



Policy Title	Use of Generative AI in Course Assessment
Issued By	Educational Policy Committee
Contact	Office of the Provost
Approved By	Brescia Council
Effective Date	July 1, 2023
Last Review	June 5, 2023
Next Review	June, 2028

PURPOSE:

This policy provides instructors with guidance about the use of generative AI (AI) to meet course assessment requirements, including, but not limited to class participation, assignments submitted for grading, tests, and exams.

BACKGROUND:

AI has been evolving dramatically over the past year, becoming adept at writing essays, writing code, checking grammar, creating graphic art, and translating text. Over time, AI has been integrated into existing tools, such as search engines (e.g., Bing) or word processor grammar checkers (e.g., Word). As AI continues to advance, it is important that instructors become familiar with the AI tools available to students and understand their strengths and weaknesses. It is also critical that instructors clearly and consistently express their expectations to students about the use of AI in course assessments and explain their rationale for these expectations.

SCOPE:

This policy applies to the Academic area of Brescia University College (Brescia).

POLICY:

This policy recognizes that AI tools including (but not limited to) writing and coding assistants and translation services may be used by students to complete course assessment requirements.

We ask that instructors clearly communicate their expectations regarding the use of AI to students, so they can successfully complete assessments without fear of committing a scholastic offence. If an AI statement is not included in syllabi or assignment instructions, students might, correctly or incorrectly, assume that the use of AI is permitted.

We recommend that instructors include a specific statement about AI in course syllabi and in assignment instructions. We recognize that some faculty may wish to prohibit AI entirely, others will allow use of AI tools in all circumstances, while still other instructors may wish to allow AI use for specific assignments and activities, or the use of specific AI tools. Instructors may adopt one of three options: a) students may use AI, b) students may use AI for specific assignments, in specific ways, or use specific AI tools or c) students cannot use AI.

Students May Use AI

The statement should indicate that AI is allowed for assessments, and any required information related to the use of AI in assessment that should be submitted.

Examples that may be combined or adapted for use in your class (Source: *ChatGPT and Generative AI in the Classroom – Office of the Vice-Provost, Innovations in Undergraduate Education*, n.d.)

- Students are encouraged to make use of technology including generative artificial intelligence tools, to contribute to their understanding of the course materials.
- Students may use artificial intelligence tools, including generative AI, in this course as learning aids or to help produce assignments, However, students are ultimately accountable for the work they submit.
- Students must submit as an appendix to their assignments, any content produced by an AI tool, and the prompt used to generate the content.
- Any content produced by an AI tool must be cited appropriately.
- Students may choose to use generative AI tools as they work through the assignments in this course; this use must be documented in an appendix for each assignment. The documentation should include what tool(s) were used, how they were used, and how they were incorporated into the submitted work.

Students May Use AI on Specific Assessments, in Specific Ways, or Specific Tools

Be specific about the limitations you are placing on the use of AI in assessments. Keep in mind that a complex set of rules or requirements may make following these requirements more difficult for students. Please indicate in your syllabi and assignment instructions:

- a) On which assessments AI is permitted and what type of AI tools are permitted. For example, you may wish to allow students to use Grammarly, but not allow other AI tools. Or you may allow the use of AI in some assessments but not others.
- b) How AI should be cited, if permitted.
- c) Rules about students' accountability for the use of AI.
- d) A warning about AI 's tendency to provide deceptive or incorrect information.
- e) Any actions required of the student that will allow the instructor to determine if AI has been used, e.g., requiring the submission of research notes.
- f) The consequences of inappropriate use of AI.

Examples that may be combined or adapted for use in your class (Source: *ChatGPT and Generative AI in the Classroom – Office of the Vice-Provost, Innovations in Undergraduate Education*, n.d.)

- Students may use artificial intelligence tools for creating an outline for an assignment, but the final submitted assignment must be original work produced by the individual student alone.
- Students may not use AI tools for taking tests or exams in this course but may use generative AI tools for other assignments.
- Student may use the following, and only these generative artificial intelligence tools in completing their assignments for this course: (List here). No other generative AI technologies are allowed to be used for assessments in this course. If you have any questions about the use of AI applications for course work, please speak with the instructor.

Students Cannot Use AI

As AI tools become integrated into commonly used applications, (e.g., Word grammar checking, or Bing search engine), it is important to be clear what functionality of an application are permitted or forbidden. Please include a statement that indicates the potential consequences of using AI when it is forbidden.

Examples that may be combined or adapted for use in your class (Source: *ChatGPT and Generative AI in the Classroom – Office of the Vice-Provost, Innovations in Undergraduate Education*, n.d.)

- Using generative AI, including ChatGPT or other AI writing assistants for graded course assessments is a scholastic offence which may be subject to the penalties outlined in the academic calendar. When you use AI to do your work, you are submitting work for academic credit that is not your own.
- Representing as one's own, an idea or expression of an idea that was AI-generated may be considered an academic offense in this course.
- Students may not copy or paraphrase from any generative AI applications, including ChatGPT and other AI Writing and coding assistants, for the purpose of completing assignments in this course.
- The use of generative AI in this course will be considered plagiarism, a scholastic offence.

Course Assessment

Online exams and tests should not be used in courses taught in person, to reduce the incidence of cheating, including the use of AI. Exceptions to this guideline should be approved by the Associate Academic Dean or in his/her absence by the Provost.

Additional Considerations

- If you are using AI applications that require a subscription fee, consider allowing students to opt out.
- If you are using AI applications, note that the applications terms of use may change during the term.
- Consider explaining your rationale for permitting or forbidding the use of AI, explaining the benefits of AI to learning or the negative impact on the learning outcomes of the course or assessment.
- If a course has a group assignment, you should consider how you might determine which group member completed which part of the assignment.

Detection and Enforcement of Course Level AI Policy:

Currently the software that detects AI is unreliable, so instructors should not use services such as GPTZero, GPT2Output Detector, or Turnitin's AI detector. As the reliability of these services change, you will be notified about Western's policy on the use of AI detectors.

Manual detection strategies include looking for repetitive words and phrases, incoherence, incorrect grammar or punctuation, lack of sourcing, inaccuracies, missing, incorrect, or fabricated citations. Additionally, the instructor may note inconsistencies in writing between assignments authored by a single student that might suggest that AI has been used.

Prohibited use of generative AI is treated as a scholastic offence. If you identify a prohibited use of AI in a graded assessment, you should meet with the student if practicable and appropriate. If you decide that there is evidence of a scholastic offence, you should notify your Chair and provide to them the evidence supporting the allegation of a scholastic offence. The Chair will proceed as outlined in the Academic Calendar. For further guidance consult with the Associate Academic Dean or refer to the section on scholastic offences in the Academic Calendar (https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_20).

If you plan to require that students submit evidence that the work submitted is their own, (e.g., research notes) or evidence how AI was used in the creation of the assessment (e.g., AI query or AI output), or, for group work, or a document indicating which student completed which part of an assessment, please include this requirement in your course policy on the syllabi and assignment instructions.

References

ChatGPT and Generative AI in the Classroom – Office of the Vice-Provost, Innovations in Undergraduate Education. (n.d.). Retrieved May 15, 2023, from <https://www.viceprovostundergrad.utoronto.ca/strategic-priorities/digital-learning/special-initiative-artificial-intelligence/>