



Chartered
Governance
Institute
UK & Ireland

Artificial Intelligence (AI) Use in Assessment Policy: Candidates

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1. Introduction

Artificial Intelligence (AI) tools can be very helpful in supporting learning and development. Tools such as grammar checkers, research assistants and data analysis programmes can help improve the quality of a candidates work. At CGIUKI, we value innovation and recognise the role AI can play in modern education.

This policy is designed to help candidates understand how to use AI responsibly during assessments. As tools like ChatGPT, Copilot, Grammarly, and others become more widely available, it's important to set clear expectations that protect academic integrity while also encouraging ethical and constructive use.

2. Who is this policy for?

This policy is for all candidates taking a CGIUKI assessment. These include qualifications assessed through written online exams, assignments or other forms of summative and formative assessment.

3. Scope

CGIUKI is committed to ensuring that assessments for all qualifications, reflect genuine learning and personal achievement. Assessments are an opportunity to showcase independent thinking, critical analysis and engagement with the subject.

The policy applies to summative assessments for all CGIUKIU qualifications and is especially relevant for candidates preparing a written assignment for a Sector Qualification.

4. Acceptable use of AI

AI tools may be used in assessments only if the assessment brief allows it. Their use, however, must be transparent, ethical, and aligned with the learning outcomes of each qualification.

Acceptable use includes:

- generating ideas or “brainstorming” a topic,
- improving grammar, spelling, or sentence structure,
- summarising source material for personal understanding and,
- drafting outlines or exploring alternative phrasing.

Where AI use is permitted, candidates must acknowledge its use in their submission. This may include a brief statement describing the tool used and the nature of its contribution to the work.

5. Unacceptable use of AI

To ensure fairness for all candidates and to maintain the value of the qualifications, AI should not be used to generate full or partial responses for assessment questions. This includes:

- submitting AI-generated content as original work,
- using AI to answer exam questions or complete written assignments, and
- relying on AI to bypass critical thinking, analysis, or personal reflection.

Use of AI in this way undermines the integrity of the assessment process and may lead to an investigation into suspected malpractice under the Candidate Malpractice Policy.

6. Written Assignments

Written assignments should reflect a candidate's own, original ideas and work. AI can assist in refining ideas, but the content, structure and analysis should be unique to the candidate. Plagiarism, including the use of AI-generated content that is not properly attributed, is a serious academic offence.

Candidates should be transparent about how they have used AI in their work. If AI tools have contributed to research or the writing process in any way, then these should be acknowledged as part of the methodology and cited within academic references. This practice ensures clarity and maintains academic integrity. If any part of the assignment is found to be generated by AI without due attribution, it will be considered a breach of academic integrity and may result in disciplinary action.

7. AI Detection Software: Turnitin

Written assignments will be checked using Turnitin, an AI and plagiarism detection tool, that helps ensure that candidate work is original and properly referenced.

Turnitin compares candidate writing to a large database of academic sources, websites and other candidate papers.

- It highlights any text that closely matches other sources and gives a similarity score.
- It can detect if any parts of the assignment have been written using AI tools (like ChatGPT).
- It looks at writing patterns to check if the style seems different from typical human writing.

Assignments that result in a high AI or unusual similarity score, will be referred to the marker for further analysis. Candidates suspected of using unattributed AI will be investigated under the Candidate Malpractice Policy.

8. Support and Guidance

Candidates are encouraged to seek advice if they are unsure about the appropriate use of AI in a particular assessment. Any questions or request for advice should be emailed to examinations@cgi.org.uk.

9. Review and Monitoring

This policy will be reviewed on an annual basis to reflect developments in AI technology and any changes in regulatory guidance.