

Centre for English and Additional Languages

Use of Generative AI in Assessed Work

At CEAL we adopt a forward thinking and pragmatic approach to the use of Generative AI¹ by students.

Each assessment will carry guidelines about what type of AI use is acceptable. If you cannot find these, or if they are unclear, please ask your teacher.

If there is a question over the inappropriate use of GenAI (“authorship”) we will carry out an investigation. If you are found to, on the balance of probabilities, have used Gen AI inappropriately, you will be asked to rewrite and resubmit. There will also be a cap on your grade.

For the first time this happens your essay grade will be capped at 60%. The second time the cap will be 40%. The third time will be raised as a case of academic misconduct to the exam board. Please note that records will be kept across all LUE courses. This means that if you submit inappropriate work in LUE1001, and then again in 4001, this will be seen as the second incidence.

You should keep a portfolio of your work (called the “work in progress folder”), including screenshots of interactions with GenAI, drafts, plans and anything you do in preparation for the assessment. You will submit all of this as a zip file alongside the essay. This will not be assessed and there is no penalty for non-submission. However, if there is a question over the authorship of your essay this can be taken into account.

If you are suspected of using AI inappropriately, the following will happen.

- We will arrange a time to have a meeting. There will be two members of staff in this meeting, and you can also bring a friend. This friend can give moral support and also help with language, if needed
- We will ask you questions about your essay and the process of writing it. We will also give you a chance to explain anything that you think is important. (Please note that not having enough time is not a reasonable explanation).
- We will then send you an email with our decision.

¹ Generative AI includes Chat GPT, Microsoft Copilot and similar software.