



# RoSPA Artificial Intelligence Policy 2025

<b>Policy Owner</b>	<b>RoSPA</b>
<b>Policy Lead</b>	<b>Head of Qualifications</b>
<b>Audience</b>	<b>Centres, Learners</b>
<b>Legislation and Regulation</b>	<b>DofE, OFQUAL</b>
<b>Formally endorsed by</b>	<b>Chief Financial Officer</b>
<b>Version</b>	<b>3</b>
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<b>Next Review</b>	<b>August 2026</b>
<b>Date effective from</b>	<b>October 1, 2025</b>

## 1. Guidance

This policy should be read and implemented by RoSPA Centres involved in the delivery of our qualifications.

## 2. Introduction

The purpose of this policy is to provide all RoSPA Recognised Centres with information and guidance to help them stay within our qualification and assessment guidelines. Please read it carefully.

## 3. Definitions

- **Artificial Intelligence:** Artificial Intelligence (AI) refers to the theory and development of computer systems capable of performing tasks that typically require human intelligence
- **Qualifications Management System:** QMS

## 4. Policy statement

We recognise the importance and benefits of using Artificial Intelligence (AI) tools in education. However, using any AI tools during an assessment is never permitted. The information and guidelines in this policy provides important information for Centres delivering our qualifications and Learners undertaking our qualifications.

## Policy

### What are AI Tools?

There are a variety of AI tools available, especially related to education, as listed in the categories below. Please note that many AI tools exist, and the omission of a specific tool (below) doesn't mean its use is permitted.

Type	What they do	Example tools
Chatbots	Generates written responses, answers questions, & checks work	ChatGPT (and GPT-4), Google Bard, Bing AI, Jasper AI, Copilot
AI writing assistants	Edits, rephrases, & rewrites text to improve writing	Grammarly, QuillBot, Hemingway Editor
Applications	Answers questions & completes numerous “homework help” tasks	Course Hero, Photomath, Socratic, Snapchat
Voice assistants	Takes voice commands to provide answers to questions & operate portions of devices	Siri, Alexa, Google Assistant, Cortana

AI tools currently pose challenges related to Learner assessments and data privacy. Many AI tools quickly answer assessment questions and generate in-depth written responses. Data Privacy can also be put at risk, as AI Tools such as ChatGPT can save personal information typed into it and this can then be given as a response to other users.

## Acceptable AI Use

RoSPA wants to make it clear that we will not be permitting the use of any AI tools in completion of our course assessments.

## RoSPA Responsibilities

RoSPA already have agreed policies in place relating to assessment standards. RoSPA also undertakes the following steps to reduce the risks associated with AI misuse:

- All Learning Outcomes are designed to minimise the risk of AI Tools being used in assessments
- Ongoing monitoring through EQA Centre Visits and practical Moderation Visits – EQA/Moderator to check correlation of performance and written work across all assessments
- EQA/Moderator to check that there are no signs of Learner malpractice in the form of:
  - Plagiarism; copying and passing off AI as either the whole or part of the Learner's own assessed work
- Develop low risk practical and written assessments observed within the learning environment
- Declaration of Authentication Form to be completed, if necessary, where assessments are completed outside of the learning environment.

## Centre Responsibilities

It is important that all staff that are involved in the management, assessment and quality assurance of our qualifications are fully aware and understand the points below. This includes Learners, where appropriate:

- Contents of this policy
- Your Centre's risk management for identification of malpractice and maladministration for different types of written assessments (e.g. workbooks, session plans and written assignments) and the arrangements in place to mitigate malpractice and maladministration
- RoSPA Malpractice and Maladministration Policy which is available from our online Qualifications Management System (QMS)
- How to report a suspected or actual malpractice/maladministration case to RoSPA.

Failure to report suspected or actual malpractice or maladministration cases or have in place effective arrangements to prevent such cases, may lead to sanctions being imposed on your Centre. Please refer to the RoSPA Sanctions Policy for details of the sanctions that may be imposed, which is available from our online Qualifications Management System (QMS).

Centres must ensure that all qualification assessments are carried out under invigilated conditions. Where this is not the case, such as re-submission of assessments or where a Learner is granted a reasonable adjustment or special consideration and written assignments are completed in their own time, a signed **Declaration of Authentication Form** must be submitted with assessments for moderation. **See Appendix 1.**

Centres must report any knowledge they have of any AI misuse to RoSPA, and this will be investigated.

Where Learners breach the rules for written assessments, Awarding Organisations have an obligation to investigate and may apply penalties or sanctions.

### **You should be aware that the following constitute malpractice:**

- The use of AI would violate the academic integrity and honesty that are essential for learning and assessment
- Trying to pass off work created by AI as your own would constitute misconduct.
- Where AI is used to generate work that is not the Learner's own, or to gain an unfair advantage over other Learners
- Writing assistants and other AI that are used to write, paraphrase, or change the style and composition of written assessments
- AI that has been used to cheat, plagiarise, or falsify the work of Learner
- Learners who misuse AI so that the work they submit for assessment is not their own will have committed malpractice and may attract severe sanctions

Please familiarise yourself with our Malpractice and Maladministration Policy which is available from our online Qualifications Management System (QMS).

### **Penalties that RoSPA may apply, include:**

- A written warning
- The loss of marks for a section, component or unit
- Disqualification from a unit, all units or qualifications; or
- A ban from taking assessments for a set period of time.

Please refer to our Sanctions Policy which is available from our online Qualifications Management System (QMS).

### **Contact us**

If you suspect any form of malpractice, please contact RoSPA on the details below.

We recognise that you may be worried that by reporting such issues you may be subject to some adverse action. RoSPA have a Whistleblowing Policy in place. This policy provides you with information about the Public Interest Disclosure Act as well as the process by which you

may whistle blow. It also explains that there are certain protections in place to protect whistleblowers.

If you wish to make an allegation in accordance with the arrangements outlined in this document, or you need more information, please contact us on:

- **0121 248 2115 or [qualifications@ROSPA.com](mailto:qualifications@ROSPA.com)**

## **5. Responsibility and review**

We will review and update this policy annually and revise it on an ad hoc basis, in response to customer and Learner feedback, observations from our monitoring data, changes in our practices, current best practice, guidance from the qualifications regulator or external agencies, or changes in relevant legislation.

If you would like to feed back any views or opinions or have a query about any aspect of this policy, please contact us using the details below.

### **Contact us:**

- Telephone RoSPA on: 0121 248 2115
- Email us at: [qualifications@ROSPA.com](mailto:qualifications@ROSPA.com)
- Or write to us at:  
RoSPA  
RoSPA House  
28 Calthorpe Road  
Birmingham  
B15 1RP.

## **6. Evidence**

Effectiveness of this policy will be measured against assessment monitoring data and trends, collected by RoSPA.

### **Approved by:**

**Name::** Monique Klein      **Date:** 1/29/2026

DocuSigned by:  
  
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## Appendix 1: Related Documents

Document Title	Relationship to this policy
Declaration of Authentication Form	Required where Learner has completed assessments in an unsupervised learning environment.
Ofqual GCoR G8.1	Compliance with Ofqual's condition G8, completing assessments under required conditions <a href="https://www.gov.uk/search/all?manual%5B%5D=%2Fguidance%2Fofqual-handbook&amp;q=G">https://www.gov.uk/search/all?manual%5B%5D=%2Fguidance%2Fofqual-handbook&amp;q=G</a>
RoSPA Malpractice & Maladministration Policy	Breach of assessment rules. Available from our online Qualifications Management System (QMS).
RoSPA Sanctions Policy	Penalties that could be applied by RoSQUAL for malpractice Available from our online Qualifications Management System (QMS).

## **Declaration of Authentication**

**Learner Name:** ..... **Form Number (QMS):** .....

**Unit/Assessment Name/Number:** .....

### **Centres**

Each Learner is required to sign a declaration, before submitting work to the Trainer/Assessor, stating that the work is the Learner's own and that any assistance given and/or sources used have been acknowledged. Ensuring that they do so is the responsibility of the Centre.

### **Learners**

The work you submit for assessment must be your own. Should you copy from someone else, allow another Learner to copy from you, or plagiarise in any other way, you may be disqualified for the unit concerned.

### **Declaration by Learner**

I have produced the attached work without assistance other than that which is acceptable under the Centre Assessment Guidance.

#### **Learner**

**name**.....

**Learner signature**.....

**Date**.....

### **Declaration by Tutor/Assessor**

I confirm that:

1. The Learner's work was conducted under the conditions laid out by the Qualification Specification and Centre Assessment Guidance.
2. I have authenticated the Learner's work, and I am satisfied that, to the best of my knowledge, the work produced is solely that of the Learner.

**Tutor/Assessor name**.....

**Tutor/Assessor signature**.....

**Date**.....

## Appendix II: Document Provenance

Date endorsed	Category	Summarise changes made	Reason for change	Consulted	Changes endorsed by
XXXXX	New Policy			ELT, ARCom, BOT	BOT
August 2025	Policy Review	Updated contact email address	New email address	---	---