AI Governance Policy

Protecting the Integrity of Competence

The Building Safety Competence Foundation takes into consideration the rapidly evolving landscape of technology and how this can affect The BSCF application and assessment process.

This policy is implemented to help the BSCF achieve assessment rigour and integrity through responsible, compliant, and ethical data use. As such, the BSCF does not condone the use of AI tools in competence assessments.

AI in Assessments

GenAI tools are trained on very large data sets and can replicate different styles and produce convincing outputs. However, they are not always correct and can produce 'hallucinations'.

There have also been examples of generative AI tools returning inaccurate information, introducing security vulnerabilities in code, including biases in text, and citing references which don't actually exist.

Incorrect information can be presented as fact, and images may show glitches such as a human hand with too many fingers.

There are a number of generative Artificial Intelligence tools available to candidates, including, but not limited to;

- Chat GPT
- Google
- Copilot
- Gemini

Candidates should reflect upon the BICoF competencies, principles and behaviours when completing the assessment, and should be aware of the importance of submitting their own independent work and knowledge. In most cases a candidates own ideas, knowledge and experience will provide the most valuable starting point.

GenAI outputs should not be used as sources for assessment, and candidates should never cite anything from a GenAI tool. This is because content generated by AI tools is not reliable and is usually non-recoverable and non-reproducible at a later date, so it cannot be retrieved from a link or citation.

Assessment Misconduct

Assessment misconduct refers to methods used by a candidate that give an unfair advantage over other candidates in assessments, including helping someone else to gain an unfair advantage.

Candidates who misuse AI tools such, that the work they submit within assessment is not their own will have committed malpractice, in accordance with The BSCF Assessment Rules and BICoF Behaviours and may attract investigation and sanctions; more information can be found in The BSCF policies and procedures QP21 and QP22 – these are available upon request.

The BSCF's Obligations

The BSCF is committed to implementing and facilitating the productive, ethical and complaint use of AI tools within our organisation. As such, we are committed to upholding this policy and to supporting both candidates and staff members to ensure that they can adhere to its provisions.

Building Safety Competence Foundation (BSCF) AI Governance Guidance

AI Use in Assessments – What You Need to Know

Your Responsibilities

- Your submitted work must be entirely your own.
- You must not copy, paraphrase, or rely on AI-generated content to complete assessments.
- If you use AI for idea generation, summarisation, or structuring, you must clearly acknowledge its use (see the section on acknowledgment).
- Submitting AI-generated work as your own is misconduct and may result in your assessment being referred or disqualified.

What is AI Use, and Why Does It Matter?

AI tools, such as chatbots and text generators, can generate responses to prompts based on patterns in large datasets. These tools can:

- Answer questions
- Summarise and improve text
- Write essays, reports, and code
- Generate ideas, prompts, or suggestions
- Translate text between languages

While AI can be useful, it is not always accurate or reliable. It may generate incorrect, biased, or even fabricated information (e.g., fake references or misleading explanations).

When completing a competence assessment, you must demonstrate your own knowledge, skills, and understanding—not AI's.

What Counts as AI Misuse?

Misuse occurs when a candidate uses AI but does not properly acknowledge it, or when AI-generated content is submitted as original work. Examples include:

✖ Copying or paraphrasing AI-generated responses without acknowledgment.
✖ Submitting AI-generated text as your own.
✖ Using AI to complete parts of an assessment without demonstrating your own understanding.
✖ Failing to reference AI when it has been used as a source of information.
✖ Using AI-generated fake references or citations.

If AI has been used inappropriately, assessors may reduce your marks or refer your assessment for investigation.

How to Acknowledge AI Use

If you use AI as a tool in your assessment, you must state this clearly. Here's how:

- Example Acknowledgment Statement:

    - *"I used AI tool X to generate initial ideas, but the final work is my own."*

    - *"AI was used for grammar suggestions, but all content is written by me."*

- When NOT to use AI: If an assessment requires critical thinking, problem-solving, or independent analysis, you should avoid AI tools altogether.

Consequences of AI Misuse

Submitting AI-generated content without acknowledgment is considered misconduct. If AI misuse is detected:

1. Your work may be investigated.
2. Your assessment may be referred.
3. You may receive further sanctions.
4. May lead to disqualification.

Assessors follow strict procedures to ensure fairness. If AI misuse is suspected, your work will be reviewed in line with BSCF misconduct policies.

Preventing AI Misuse in Assessments

To maintain fairness and integrity:

✔ Do not rely on AI to complete assessments—your work must be your own.
✔ Ensure you understand the material instead of using AI to generate answers.
✔ Acknowledge AI use properly if you use it as a tool.
✔ Follow assessment rules—AI misuse is treated the same as plagiarism.

Final Reminder

AI tools may become common in professional settings, but your assessments are designed to test your knowledge and competence. Using AI improperly can harm your learning and future qualifications. If you are unsure about AI use, ask before submitting your work.

By following these guidelines, you ensure fairness for yourself and all other candidates.