

GenAI Use

A GUIDE FOR STUDENTS



Check Rules

Check your assessment outline and task sheet to see what, if any, GenAI use is allowed.

Ask your teacher if you are unsure.

The Sevenoaks Senior College Assessment Policy applies to misuse.



Prompt Smartly

Decide how GenAI can help you to learn and use specific prompts to guide your conversation.

Use the Elements of a Good Prompt:

- Persona
- Objective
- Audience
- Context
- Boundaries



Stay Private

Protect privacy.

Never share personal information like your name and address.

Keep details about staff and students private.



Fact Check

Don't assume everything GenAI says is correct.

Fact-check GenAI responses using reliable sources.

Use the **CRAAP** mnemonic to help your decide:

Currency
Relevance
Authority
Accuracy
Purpose



Save Proof

Track your GenAI use.

Save screenshots or copy/paste your GenAI chats into a document to be shared with your teacher.



Make It Yours

Reflect on AI suggestions - do they make sense?

Rewrite in your own words and cite sources if needed (APA 7th).



Be Upfront

Add a short disclosure statement to your work to show how GenAI was used.

Ask your teacher what to write if you are unsure.

