



**GRIFFIN COLLEGE LONDON**  
**(INTERNATIONAL EXAMINATION BOARD)**

# Artificial Intelligence (AI) Policy

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## **1. Purpose**

The purpose of this Artificial Intelligence (AI) Policy is to establish clear principles and guidelines for the responsible, ethical, and transparent use of Artificial Intelligence (AI) technologies in relation to Academic administration, and operational activities overseen by the Griffin College London International Examination Board.

This policy aims to protect academic integrity, ensure fairness and promote responsible innovation while safeguarding the interests of learners, educators, and stakeholders.

## **2. Scope**

This policy applies to:

- All learners registered under Academic / Performing Arts / Language examinations administered by Griffin College London.
- Examiners, moderators, invigilators, and academic staff
- Administrative staff and external contractors involved in examination processes
- Any AI tools or systems used in assessment design, marking, quality assurance, data analysis, or academic support

## **3. Definition of Artificial Intelligence**

Artificial Intelligence (AI) refers to computer systems or software capable of performing tasks that typically require human intelligence. This includes, but is not limited to:

- Generative AI tools (e.g., text, image, or code generation)
- Plagiarism detection
- Data analytics and predictive systems

## **4. Principles for AI Use**

Griffin College London is guided by the following principles:

### **4.1 Academic Integrity**

AI must not be used to gain unfair academic advantage or to misrepresent a learner's own knowledge, skills, or understanding.

## **4.2 Transparency**

The use of AI tools in administration must be transparent and, where appropriate, disclosed to learners and stakeholders.

## **4.3 Fairness and Equity**

AI systems must be implemented in ways that do not disadvantage individuals or groups and must be regularly reviewed for bias and accuracy.

## **4.4 Accountability**

Human oversight remains essential. Final responsibility for academic decisions and disciplinary actions rests with authorized personnel, not AI systems.

## **4.5 Data Protection and Privacy**

All AI use must comply with applicable data protection laws, including the UK General Data Protection Regulation (UK GDPR), ensuring confidentiality and secure handling of personal data.

# **5. Use of AI by Learners**

## **5.1 Permitted Use**

Learners may use AI tools for:

- Language assistance (e.g., grammar and clarity improvements)
- Study planning and revision support

Such use must not replace original work and must align with examination or assessment instructions.

## **5.2 Prohibited Use**

Learners must not:

- Submit AI-generated work as their own without explicit authorization
- Use AI to fabricate data, references, or responses
- Circumvent assessment safeguards using AI technologies

Failure to comply may constitute academic misconduct.

## **6. Use of AI by Staff**

AI tools may be used by authorised staff for:

- Assisting with marking consistency and quality assurance
- Administrative efficiency and data analysis

However:

- AI must not replace professional academic judgment
- Decisions affecting learner outcomes must involve human review

## **7. Detection, Monitoring, and Misconduct**

Griffin College London reserves the right to:

- Use AI-detection, plagiarism, and authorship analysis tools
- Investigate suspected misuse of AI
- Apply sanctions in line with academic misconduct regulations

All investigations will follow principles of fairness, due process, and transparency.

## **8. Training and Awareness**

Griffin College London will:

- Provide guidance and training on responsible AI use

## **9. Policy Review and Updates**

This policy will be reviewed periodically to reflect:

- Advances in AI technologies
- Changes in legal or regulatory requirements
- Evolving best practices in education and assessment

**Last updated : 21/10/2025**

**Next Review: 21/10/2026**

## About GCL

Griffin College London is a leading Examination Board to develop the knowledge, skills and practices expected to help organisations flourish, we offer an expansive and creative scope of products and services that help people achieve their potential through Examinations.

We believe in a world where individuals and associations have the certainty and capabilities to thrive, today and in the future. So, we work with like-minded partners to foster the abilities that businesses demand across the world.

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