

AI in Assessment: Centre Checklist

For Centres, Providers, Assessors, IQAs and Tutors

Local Policy & Communication	
Centres/Providers must:	
Have a clear, published local AI policy (standalone or within assessment policy).	<input type="checkbox"/>
State when AI use is permitted, restricted or prohibited.	<input type="checkbox"/>
Define what counts as AI misuse and reference Gateway Qualifications' Malpractice & Maladministration Policy.	<input type="checkbox"/>
Ensure all staff and learners/apprentices receive guidance before assessments begin.	<input type="checkbox"/>
Explain consequences of improper AI use, including possible sanctions.	<input type="checkbox"/>
Assessment Design	
Centres/Providers must:	
Design assessments that reduce opportunities for inappropriate AI use.	<input type="checkbox"/>
Refresh assessments regularly to prevent predictability.	<input type="checkbox"/>
Avoid tasks that can be completed via simple AI prompts.	<input type="checkbox"/>
Ensure qualified human assessors make all assessment decisions.	<input type="checkbox"/>
Authentication & Declarations	
Centres/Providers must:	
Implement authentication measures (e.g., declarations, questioning, checkpoints — where permitted).	<input type="checkbox"/>
Require learners/apprentices to declare permitted AI use, including: <ul style="list-style-type: none"> • Tool used • What it was used for • How it contributed to the work 	<input type="checkbox"/>
Retain authentication records for IQA/EQA.	<input type="checkbox"/>
Malpractice Prevention & Detection	
Centres/Providers must:	
Train assessors, IQAs, tutors and administrators on: <ul style="list-style-type: none"> • permitted and prohibited AI use • identifying AI misuse • how to escalate concerns • limitations, bias, hallucinations and risks in AI outputs • their responsibilities in reporting malpractice 	<input type="checkbox"/>
Treat suspected AI misuse as potential malpractice.	<input type="checkbox"/>
Investigate concerns in line with Gateway Qualifications' Malpractice & Maladministration Policy.	<input type="checkbox"/>
Report suspected malpractice cases to Gateway Qualifications when required.	<input type="checkbox"/>
Use AI-detection tools only as supportive evidence, never standalone.	<input type="checkbox"/>

Data Protection & Assessment Security

Centres/Providers must:

Comply with UK GDPR and the Data Protection Act 2018 in all AI use.	<input type="checkbox"/>
Ensure staff do not upload personal data, assessment materials, or learner evidence to public AI tools.	<input type="checkbox"/>
Maintain assessment security at all times.	<input type="checkbox"/>
Keep audit trails showing when staff use AI and for what purpose.	<input type="checkbox"/>

Marking, Feedback & Assessor Accountability

Centres/Providers must:

Ensure assessors remain fully responsible for all marks and feedback.	<input type="checkbox"/>
Require assessors to review and take ownership of any AI-assisted drafts.	<input type="checkbox"/>
Monitor AI involvement for bias, errors, or inconsistency.	<input type="checkbox"/>

Internal Quality Assurance (IQA)

Centres/Providers must:

Ensure IQA processes check for appropriate AI use by assessors and learners.	<input type="checkbox"/>
Verify that declarations, authentication and assessment conditions are followed.	<input type="checkbox"/>

Transparency & Recordkeeping

Centres/Providers must:

Keep clear records of: <ul style="list-style-type: none"> • Permitted learner AI declarations • Staff AI use in assessment or marking • Decisions made where AI was involved 	<input type="checkbox"/>
Publish information explaining how AI is monitored and reviewed.	<input type="checkbox"/>