

AI Use Declaration Form for the Special Subject Extended Essay Summative Assessment

Purpose

This form must be completed and submitted alongside your summative assessment. It is designed to ensure transparency about the use (or non-use) of Artificial Intelligence (AI) tools in preparing your work, in line with the Faculty's *Special Subject AI Guidance for Candidates* and the general Guidance on the Use of AI. Both documents are available on the [OHH](#).

If you are in any doubt about the content of this form, please refer to your tutor or course convenor.

Please note: Students with disabilities may have different permissions or support needs regarding the use of AI, as specified in their individual Student Support Plans*.

Instruction for use

1. Download and open this form.
2. Complete all required details (Sections 1-4) and tick the relevant boxes.
3. Save the completed form and attach it to the front of your Special Subject Extended Essay before uploading it to Inspira.

Section 1 – Student and Assessment Details

- **Name:**
 - **Student Number:**
 - **Course:**
 - **Year of Study:**
 - **Title of Special Subject:**
 - **Essay Title:**
 - **Submission Date:**
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Section 2 – Permitted AI Use Categories

Tick the appropriate box based on the guidance provided for this assessment as specified in the instructions provided for candidates. *Please note that the use of Generative AI tools is **not** permitted in the preparation of this assessment.*

Option	Confirmation Statement	
1. I have not used AI	I confirm that I have not used any AI tools in the preparation, drafting, or completion of this assessment.	
2. I have used Basic AI tools to check for spelling and grammatical errors and improve the clarity of prose	I confirm that I have used Basic AI tools in the preparation of this assessment.	
3. I have a Student Support Plan that includes the use of AI tools*	I confirm that I have a Student Support Plan that specifies permitted used of AI tools	
4. I have used AI Translation tools	I confirm that I have used AI tools to check translations in the preparation, drafting, or completion of this assessment.	

Section 3 – Declaration of AI Use

Please complete **only if you have ticked options 2, 3 or 4 above**.

a. Tools used:

(e.g. ChatGPT, Grammarly, Copilot, Claude, etc.)

b. Purpose of use:

Briefly explain how you used AI tools in preparing your work.

Section 4 – Student Declaration

I confirm that I have read and understood the faculty's guidance on the use of AI in summative assessments.

I confirm that the information provided above accurately reflects my use (or non-use) of AI tools in preparing this assessment.

I confirm that I have not used Generative AI tools in preparing this assessment.

I understand that any undeclared or inappropriate use of AI tools may be treated as academic misconduct.

Signature:

Date:
