

CIPD Assessment AI (Artificial Intelligence) Policy

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Introduction

CIPD's membership assessments are a direct route to membership for those with relevant experience in the people profession and the way people professions can reach the chartered grades of membership.

The purpose of this policy is to establish guidelines for the use of artificial intelligence (AI) in written assessment evidence for membership assessments delivered by CIPD including Experience Assessment and Upgrade assessments.

Scope

This policy applies to all candidates assessed by CIPD.

Policy

Ethical use

Candidates are expected to use AI responsibly and ethically in any written assessment. This includes:

- Using AI tools to enhance their understanding of assessment criteria (Knowledge and Behaviours within the membership standards) and to develop their readiness to respond to assessment questions.
- Not using AI tools to plagiarise or to generate written work that is not their own original work.
- Being transparent about their use of AI tools in their written assessment work.

Appropriate purposes

AI tools may be used in written assessment for the following purposes:

- Gathering information and conducting research. Candidates may use AI tools to search for information, gather data, and conduct research relevant to their work and the assessment.
- Generating ideas and brainstorming. Candidates may use AI tools to generate ideas, brainstorm solutions, and explore different perspectives related to the assessment questions.
- Revising and editing work: Candidates may use AI tools to check for grammar and spelling errors and identify areas for improvement in their written work.

Inappropriate Purposes

AI tools may not be used in written assessment for the following purposes:

- Plagiarising. Candidates may not use AI tools to generate text that is not their own original work and submit this text for assessment.
- Completing assessment questions without understanding the material. Candidates may not use AI tools to generate written responses without having competence in the knowledge or behaviour being assessed.
- Submitting work that is not their own. Candidates may not submit written work that was generated by AI tools without clear attribution and explanation.

Transparency

Candidates are expected to be transparent about their use of AI tools in their written assessment work. This includes:

- Acknowledging the use of AI tools in their written responses, including identification of specific tools used and the extent of their use.
- Referencing specific text generated using AI if included in written responses.
- Being open to questions about the use of AI tools in their written assessment.

Malpractice

Violations of this policy will be considered malpractice.

Candidates who have used AI for inappropriate purposes may receive a fail outcome or be required to resubmit their written work.

Review

This policy will be reviewed and updated as necessary.