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# Artificial Intelligence (AI) in Assessment Policy

*A2A Qualifications Limited*

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Supersedes	A2A Training “Using Artificial Intelligence (AI): End Point Assessment” (V1, 29 January 2025) and the draft Policy on the Use of Artificial Intelligence in Assessment.
Applies to	Apprentices and learners; A2A personnel, assessors and internal quality assurers; approved centres, training providers and employers; and any contracted third parties involved in assessment.

## 1. Purpose and scope

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Artificial intelligence (AI) is now part of everyday working life, and A2A Qualifications Limited (“A2A”) takes a reasonable, balanced approach to it. This policy explains how apprentices may and may not use AI in work submitted for assessment, and how A2A itself uses AI to support — but never to replace — human assessment. The aim is to allow the sensible use of AI while protecting the validity, fairness and integrity of every assessment decision.

It applies to apprentices and learners; to A2A personnel, assessors and internal quality assurers; to approved centres, training providers and employers; and to any contracted third parties involved in assessment. It is in two parts: Part A covers apprentices’ use of AI; Part B covers A2A’s own use of AI.

## 2. Regulatory and policy context

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A2A’s assessment is governed first by the published **assessment plan** for each apprenticeship standard (the version relating to the apprentice’s start date), and by **Ofqual’s recognition requirements**, including the Condition on malpractice and maladministration. Where an assessment plan sets its own rules on the use of AI or other tools, those rules take precedence over the general statements in this policy.

**Precedence.** Where any A2A internal policy or procedure differs from the applicable assessment plan or Ofqual’s requirements, the assessment plan and Ofqual’s requirements take precedence.

A2A’s approach is consistent with the principles set out by Ofqual, the Department for Education, JCQ and Skills England: AI can support assessment, but it must not replace human judgement, and it must never be the sole or primary means of assessing an apprentice. The regulatory framework for

apprenticeship assessment is developing, and this policy will be reviewed as it changes. A2A handles personal data under the UK GDPR and the Data Protection Act 2018.

## Part A – Apprentices’ use of AI

### 3. Using AI in your assessment

A2A does not ban the use of AI. AI tools — including chatbots, writing assistants and AI features built into everyday software — can support learning and preparation, and many apprentices use AI as a normal part of their job. The single test that matters is authenticity: the evidence on which an assessment decision is made must genuinely reflect the apprentice’s own knowledge, skills and behaviours.

- Work submitted for assessment must be the apprentice’s own, unless they clearly state otherwise.
- Apprentices must not use AI to generate content and present it as if it were their own work.
- Where AI has been used, it should be acknowledged and referenced, in the same way as the work of others.
- Where AI is used as part of the apprentice’s actual job role, the apprentice may present and discuss that work in their portfolio, project or assessment, in the context in which it was done.

Above all, apprentices must act with integrity, honesty and transparency: being clear about what is their own work, what draws on others, and what was produced with AI.

### 4. How A2A confirms authenticity

A2A confirms that submitted work is genuinely the apprentice’s own through a range of measures — assessor and internal quality assurer professional judgement, knowledge of the apprentice’s work over time, and consistency checks. Wherever the assessment method allows, A2A confirms authenticity through professional discussion and questioning, exploring the apprentice’s own understanding of their work so that they can show it is genuinely theirs. Any AI-detection tools are treated as one indicative signal only and are never relied on as conclusive proof on their own.

### 5. When AI use becomes malpractice

Using AI to misrepresent an apprentice’s knowledge, skills and behaviours — for example submitting AI-generated material as the apprentice’s own work, or any use that breaches the conditions of a particular assessment method — is treated as malpractice and is handled under the Malpractice, Maladministration and Sanctions Policy (A2A-MMS-POL-002).

## Part B – A2A’s use of AI

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## 6. Core principles

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- **Human judgement is paramount.** Every assessment and grading decision is made by a competent human assessor, who remains fully accountable for it.
- **AI is never the sole marker.** AI may assist an assessor but must never determine, or appear to determine, a grade.
- **Assessors review evidence in full.** AI does not remove the need to read and evaluate the whole of an apprentice's submission.
- **AI output is always verified.** Assessors critically check any AI output for accuracy, bias and alignment with the assessment criteria before relying on it.
- **Fairness, consistency and transparency.** AI must not introduce bias or inconsistency or unfairly advantage or disadvantage any apprentice, and its use to support marking or feedback is recorded and disclosed appropriately.

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## 7. Permitted uses

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Subject to the principles above, A2A personnel may use AI as a support tool to:

- Act as a second pair of eyes — sense-checking the assessor's own judgement against the assessment criteria or KSBs.
- Highlight possible gaps, inconsistencies or areas to look at again.
- Help structure, draft or refine written feedback, which the assessor then reviews, edits and owns.
- Support standardisation, for example summarising or comparing rationales with personal data removed.
- Assist with the preparation of templates and administrative documents.

In every case the assessor forms their own independent judgement first and uses AI only to confirm or challenge that judgement — never to form it.

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## 8. Prohibited uses

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A2A personnel must not use AI to:

- Determine, generate or finalise a grade or pass/fail decision, or mark a submission in place of a competent assessor.
- Make or recommend decisions about malpractice, maladministration, appeals or reasonable adjustments.
- Process special-category personal data (for example health, safeguarding, disability or reasonable-adjustment detail) without specific prior approval from the data protection lead.
- Process any learner personal data on a consumer or free-tier account, or any tool without an appropriate data-processing agreement in place.

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## 9. Data protection and confidentiality

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Any AI tool used for work involving learner personal data must operate under commercial terms that include a data-processing agreement, so that A2A has a lawful basis to process that data; consumer or free-tier subscriptions do not provide this and must not be used for learner personal data. Wherever

practical, assessors minimise the personal data entered into any AI tool — for example by referring to a learner as “Apprentice A” and removing other identifying detail — and any model-training setting is switched off. Special-category data is not processed through AI without specific approval and a documented assessment of the risk. A2A handles all such data under the UK GDPR and the Data Protection Act 2018.

## 10. Accountability, transparency and standardisation

Using AI does not transfer, dilute or share the assessor’s accountability: the named assessor remains fully responsible for the decision exactly as if no AI had been used, and where the assessor’s judgement and an AI suggestion differ, the assessor’s judgement prevails. A2A is transparent about its use of AI to support marking and feedback, records that use proportionately (the tool used and confirmation that the assessor reviewed and verified the output), and keeps its external quality assurance body informed of its approach. Internal quality assurance monitors that AI is applied consistently across assessors and is not pulling individual judgements in different directions. A2A personnel acknowledge this policy as part of induction, and must seek guidance from the policy owner before any use they are unsure about.

## 11. Breaches

Use of AI outside this policy — by an apprentice, by A2A personnel, or by a centre — may constitute malpractice or maladministration and will be handled under the Malpractice, Maladministration and Sanctions Policy (A2A-MMS-POL-002).

## 12. Related documents

- Malpractice, Maladministration and Sanctions Policy (A2A-MMS-POL-002)
- Enquiries, Appeals and Complaints Policy (A2A-EAC-POL-001)
- Conflict of Interest and Whistleblowing Policy (A2A-CIW-POL-003)
- Reasonable Adjustments and Special Considerations Policy (A2A-RAS-POL-004)
- Centre Assessment Standards Scrutiny (CASS) Policy
- Data Protection / Privacy Policy

## 13. Version history

Version	Date	Owner	Summary of change
1.0	10 June 2026	Director	New combined AI in Assessment policy for A2A Qualifications. Merges the former apprentice-facing AI guidance and the staff-facing draft into a single published policy covering apprentices’ use of AI and A2A’s own use of AI to support assessment. Reasonable, transparency-based approach with authenticity confirmed through professional discussion; aligned to Ofqual’s malpractice condition and sector practice. House style applied.