

# Guidance on artificial intelligence

## Guidance for e-volve tests

Centres must ensure that no Artificial Intelligence (AI) software, or similar AI assistance applications are installed on any PC or laptop used for an e-volve test. This includes the cloud-based typing assistant application Grammarly. Any application is **not** permitted for use during any assessment if it can be used to:

- identify spelling, punctuation and grammar errors,
- suggest improvements to text,
- to draft text for responses, or
- complete mathematical calculations.

For e-volve tests on SecureClient, centres must **still** ensure that there is no AI software installed on the PC or laptop used. Centres **should not** assume its use will be blocked during the test. When invigilating, centres must remain vigilant for the use of AI software at all times. If any use of AI is identified, it must be reported to City & Guilds as potential malpractice and the test should be stopped immediately. Any test taken using AI software will not be marked, and the candidate will receive a fail grade.

## The Remote Invigilation Service

Centres **must** remind candidates that tests cannot be taken on devices with AI software installed. Centre staff should support candidates with removing any prohibited software before the day of the test.

If any candidate uses AI software in a test, the invigilator will stop the test immediately and raise it as potential malpractice. We will inform the centre, the test will not be marked, and the candidate will receive a fail grade. Any additional penalties or sanctions will depend on the circumstances.

## Guidance for internal assessments

Centre must take all reasonable steps to prevent malpractice, this includes ensuring that candidates are aware of the need for the work to be their own. Centres may also find it useful to refer to the JCQ document on [AI Use in Assessments: Protecting the Integrity of Qualifications](#).