

cabe

chartered
association
of building
engineers

Artificial Intelligence use in Assessments Policy

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1. Policy Overview

This policy sets out the approach of Chartered Association of Building Engineers (CABE) to the use of artificial intelligence (AI) by applicants and candidates when preparing for, completing or submitting work for assessment.

CABE assessments are intended to establish an individual's own knowledge, competence, experience, professional judgement and ability to reflect on their practice. AI may be used as a supportive tool only where this policy and any assessment-specific instructions permit it. It must not replace the candidate's own work or make it difficult for CABE to determine whether the required competence has been demonstrated.

This policy applies to all written, oral, practical and portfolio-based assessments delivered, administered or quality assured by CABE, including, but not limited to:

- applications and assessments for CABE membership
- applications and assessments for Engineering Council and Society for the Environment registration
- CABE's Building Inspector Competence Assessment Scheme, including initial assessment, scope extension and revalidation
- technical reports, competence statements, reflective statements, career portfolios, case studies, continuing professional development and professional development plans
- professional interviews, examinations, presentations and controlled assessments
- end-point assessments and other training or assessment activities delivered by CABE; and
- any other assessment process where CABE is responsible for determining or recommending an outcome.

Where an assessment brief, regulatory requirement, licence condition or instruction issued by CABE applies stricter requirements than this policy, those requirements will take precedence. Candidates should seek clarification before using AI if they are uncertain whether a proposed use is permitted.

CABE will take reasonable steps to confirm that work submitted is authentic and that any use of AI complies with this policy, as set out in section 8.

2. What is Artificial Intelligence?

For the purpose of this policy, AI includes software or online services that use artificial intelligence to generate, rewrite, paraphrase, translate, summarise, analyse or otherwise produce content in response to information or prompts supplied by a user. This includes standalone generative AI tools, chatbots, writing assistants and AI features embedded within word-processing, search, presentation, design or other software.

AI-generated content may include text, images, audio, video, data, calculations, references, computer code or other material. The fact that an AI function is integrated into software that a candidate routinely uses does not remove the requirement to comply with this policy.

Basic spelling and grammar checks that only identify potential errors, without generating or substantially rewriting content, do not normally need to be declared. Where a tool creates, rewrites or paraphrases wording, or makes suggestions that materially alter the content or meaning, its use falls within this policy and must be declared.



3. Principles Governing the Use of AI

The following principles apply to all use of AI in connection with a CABE assessment:

- the work submitted must remain the candidate's own and must accurately reflect their personal experience, knowledge, competence and professional judgement
- AI may support preparation and presentation, but must not be used as a substitute for the thinking, analysis, reflection or communication being assessed
- the use of AI must be transparent and declared in accordance with section 7 of this policy
- the candidate remains responsible for the accuracy, quality, authenticity and suitability of everything submitted in their name
- information produced by AI must be independently checked against reliable and, where possible, primary sources
- where information or ideas are drawn from external sources, candidates must reference the original sources appropriately in accordance with the requirements of the assessment
- confidential, personal, commercially sensitive or protected information must not be supplied to an AI tool unless the candidate has the necessary authority and a lawful basis to do so; and
- the permitted use of AI will not, of itself, disadvantage a candidate, provided that the use is appropriate, accurately declared and does not affect the integrity of the assessment.

4. Acceptable Use of AI

Subject to the requirements of the relevant assessment, CABE considers the following uses of AI to be **potentially acceptable** where they are supportive only and do not generate, draft, rewrite or paraphrase substantive content being assessed:

Planning and preparation

- gathering information and conducting initial research, provided that the candidate verifies the information and refers to the original source
- brainstorming topics, questions or possible approaches to help the candidate develop their own ideas
- summarising source material for the candidate's personal understanding
- creating an outline, plan, checklist or suggested structure for the candidate to develop in their own words; and
- supporting revision and assessment preparation, including the generation of practice questions.

Work submitted to CABE

- checking spelling, grammar, punctuation, readability or formatting, provided that the tool does not create, rewrite or paraphrase substantive content
- identifying areas of a draft that may require further explanation or review, without providing replacement wording or answers; and
- supporting accessibility where the use has been agreed with CABE as a reasonable adjustment or is otherwise consistent with the assessment requirements.



Any permitted use must remain limited and proportionate. At the submission stage, AI must not generate, draft, rewrite or paraphrase substantive assessed content. Candidates must consider AI output critically, make their own decisions about whether and how to act on it, and ensure that the final submission is expressed in their own words and reflects their own work.

The use of AI for an acceptable purpose does not remove the requirement to acknowledge the tool where a declaration is required. Nor does a declaration make an otherwise unacceptable use permissible.

5. Unacceptable Use of AI

CABE considers the following uses of AI to be **unacceptable** in an assessment, unless CABE has given explicit written approval for a specific purpose:

- using AI to generate, draft, rewrite or paraphrase any substantive part of an assessment answer or submission
- writing or rewriting competency evidence, technical reports, reflective statements, case studies, project descriptions, career portfolios or other material intended to demonstrate the candidate's experience or competence
- producing professional judgement, analysis, evaluation, calculations, conclusions or recommendations on the candidate's behalf
- creating examples, evidence, projects, experience, data, sources, quotations or references that are false, misleading or have not been independently verified
- copying, lightly editing or paraphrasing AI-generated content and presenting it as the candidate's own work
- using AI to answer questions during a professional interview, examination, presentation or other controlled assessment
- using AI to bypass critical thinking, personal reflection or the requirement to demonstrate understanding
- using AI to conceal plagiarism, avoid assessment requirements or misrepresent the authorship of a submission
- submitting an incomplete, inaccurate or misleading declaration about the use of AI; or
- using AI in any way that is prohibited by an assessment brief, regulator, awarding body or other applicable requirement.

All substantive content submitted for assessment must be based on work genuinely undertaken by the candidate and must be capable of being explained and defended by them. Candidates should not include content merely because an AI tool has presented it confidently or in a professionally written form.



6. Candidate Responsibilities

Candidates are responsible for understanding and complying with this policy and with any instructions that apply to the individual assessment. **Where AI is used, the candidate must:**

- check that the proposed use is permitted before relying on the tool
- verify all factual statements, calculations, legal or technical references and cited sources
- ensure that references are complete and that original sources have been read rather than relying solely on an AI-generated summary
- review the final submission to confirm that it is accurate, relevant and consistent with their own experience and judgement
- protect confidential, personal and commercially sensitive information and comply with data protection, copyright and intellectual property requirements
- retain sufficient evidence to explain how the tool was used, including relevant drafts, prompts and outputs, until the assessment outcome and any appeal period have concluded; and
- be prepared to discuss their use of AI and the contents of their submission with CABE staff or assessors.

AI systems can produce inaccurate, incomplete, biased or fabricated information, including references that do not exist. The candidate remains fully responsible for any such material included in their submission.

7. Declaration of AI Use

Generative AI at a glance

Generative AI is AI that creates or substantially rewrites content in response to a prompt. This includes tools that draft, paraphrase, summarise, generate or transform text or other material. The full requirements are set out in sections 4 and 5.

Potentially acceptable generative AI use

- research support, brainstorming, personal summaries, planning or suggested structure, where the candidate verifies sources and develops the work themselves
- practice questions or other revision support; and
- non-substantive spelling, grammar, readability, formatting or accessibility support that does not generate, draft, rewrite or paraphrase the content being assessed.

Unacceptable generative AI use

- generating, drafting, rewriting or paraphrasing substantive assessment answers, competency evidence, technical reports, reflective material, case studies or other assessed content
- producing analysis, professional judgement, evaluation, calculations, conclusions or recommendations on the candidate's behalf; or
- inventing evidence, experience, data, sources, quotations or references, or answering questions during a professional interview, examination, presentation or other controlled assessment.

Permitted generative AI use must be declared in accordance with this section. Ordinary spelling and grammar checking that only flags potential errors, without generating or rewriting content, does not need to be declared.



CABE requires candidates to make an accurate declaration about the use of generative AI in the preparation of each assessment submission. **The declaration should identify:**

- the AI tool or service used, including the version where this is known
- the purpose for which it was used
- the parts of the preparation or submission to which it related
- the extent of the assistance provided; and
- the steps taken by the candidate to verify the output and ensure that the substantive content remained their own.

Where a candidate has used more than one tool, each tool should be identified. Ordinary spelling and grammar checking that only flags errors, without generating or rewriting content, does not need to be included.

CABE will include the declaration within the relevant application form, submission template or assessment platform. Where no specific declaration format is supplied, candidates must use one of the following statements:

Where generative AI has not been used

I confirm that I have not used generative artificial intelligence to generate, rewrite or produce any substantive part of this submission. The work submitted is my own and accurately reflects my experience, knowledge and professional judgement.

Where generative AI has been used for a permitted purpose

I confirm that I used [name of tool and version, if known] on [date or period] for [brief description of purpose]. Its use was limited to [describe the extent of use and the parts affected]. I independently checked the output and confirm that all substantive content, evidence, analysis, reflection and professional judgement in this submission are my own.

Failure to make a complete and truthful declaration may be treated as a separate breach of this policy, regardless of whether the underlying use might otherwise have been permitted.



8. How CABE Will Review the Use of AI

To protect the integrity of its assessments, CABE will take reasonable steps to confirm that work submitted is authentic and that any use of AI complies with this policy. **These steps may include:**

- review by CABE staff, assessors, moderators or other authorised persons
- comparison with other sources or with previous work submitted by the candidate
- use of similarity checking, authorship analysis or AI-enabled detection tools
- questions during a professional interview, examination or other assessment activity
- a request for drafts, notes, source material, prompts, outputs or other evidence showing how the work developed.

Outputs from automated detection tools will be treated as an indicator that may require further consideration and will not be used as the sole basis for a decision. Any concern will be reviewed by an appropriately authorised person and the candidate will normally be given an opportunity to provide an explanation or supporting evidence before an outcome is determined.

CABE may pause an assessment or withhold an outcome whilst a concern is being considered.

9. Suspected Misuse and Possible Consequences

Where CABE has reason to believe that AI has been used inappropriately or has not been accurately declared, the matter will be considered in accordance with the requirements applying to the assessment in question. CABE will consider the nature and extent of the use, the effect on the integrity of the assessment, whether the conduct appears deliberate, and any explanation or evidence supplied by the candidate.

Depending on the circumstances, action may include, but is not limited to:

- requesting further information or evidence from the candidate
- requiring the affected work to be amended or resubmitted
- disregarding affected material when determining the assessment outcome
- recording an unsuccessful assessment outcome or applying any mark reduction permitted by the relevant rules
- disqualifying the candidate from the assessment or invalidating an outcome that has already been issued
- restricting or placing conditions on a future assessment attempt
- referring the matter for further review under the relevant assessment, malpractice or professional conduct procedure
- referring the matter to the Membership and Professional Standards Committee or another relevant CABE panel
- referring a member or registrant for consideration under CABE's professional conduct procedures; and
- notifying a regulator, registration body, awarding organisation, employer or other relevant party where CABE is required or entitled to do so.

Any action taken will be proportionate and will reflect the relevant assessment rules, CABE's governing documents and the seriousness of the concern. Candidates will be notified of the outcome in writing and advised of any applicable right of appeal or review.



10. Confidentiality, Data Protection and Intellectual Property

Candidates should be aware that information entered into an external AI tool may be retained, processed or used by the provider. Confidential, personal, client, employer or commercially sensitive information must not be entered into an AI tool unless the candidate has confirmed that they are authorised to do so and that the proposed use complies with all applicable legal, contractual and professional obligations.

Where the use of an AI tool is permitted, candidates should anonymise or remove identifying information wherever possible. They must also ensure that their use of material generated or reproduced by AI does not infringe copyright, intellectual property rights or any duty of confidentiality.

11. Reasonable Adjustments and Assistive Technology

CABE recognises that some candidates may use AI-enabled or related technology as an accessibility aid. Where the use of a tool could affect the way in which a candidate's own competence is assessed, the candidate should contact CABE in advance so that the proposed use can be considered under CABE's Reasonable Adjustment Policy.

An agreed reasonable adjustment is intended to remove a disadvantage and place the candidate on an equal footing with others. It does not permit AI to generate substantive assessment content or to replace a competence standard.

12. Complaints and Appeals

A candidate who wishes to challenge an assessment outcome arising from the application of this policy should use the appeal or review procedure that applies to the relevant assessment. A complaint about the way in which CABE has applied this policy may be made through CABE's Complaints and Concerns procedures, available on the CABE website.

13. Review

This policy will be referred to by all relevant parties, including CABE staff, assessors, moderators, panel members, candidates and members of the Membership and Professional Standards Committee.

CABE reserves the right to review and, where appropriate, amend this policy from time to time to reflect developments in technology, assessment practice, regulatory requirements and relevant best practice.



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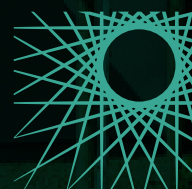
LUTYENS HOUSE

We're here to help

If you have any queries about the **Artificial Intelligence use in Assessments Policy**, please contact us.

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