

RESPONSIBLE USE OF ARTIFICIAL INTELLIGENCE IN STUDENT ASSESSMENT POLICY

Introduction

1. Richmond American University London is committed to effectively equipping students with technological literacy, including the appropriate use of and professional facility with Artificial Intelligence (AI) and AI-supported business tools.
2. The aim of this Policy is to clearly set out the fundamental thinking underpinning its use and delineate parameters for students and staff on what is appropriate within student assessment and what will be considered inappropriate and subject to disciplinary measures. This supports the University's commitment to the moral rights of authors to be acknowledged as the creators of their intellectual property and its commitment to academic integrity and good practice.

Scope

3. This document applies to all student assessment, formative and summative, irrespective of submission method.
4. All student assessment is covered by the principles of the Policy.
5. Inappropriate AI use in exam settings and other assessments is subject to the academic misconduct policy and processes.

Responsibilities

6. This policy is in relation to assessment practice at the University and should be reviewed annually by the Academic Board or a designated sub-committee.

General Principles

7. Every assessed course in the University, at all levels of study, should include clear instructions as to which types of, and to what extent, AI tools are permitted on each assessment.
8. It is the responsibility of the Faculty member to include instructions in the assessment brief as to the types of AI use that are permitted, and the responsibility of the student to follow the given instructions and complete any authentication or declaration process required.

9. Any student who submits work they have not produced as their own will be subject to the University's academic misconduct policy and procedures.

Related Policies and Documentation

10. This policy should be read in conjunction with the Artificial Intelligence (AI) in Assessment Guidance, faculty instructions, as well as the Academic Misconduct Policy: Principles, Examples and Penalties and Academic Misconduct Reporting and Appeals policies.

Latest version: 12/08/2026

VERSION MANAGEMENT

Responsible Department: RAQA			
Approving Body: Academic Board			
Version no.	Key Changes	Date of Approval	Date of Effect
1	Establish principles for responsible AI use in student assessment		01/09/2026
2	Simplified policy for clarity and to apply to all types of assessment		1 Sept 2026
		Restricted Access? <i>Tick as appropriate:</i> Yes ☐ No ☐	