

NEAS Artificial Intelligence Use in Assessment Policy

1. Purpose

The purpose of this policy is to define the limited and transparent use of artificial intelligence (AI) tools in specific NEAS Professional Development (PD) assessment tasks, where such use supports professional learning without compromising academic integrity.

This policy operates in conjunction with the NEAS Professional Development Academic Integrity Policy and does not override its principles.

2. Scope

This addendum applies only to assessment tasks where AI use is explicitly permitted in the task instructions.

Unless expressly stated otherwise, AI use in assessment tasks is not permitted.

This addendum applies to:

- Participants enrolled in NEAS PD programs
- Assessors and NEAS staff involved in assessment and moderation

3. Definitions

For the purposes of this policy:

- **Artificial Intelligence (AI) Tools** refer to digital tools capable of generating, summarising, paraphrasing, translating, or otherwise modifying content (e.g. text, images, data).
- **Permitted AI Use** refers to specific, limited uses of AI tools that are explicitly allowed in the assessment instructions.
- **Substantive Content** refers to the core ideas, arguments, analysis, professional judgement, or conclusions of an assessment task.

4. Artificial Intelligence Use in Assessment Policy

4.1. Permitted Use of AI Tools

Where explicitly permitted, participants may use AI tools only for the purposes stated in the assessment instructions, which may include:

- Brainstorming or generating initial ideas

- Improving clarity, grammar, or expression of participant-authored text
- Assisting with summarisation of participant-generated notes
- Supporting reflection on practice (e.g. prompting reflective questions)

AI tools must not be used to:

- Generate substantive content
- Produce project designs, analyses, or conclusions
- Replace professional judgement or reflection
- Create work that is presented as the participant's own thinking.

4.2. Disclosure and Acknowledgement Requirements

Where AI use is permitted, participants must:

- Clearly acknowledge the use of AI tools in their submission
- Describe how the tool was used and for what purpose
- Ensure that all substantive content remains their own original work

Failure to appropriately disclose permitted AI use may be treated as a breach of academic integrity

4.3. Prohibited Use of AI Tools

Even where AI use is permitted, participants must not:

- Submit AI-generated content as original work
- Use AI to paraphrase or rewrite large sections of content
- Use AI to mask plagiarism or fabricate references
- Rely on AI output without critical evaluation.

4.4. Assessment and Review

- Assessors may consider disclosed AI use when evaluating submissions.
- Permitted AI use does not guarantee that a submission meets assessment requirements.
- Assessment decisions remain based on the published assessment criteria and professional judgement.

5. Quality Assurance and Compliance

5.1. Monitoring and Review

- The use of AI in NEAS PD assessment will be monitored to ensure consistency with this addendum.
- This addendum will be reviewed at least every three years, or earlier if required due to changes in:
 - AI capabilities
 - Sector practice

- Regulatory or ethical expectations

5.2. Responsibility

Oversight and review of this addendum rests with:

- NEAS Manager, Quality and Professional Development, or delegate

6. Related Forms and Documents

- AI use acknowledgement statements
- Assessment task instructions specifying permitted AI use
- Academic integrity declarations

7. Related Policies

This policy should be read in conjunction with:

- NEAS Professional Development Academic Integrity Policy
- NEAS Professional Development Assessment Policy
- NEAS Complaints and Appeals Policy
- NEAS Course Completion and Certification / Graduation Policy

Version Control			
Date	Version	Title	Owner
19/1/2026	1.0	NEAS Artificial Use in Assessment Policy	Manager Quality and Professional Development