their module lead or visit [KnowHow - Library at University of Liverpool](#)

Staff looking for advice on appropriate use of GAI/AI tools should contact CIE.
cie@liverpool.ac.uk



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