MELTON SUBURBAN UNIVERSITY STUDY HUB

Using AI for study - Prompt and assessment checklist

Before using AI, assess the risk

- ❑ **Low risk?** Is AI supporting my learning, such as helping me understand, practise or revise?
- ❑ **Medium risk? Check first.** Could this use of AI be restricted by my university, subject or assessment requirements?
- ❑ **High risk? Avoid.** Could AI be doing work I'm expected to do myself, or could I be submitting AI-generated work as my own?
- ❑ **Is it safe to upload?** Don't upload personal, private or confidential information.

Write a better prompt

- ❑ **Give context.** Tell AI what you're studying and your level.
- ❑ **Be specific.** Explain exactly what you want help with.
- ❑ **Keep yourself in the learning.** Ask AI to explain, question, guide or give feedback rather than simply give you the answer.

Prompt bank

What do you want to do?	Try a prompt like this
Understand a concept	"Explain [concept] in simple language and give me an example."
Practise your knowledge	"I'm a first-year [course] student studying [topic]. Create five practice questions to test my understanding. Show me one at a time and give me feedback after I answer."
Create revision materials	"Use these notes to create a glossary of key terms and definitions that I can use to test myself later."
Get feedback on your writing	"I'm a first-year [course] student writing a [type of assessment]. Give me feedback on the [academic tone / clarity / paragraph structure] of this paragraph. Identify areas I could improve and explain why, but don't rewrite it for me." **Tip:** Feedback from previous assignments can help you identify a specific skill to work on.

Using AI for an assessment?

Before you submit, check whether you need to:

- ❑ **Acknowledge** your use of AI.
- ❑ **Keep or provide** your prompts and outputs.
- ❑ **Provide** a shareable link, screenshots or other evidence.
- ❑ **Cite or reference** AI-generated text, images or code.

Requirements vary – remember to check before you start.