

Cambridge English Teaching Qualifications – advice on the use of generative AI in assessed work

Guidance for candidates of CELTA and DELTA Modules Two and Three

The following statement concerning generative artificial intelligence (AI) use for assessed work on CELTA and DELTA is subject to constant review and may be amended, re-written or revoked at any point in the future as the tools evolve and as the academic community arrive at a consensus for use.

Centre Advice

Centres are required to include guidance on the use of generative AI tools as part of their own malpractice policy.

Acceptable Use

In their assessed work on CELTA and DELTA Modules Two and Three, candidates may choose to use generative AI tools for the following purposes:

- to generate ideas for teaching and learning materials
- to carry out initial research into a topic in preparation for an assignment
- to generate a bibliography for further research.

Referencing AI Use

All uses of AI must be referenced according to current accepted academic conventions. Any use of AI which is not attributed or referenced, will be treated as an attempt at malpractice (see ‘Malpractice’ and ‘Sources’ below).

For all referencing, including references to use of generative AI, candidates should choose one recognised Referencing and Citation style and use it consistently throughout their assignment. The [APA style](#) is recommended for CELTA and DELTA, but other recognised styles are also accepted (see the [DELTA Handbook](#)).

If APA is used, the following conventions for citing AI tools should be followed (candidates choosing other citation styles should check the conventions within their style).

When using generative AI tools, a candidate should in all instances include (1) in-text citations and (2) a reference list.

1) For **in-text citations**, a candidate should:

- state the prompt or series of prompts used

- ensure the section of the text that was aided by AI is clearly identifiable to the reader with the use of quotes
- include the name of the generative AI program used and the date of use in brackets.

Example of in-text citation:

When given the prompt “explain 'used to' to a learner of English” the ChatGPT-generated text indicated that “the phrase 'used to' is used to talk about past habits, actions, or situations that were true or habitual in the past but are no longer true in the present” (OpenAI, 2024).

2) In a **reference list**, a candidate should include the:

- author
- date
- title
- source

Example of reference list:

OpenAI. (2024). *ChatGPT* (Mar 27 version) [Large language model].
<https://chat.openai.com/c/25f36bd6-cfa6-45f2-8385-a33e12e91a60>

Here is the above example reference broken down into its component:

- author – the author of the model, in this case “OpenAI”
- date – the year of the version used, in this case “2024” in brackets
- title – the name of the model, “ChatGPT”, serves as the title and is italicised; the descriptor “Large language model” is in square brackets
- source – the URL that links as directly as possible to the source

Malpractice

If a candidate is found to have failed to acknowledge their use of AI, this will be treated as an attempt at malpractice and could lead to disqualification. Please refer to [Cambridge English’s malpractice procedure for teaching qualifications](#).

Sources

Sources consulted in the compilation of this advice sheet were the JCQ document [AI Use in Assessment: Protecting the Integrity of Qualifications](#) (2024), [NILE’s AI Guidance](#) (2023), and [Cambridge English’s malpractice procedure for teaching qualifications](#).