

# ARTIFICIAL INTELLIGENCE POLICY

## Introduction

Excel Me delivers End Point Assessments (EPAs) in accordance with the assessment plans published and maintained by the Institute for Apprenticeships and Technical Education (IfATE) and is subject to external quality assurance from Ofqual. The purpose of this policy is to establish guidelines for the use of artificial intelligence (AI) in assessment work for EPAs delivered by Excel Me.

This policy applies to all apprentices and training providers participating in EPAs conducted by Excel Me as an End Point Assessment Organisation (EPAO).

## Policy

Apprentices are expected to use AI responsibly. This includes:

- Using AI tools to enhance their understanding of the Knowledge, Skills and Behaviours within the apprenticeship assessment plan, and to develop their readiness to respond to assessment questions.
- Avoiding 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.

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

- Gathering information and conducting research.
- Apprentices may use AI tools to generate ideas, and explore different perspectives related to the assessment question.
- Apprentices may use AI tools to check for grammar and spelling errors and identify areas for improvement in their written work.

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

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

Apprentices 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 work.

## Malpractice

Violations of this policy will be considered malpractice. Apprentices who have used AI for inappropriate purposes may receive a fail outcome for their EPA or being required to resubmit their written work.

## Excel Me Contact Details

Excel Me, Anchor House, Birch Street, Walsall, West Midlands, WS2 8HZ

**Tel:** 01922 645097

**Opening Hours:** Monday to Friday 8.00-16.00

**Website:** [www.excelme.co.uk](http://www.excelme.co.uk)

**Email:** [info@excelme.co.uk](mailto:info@excelme.co.uk)