

Using AI in your ICB assessments

What this guide covers

AI tools are changing fast, and it can be hard to know what's acceptable in your studies. This guide explains what you can and can't use AI for when preparing your ICB assessments — and what happens if you cross the line.

1. The golden rule

Your submitted work must be your own. Whether you're writing an assignment, completing a project, or sitting an online exam, ICB needs to be confident that what you submit reflects your **knowledge and understanding - not an AI's**.

A simple test: if you couldn't explain or defend what you've written without the help of an AI tool, it shouldn't be in your submission.

2. Online exams

The rules here are clear-cut and apply to all ICB online exams.

Invigilated exams

AI tools are strictly prohibited. You must not open, access, or use any AI tool during an invigilated exam. This includes AI features built into browsers or operating systems. Doing so will be treated as cheating.

Non-invigilated online exams

AI tools are not permitted. Even though these exams are not watched in real time, ICB's systems and marking processes can identify work that does not reflect your own knowledge. The same rules apply as for invigilated exams.

You must also not **upload or paste exam questions into any AI tool**. This is a breach of assessment security, regardless of whether you use the output.

3. If you're not sure

Ask before you submit, not after. If you're unsure whether a particular use of AI is acceptable, contact ICB or speak to your training provider. It's always better to check.

4. What Happens if You Misuse AI

Misusing AI in your assessments is treated as malpractice. Depending on the seriousness, this could mean:

- being required to redo the assessment
- receiving a failed result
- having your certification withheld; or
- further action under ICB's Malpractice and Maladministration Policy.

We know that most students are acting in good faith. This policy isn't about catching people out; it's about making sure your qualification genuinely reflects what you know and can do.

5. Quick reference: common questions

Question	Answer
Can I use Grammarly?	Yes. Grammar and spell-checking tools are fine for assignments.
Can I use ChatGPT to help me understand a topic?	Yes, for learning and research.
Can I paste my exam questions into ChatGPT?	No. This is a security breach, even if you don't use the response.
What if I only used AI for a small part of my work?	If you're unsure, contact ICB first.
Can I use AI during a non-invigilated exam?	No. AI is not permitted in any ICB online exam.

Title	Using AI in Your ICB Assessments — Distance Learner Guide
Version	v1
Operational Owner	Gill Tucker
Executive Owner	Ami Copeland
Effective Date	[To be confirmed on approval]
Next Review Date	[12 months from effective date]
Related Documents	ICB Malpractice and Maladministration Policy; AI in EPA Evidence Policy