

Acknowledging and Referencing Generative Artificial Intelligence (GenAI) use

This guide is to help students understand what they need to do to acknowledge and/ or reference GenAI use (within acceptable limits) in their assessment work to support the practice of academic integrity.

The use of GenAI in your assessment work

For each assessment task, your Unit Assessor will tell you:

- if you are allowed to use GenAI, or not (i.e., it is prohibited)
- if the use of GenAI is limited (and what these limits are)

This information will appear in your assessment task instructions, or via a Blackboard Announcement.

If GenAI use is permitted, make sure you use it within the acceptable limits described for your assessment.

Collect evidence on how you use GenAI

Where GenAI is allowed, it is good practice to collect evidence on how you used any GenAI tools within acceptable limits as you progress through each stage of completing your assessment. Taking screenshots is also useful. For example:

- Record a description of the purpose for using the GenAI tool and how you used it in your assessment.
- Record the name of the GenAI tool (and version) that you used.
- Save the prompts used initially and any refinements you made
- Save copies of the files that you have created (including the file properties).
- Save a copy of the transcript of your prompts and responses from the GenAI tool used.
- Save a copy of search histories to show how you have located scholarly references you include.

The guide, [Build your skills using GenAI- PAIR Framework](#) has a template that you can use.

When and how to reference GenAI use

- If you are allowed to, and choose to, use content generated from GenAI in your assessment, remember to reference this appropriately according to your Unit's referencing style (SCU library guide on GenAI- referencing)
- Think generally about when you use information from the work of others, you show that those ideas are not your own. You do this by referencing the work in the referencing style for your unit.

- Similarly, if you incorporate paraphrased or quoted text, images, sounds, videos, code or any other outputs generated by AI into your work, you should reference this according to the SCU library guide on GenAI- referencing in the style appropriate for your unit.

Remember: GenAI outputs are not reliable or credible and frequently produce biased and false information or outputs. Also, as these tools generate content based on existing datasets, they may produce content that resembles existing authors' work without citing or linking to the original data. Most academic assessments require your work to be supported with scholarly, credible and peer reviewed sources. It is recommended that you check your assessment task instructions and the rubric to make sure you are using the best type of information or evidence to support your ideas in your assessment work.

When and how to acknowledge GenAI use

- If you are allowed, and choose, to use GenAI in the '*process*' of completing your assessment, do so within the acceptable limits.
- **Process** refers to using GenAI to construct frameworks for the assessment – such as creating an outline, dot points, definitions or clarifying questions, and providing feedback on an aspect of your work.
- If you use GenAI in the process of completing your assessment, it is recommended that you **provide a statement of acknowledgement** and include this at the end of your assessment. You can paste this statement as a screenshot.
- If **GenAI is not permitted**, then you should not be using any GenAI tools to complete any part of your assessment.
- Refer to the referencing section above where you are allowed to, and you have, incorporated outputs from GenAI into your assessment for submission.
- **Ask your Unit Assessor** if you are unclear about using GenAI in your assessment.

Acknowledgment statement

- An acknowledgement statement provides a brief overview of how you used GenAI in the '*process*' of completing your assessment.
- Where GenAI is permitted or permitted with limitations, by following the [Build your skills using GenAI- PAIR Framework](#) and recording the relevant information as you go, you can extract the information from the template to recorded data to formulate a statement of acknowledgement that you can include with your assessment.

I acknowledge the use of <Gen AI tool> to <purpose of using Gen AI> on <date> I <actions taken>. The output was then <actions taken>. The link to my original work is <link here> and the AI output is <link here>.

(An example is provided in the 'Building your skills using GenAI guide' above)

- You could include the acknowledgement statement in your assessment after the references or as an appendix.
- If you are concerned about the statement interfering with word count totals for your assessment, copy the text and paste it as an image.