

Mock AI Audit

Checklist Item	Questions to ask	Evidence	Status
Data and Privacy Audit	<ol style="list-style-type: none"> 1. Is the AI system only accessing the data it is meant to? 2. Have any new data fields been added w/o approval? 3. Are data retention periods being respected? 4. Is data processing still compliant w/ GDPR? 5. If sensitive data is now being used, has a DPIA been completed? 	<ol style="list-style-type: none"> 1. Contract screenshot 2. None per DPO 7/22/25 3. AI Inventory Assessment Template - Google Sheets 4. Security Compliances, Certifications, and Validations Grammarly 5. DPIA 	<input checked="" type="checkbox"/>
Algorithmic Performance Audit	<ol style="list-style-type: none"> 1. Spot check sample outputs for quality. Are error rates w/in acceptable boundaries? 2. Have there been any failures or concerns reported by students and staff? 3. For anything related to grading, how often is there a discrepancy between AI grades and teacher grades? 	<ol style="list-style-type: none"> 1. Error Log data 2. AI Incident Response Plan w/ log 3. AI Incident Response Plan w/ log 	<input checked="" type="checkbox"/>
Fairness and Bias Check	<ol style="list-style-type: none"> 1. What do you notice when you check the performance of certain groups? Does the AI system respond equally well or flag proportional numbers of students from different groups? 	<ol style="list-style-type: none"> 1. AI Incident Response Plan w/ log 	<input checked="" type="checkbox"/>
Compliance and Documentation Audit	<ol style="list-style-type: none"> 1. Is all required documentation up to date? 2. Do you have the necessary documents from the AI provider? 3. Has the AI system been updated to reflect any new regulations? 	<ol style="list-style-type: none"> 1. AI AUDIT CHECKLIST.pdf 2. Security Compliances, Certifications, and Validations Grammarly 	<input checked="" type="checkbox"/>
Human Oversight and Feedback	<ol style="list-style-type: none"> 1. How is human oversight working in practice? 2. How is the process of reporting AI-related issues working? 3. Consider interviewing users as part of this process to tell the story of process AND lived experience. 	<ol style="list-style-type: none"> 1. Continuous Improvement Framework Template.pdf 2. Module 8 Notification Process Flowchart Tool.pdf 3. Interview summary of responses 	<input checked="" type="checkbox"/>

