Artificial Intelligence Policy

Effective Date: 26th May 2023

This policy aims to provide guidelines and instructions to learners regarding the use of Artificial Intelligence (AI) content generation tools and technologies in the TEFL courses and assessments. While AI can be a valuable tool for learning and enhancing educational experiences, it is important to maintain academic integrity and ensure that assessments accurately reflect the learners' own knowledge and skills.

Key Policy Takeaway

Using any AI content tool to create some or all of any answer in a written assessment is strictly forbidden. All written answers in the assessments must be written in learners' own words at all times, without exception. Any answer found to contain AI generated content will be failed, a penalty fee will be applied, and if found repeatedly, the course will be failed.

This policy applies to all TEFL Institute learners.

1. **Purpose and Scope:**
    a. This policy seeks to clarify that the use of AI technologies is strictly prohibited during assessments, including but not limited to exams, quizzes, tests, and other forms of evaluations.
    b. It applies to all learners, including students, trainees, or individuals engaged in educational activities that involve assessments.
2. **Prohibited Use of AI in Assessments:**
    a. Learners must not utilize AI technologies, including AI-powered applications, software, or devices, during assessments.

b. This includes but is not limited to AI-enabled translation tools, AI "humanization" tools, answer generation tools, and any other AI-based tools that may provide direct assistance in answering assessment questions.

3. **Academic Integrity:**
   a. Learners are expected to uphold the principles of academic integrity, honesty, and personal responsibility when undertaking assessments.
   b. Assessment tasks should be completed independently, without the use of unauthorized aids or external assistance.

4. **Consequences of Violation:**
   a. Any violation of this AI usage policy during assessments may result in penalties, including but not limited to a penalty fee (€45), failing the assessment, and disqualification from the course.

5. **AI Detection**
   a. Our assessment team employs a range of AI detection tools when marking assessments. Should a high likelihood of AI content be found in an answer, it will be failed, and if 3 or more separate instances of AI generated content is found in a single assessment, the entire assessment will be failed and a penalty fee of €45 will be applied.

6. **Continuing After AI Content Has Been Found**
   a. Learners will be offered one single opportunity to remove all AI generated content from their work once it has been found.
   b. If further instances are found upon resubmission, the course will be permanently failed.

By adhering to this policy, learners demonstrate their commitment to academic integrity and the fair assessment of knowledge and skills. It is essential to understand and abide by this policy to ensure the authenticity of assessment results.

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