

***Generative Artificial
Intelligence (AI)
Policy in relation to
Qualification
Assessment***

October 2025

This AI Policy for Assessment outlines the principles, guidelines, and best practices to ensure the ethical, fair, and effective use of artificial intelligence (AI) in qualification training and assessment processes.

It applies to:

- Assessment and training delivery staff (e.g. Tutors, Providers, Assessors etc.)
- Learners and candidates undertaking British Canoeing Awarding Body (BCAB) awards and qualifications.
- Administrative and support personnel
- Use of any AI-based technologies including (but not limited to) tools like ChatGPT, Grammarly, and automated video/audio summarisation.

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This policy will be revised as and when necessary / needed in response to changes in AI technology, customer and learner feedback or its effectiveness when used in practice. It is also scheduled for review every three years in line with Paddle Scotland Policy Review arrangements.

Generative AI definition

Generative AI technology uses foundation models trained on large volumes of data. It can be used to produce artificially generated content such as text, audio, code, images, and videos.

Overview

Paddle Scotland will remain abreast of AI developments that can impact, as well as improve, on the delivery of BCAB qualifications and our quality assurance processes. We recognise the importance and value of technological tools for accessibility and support purposes. Our goal is to support whilst upholding assessment integrity, fairness, and the authenticity of participant learning and development.

Training Courses

Given the emerging use of AI as a resource to support candidates in the training or consolidation phase of their learning, course providers are to ensure they understand and, if appropriate, embrace AI to support learners.

Assessments

It is acknowledged that the majority of BCAB Assessment activity is practical and requires practical demonstrations and verbal confirmation of background knowledge and understanding. The opportunity for AI malpractice is limited.

There are possible uses of AI in the preparation stages before a learner attends a practical assessment:

- The writing of a coaching session plan
- Composing a coach's philosophy

Although such preparation could be accessed via the use of AI, the complexities of coaching practice mean that a candidate could not rely on a plan produced through AI. Assessors are required to include questioning, discussion and consider practical observations, to ensure that the candidate has the required skills and knowledge in all areas of the assessment syllabus.

Permitted Use of AI

AI may be used by candidates and delivery staff for the following purposes:

- Personal preparation (e.g. clarifying theory, generating practice questions)
- Administrative support (e.g. scheduling tools, AI-based transcription for accessibility)

- Training support (e.g. refining lesson plans, generating feedback prompts, enhancing participant resources)
- Accessibility support (e.g. text-to-speech or speech-to-text AI for learners with additional needs)

Prohibited Use of AI

AI must not be used in ways that compromise the integrity of assessment or misrepresent a candidate's skills or decision-making ability, including:

- Submitting AI-generated content as personal reflection or evidence of competence (e.g. for professional discussions, reflection tasks, logbooks, leadership decision justifications)
- Using AI tools to write or enhance observed practical assessment decisions
- Using AI to fabricate, falsify or simulate paddling or leadership experiences
- Using AI during live assessments unless agreed beforehand for accessibility reasons (see Special Considerations & Reasonable Adjustments Policy)

AI Usage Warning: Accuracy, Reliability & Responsibility

AI tools must be used with caution and critical thinking.

AI-generated content may contain errors, outdated information, or misleading advice. They do not guarantee accuracy, especially in relation to current safety guidelines, best practices, or British Canoeing Awarding Body and National Association requirements.

AI outputs are not a substitute for verified training or resources, such as:

- BCAB qualification documentation
- Official coaching / leadership handbooks
- Your own practical experience and decision making
- Input from qualified tutors, assessors, or peers

Misuse

Misuse may include:

- Copying AI-generated text and presenting it as your own reflection, experience, or judgement.
- Using AI to fabricate logbook entries or leadership / coaching decisions

Such misuse may lead to assessment penalties and / or breach of conduct.

Candidate Declarations

Candidates must:

- Confirm that all submitted evidence reflects their own knowledge, decisions, and practical experience.
- Declare any use of AI in the preparation of written or digital submissions (e.g. portfolio reflections, preparation notes).
- Understand that misleading use of AI could be treated as malpractice.

Assessor and Tutor Responsibilities

Tutors and Assessors must:

- Guide candidates on appropriate AI use from the start of their training / assessment programmes.
- Ensure assessments are designed to reduce risks of unauthorised AI use.
- Encourage reflective practice and learning, not content generation.
- Report any concerns about inappropriate use of AI to Paddle Scotland and / or BCAB.

Data Privacy and AI Tools

Any AI tools used must comply with UK GDPR, Paddle Scotland, and BCAB data protection requirements.

Candidates' personal or sensitive data (e.g. performance videos, medical info) must not be uploaded to public AI platforms without explicit consent.