# Use of Generative AI Policy

# Awarding Organisation

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## Introduction

This document sets out the Institute of Workplace and Facilities Management ("IWFM") position on the use of Generative Artificial Intelligence (AI) in IWFM assessments.

It is for use by recognised centres and learners, who are delivering or registered on the IWFM regulated qualifications or units within or outside the UK. It is also for use by IWFM staff to ensure that IWFM's approach to the use of AI in its assessments is consistent.

The purpose of this policy is to establish guidelines for the safe and ethical use of AI in IWFM assessments.

This policy ensures that the use of AI technologies maintains fairness, integrity, and confidentiality, while providing accurate, valid and reliable assessment outcomes.

## Centre responsibility

Centres should establish clear guidelines and policies to guide the responsible integration of AI in the formative assessment process without compromising the integrity of any summative assessment.

It is important that all centre staff involved in the management, assessment and quality assurance of the IWFM qualifications, together with learners, are fully aware of the contents of this policy.

## Review arrangements

IWFM will review the policy annually as part of the self-evaluation arrangements and will revise it as and when necessary, in response to customer and learner feedback, changes in IWFM practices, actions from the Regulatory Authorities or external agencies, changes in legislation, or trends identified from previous investigations.

'Regulatory Authorities' refer to, either individually or jointly; Ofqual, SQA Accreditation, Qualifications Wales and CCEA Regulation in Northern Ireland.

In addition, this policy may be updated considering operational feedback to ensure IWFM arrangements remain effective.

To feedback any views please contact IWFM via the details provided at the end of this policy.

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## Maintaining Assessment Integrity

Unless explicitly stated otherwise, learners should assume that the use of Generative AI within an IWFM assessment is not permitted unless it is only used as a clearly referenced source in the same way that other sources are used and reference.

IWFM expects its learners to produce original content attributed to their authorship in all assessments as they must demonstrate their own knowledge, skills and understanding.

This means that the final assessment submitted must not be copied or paraphrased from another source including from a Generative AI tool. The work must reflect their independent work and therefore must be in the learners own words.

## Misuse of Generative AI

The term malpractice when using AI in the assessment process refers to behaviour that violates the principles of fairness, integrity, or confidentiality in the use of generative AI technologies.

It extends to actions that undermine the validity and reliability of the assessment process which leads to or has the potential to lead to unfair advantages or disadvantages for individuals or groups.

Examples of the misuse of generative AI tools includes, but is not limited to:

- Copying or paraphrasing sections of AI generated content without proper attribution.
- Copying or paraphrasing sections of AI generated content so that it is no longer the learners own work
- Submitting whole responses (or paraphrasing whole responses) of AI-generated content as the learner's own work.
- Failing to acknowledge or reference the use of AI tools when it has been used as a source of information.
- Providing incomplete or poor acknowledgment/referencing of the use of AI tools.
- Submitting work with intentionally incomplete or misleading references or bibliographies.

The misuse of generative AI tools at any time constitutes malpractice and the identification of a suspected or proven use in any submitted work for assessment (that has not been correctly referenced and acknowledged) will initiate an investigation in line with the IWFM Malpractice and Maladministration Policy.

IWFM has created a guidance document on the Use of Generative Artificial Intelligence (AI) which should be read alongside this policy.

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## Contact us

Any queries about the contents of the policy please contact:

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