

Checklist for planning AI use in your assessments

- Do you **know the guidelines on AI use** for the assessment task?
 - Follow the rules on AI use outlined in your course profile.
 - Ensure you are [acknowledging and referencing AI](#) use based on the course coordinators instructions.
 - Always ask your course coordinator if you are unsure.

- Do you have **a plan to keep track** of your AI use?
 - Map out the ways using AI can help with your assessment.
 - Document and record AI use every time you use it for the assessment.
 - Keep copies of all your AI conversations about the assessment.

- Are you clear on your **ethical standards** in using AI?
 - Check the AI tools you use align with your ethical and moral principles.
 - Apply critical judgement to all outputs of AI.
 - Stay focused on bias inherent in AI.

- Are you clear on discipline-specific approaches and **critical thinking** needed to use AI well?
 - Fact-check everything AI generates and cross reference with scholarly and trusted sources in your discipline.
 - Follow discipline-specific protocols for citing scholarly works.

- Do you have a plan to ensure the final work submitted is **your work**?
 - Always read and review AI-generated outputs. Never copy and paste AI-generated outputs into your assessment.
 - Rephrasing AI-generated output and adding it to your assessment is not enough for it to be considered your work.
 - Ensure you have learned the knowledge, skills, and capabilities expected in your assessment submission.
 - Keep careful records of the work you did to complete the assessment, including notes, drafts and reference sources.

This helpful checklist was adapted from [General principles for use of generative AI](#) co-created by University of Sydney students and staff. Shared under a [CC BY-NC 4.0 licence](#).

Check the [AI Student Hub](#) for more information about using AI at The University of Queensland.