FDQ Policy on use of Artificial Intelligence (AI) in our qualifications and End-point Assessments (EPA)

Artificial Intelligence has fast developed in recent years. As it continues to change at pace, FDQ will review this Policy on a regular basis. We will monitor new AI innovation and application as well as Regulatory responses to new AI developments that may affect our qualifications and End-point Assessments. FDQ will comply with Regulatory requirements specific to use of AI and incorporate best practice from stakeholders in our Policy. We will also consider use of AI in development of our qualification products and assessments.

FDQ's approach to AI provides guidance

- to ensure quality and fairness for learners/apprentices

- to maintain the validity of our qualifications and assessments

- to maintain security of our qualifications and assessments

- to prevent malpractice and maladministration.

Guidance for FDQ assessments

FDQ centres must ensure the integrity of FDQ's qualifications and End-point Assessment is maintained. FDQ understands that learners/apprentices will use AI tools during their learning and assessment.

Centres are responsible for ensuring learners/apprentices understand all work they submit for assessment must be the learners'/apprentices' own work. Use of AI resources/tools to produce the work, must be declared. Failure to do so may be considered as plagiarism, AI misuse or malpractice and can lead to the learner /apprentice being penalised or even disqualified from their qualification or EPA.

Centres are responsible for providing information to learners/apprentices to help them understand the importance of only submitting their own work. FDQ recommends centres refer to JCQ Guidance and publications on use of AI.

Guidance for FDQ online assessments

For assessments delivered online via FDQAssess, centres are responsible for ensuring that there are no AI software, applications or tools installed on the device (eg laptop or computer) used for an FDQ examination/test. This includes spelling, grammar and translation applications and mathematics/science calculator applications.

FDQ does not permit centres to switch off or block such AI tools, applications and software during FDQ tests/examinations – they must be removed from the device the test is taken on well in advance of the test date (usually the day before the test).

Invigilators will check there is no AI present on the laptop, PC or device before the test begins. Any AI software/tools discovered must be removed and this must be reported to FDQ.

If an Invigilator finds a learner using AI software/tools during a test, the test will be stopped and the invigilator will report this to FDQ as potential malpractice. In such cases, FDQ may decide not to mark the test/examination and will issue a fail grade to the learner/apprentice and consider use of other penalties and sanctions.

FDQ Malpractice and Maladministration Policy

FDQ's Malpractice and Maladministration Policy sets out potential for misuse of AI in our assessments and examinations, including potential for plagiarism, and misuse of AI in examinations. We will treat, monitor and report on any potential and actual misuse of AI as set out in the Malpractice and Maladministration Policy on our website: www.fdq.org.uk/fdqpolicies.

FDQ centres

FDQ requires its centres to provide a copy of their own AI policy when approved as a FDQ centre. FDQ also requires centres to provide guidance to learners and ensure learners understand the importance of following examination and assessment rules to avoid potential malpractice issues.

Centres are advised to refer to JCQ's Guidance and resources on AI and assessment:

https://www.jcq.org.uk/wp-content/uploads/2024/07/AI-Use-in-Assessments_Feb24_v6.pdf

https://www.jcq.org.uk/wp-content/uploads/2024/02/JCQ-AI-poster-for-students-2.pdf