

## Applicant use of Artificial Intelligence (AI) Guidance

This guidance sets expectations for the acceptable use of artificial intelligence (AI) by applicants for judicial appointment. Its purpose is to protect the integrity and fairness of the selection process while recognising that AI tools are increasingly available and may be used responsibly within clearly defined limits. It applies to all stages of the process, including written competency or self-assessment applications, online or remote shortlisting tests, interviews conducted in person or remotely and any other assessment methodology used by NIJAC.

AI tools must not be used to record, transcribe, analyse or otherwise process any part of the selection process, including written exercises, online assessments or interviews.

### **Core Principle: Authenticity**

Your application and performance at all stages must accurately and honestly reflect your own skills, experience, abilities and judgement. AI must never be used to create, enhance, or mask experience, judgment or competence that is not genuinely your own.

Where an applicant chooses to use AI, they do so at their own risk and remain responsible for any implications arising from its use, including risks relating to confidentiality, data protection and intellectual property.

### **Prohibited Use of AI**

#### **During Written Application**

You must not use AI to:

- Generate or substantively draft application answers
- Invent, fabricate or inflate examples of judicial, legal or professional experience
- Embellish roles, responsibilities, achievements or outcomes
- Rewrite genuine experience in a way that misrepresents your true level of competence
- Generate generic or pre-written responses for inclusion in your application

- Input confidential, sensitive, organisational, client-related or case-related information into any AI tool

All examples must be entirely authentic and derived from your own experience

### **During Assessments**

The use of AI is strictly prohibited during any qualifying tests, online assessment, selection exercise or similar activity, whether undertaken remotely or in person.

This includes using AI to:

- draft, generate, refine or edit answers
- support situational judgement, critical analysis, scenario-based or written tasks
- provide explanations, interpretations, or suggested solutions to legal, factual or professional questions
- assist with decision-making during any timed, supervised or live assessment
- access or process any assessment material in any form

No assessment material should be entered into any AI system under any circumstances.

### **Permitted Use of AI**

#### **During Written Application**

AI may be used in a limited way to support preparation of your written self-assessment or skills and abilities examples that you have drafted personally.

Acceptable uses are limited to:

- improving grammar, clarity and structure of text you have personally drafted
- identifying themes or strengths in material you have written
- reviewing your draft for coherence or identifying narrative gaps
- summarising long documents that you have personally authored

AI must not generate substantive content.

#### **Preparing for Interview**

You may use AI for preparation purposes only, for example:

- to produce mock interview questions

- to practise structuring your responses

AI must never be used to produce or assist with answers during any live or remote interviews, online test, pre-recorded interview or any timed or supervised assessment.

### **Protecting Confidentiality**

You must not enter confidential or sensitive information into AI tools. This includes:

- details about cases, clients, individuals or organisations
- sensitive professional, financial or organisational data

Applicants remain responsible for compliance with all confidentiality and data protection obligations.

### **Candidate Responsibility**

You remain responsible for ensuring full compliance with this guidance and for the accuracy, truthfulness and integrity of all information you provide.

Any breach of this guidance may be treated as a matter of integrity and may result in disqualification from the current selection exercise.

NIJAC reserves the right to review applications or assessment materials where there is a reasonable concern that AI has been used inappropriately or in breach of this guidance.

If you are unsure whether a particular use of AI is acceptable, you must seek clarification before proceeding.

This guidance will be kept under review and may be updated from time to time to reflect developments in AI technologies, relevant professional practice and NIJAC's recruitment processes.