

Dos and Don'ts of Using AI in Assessments:

Introduction

KOI encourages students to use AI applications and digital tools in **ethical and responsible ways** that are consistent with institutional learning, assessment and academic integrity policies and procedures.

Therefore, it is crucial that the final product you submit is your own work and not just copied from an AI generator. We have **strict policies** regarding the use of AI in this course. If more than **30%** of your work is detected as being generated by AI in Turnitin, it must be reported, and you will face a **penalty**. If this happens for the first time, you will be required to resubmit your work, and a late penalty will be applied, along with a warning. For a second occurrence, you will receive a **formal letter** and **further penalties**. **DO NOT EXPOSE YOURSELF TO ACADEMIC INTEGRITY PROBLEMS.**

Dos

- **Do use AI as a supplementary tool:**

Use AI to help you understand concepts, generate ideas, or check your work, but always ensure the final product is your own.

- **Do use AI for brainstorming or idea generation:**

AI can be a tool for sparking new ideas or providing different perspectives, but the ideas you develop should be your own.

- **Do verify any information from AI with other sources:**

AI can generate useful insights, but you must verify its information to ensure accuracy and up-to-date knowledge.

- **Do cite AI when appropriate:**

If AI has contributed to generating ideas or content in your work, make sure to acknowledge it in your references section, following your institution's policy on AI use.

- **Do prepare for exams and quizzes using AI tools:**

Ask AI to generate practice questions, flashcards, or quizzes to help you prepare, but always rely on your own knowledge and understanding.

- **Do think about how AI could be used in your future job or profession:**

Consider how AI can enhance your skills in the professional world, while maintaining a balance between AI assistance and your own abilities.

Don'ts

- **Don't rely entirely on AI for your assessments:**

Your work should reflect your critical thinking, reasoning, and creativity. Over-reliance on AI tools can hinder your academic growth.

- **Don't copy and paste AI-generated content:**

Simply submitting content generated by AI as your own can be considered plagiarism. Ensure the content reflects your own ideas and contributions.

- **Don't assume AI is always correct:**

AI can make errors, and the information it generates might not always be accurate or up to date. Always double-check the information you use.

- **Don't breach academic integrity:**

Using AI to generate essays or solutions and then passing them off as your own work is unethical and will result in academic penalties.

- **Don't forget to use your textbook and other resources before using AI to study:**

AI should not be your first or only resource. Use textbooks, lecture materials, and other academic resources to deepen your understanding.

- **Don't assume you will not require writing or research skills in the future:**

Even in a world with AI, strong writing and research skills are essential for your professional development. Continue to build these skills.

References:

[1] https://koi.edu.au/policy_form/student-academic-integrity-procedure/

[2] <https://eca.libguides.com/c.php?g=966253&p=7058502>

[3] <https://www.deakin.edu.au/students/study-support/study-resources/artificial-intelligence/study-and-assessments>