



## Evaluating AI Output

# The EVERY Method

AI is a helpful tool, but it's not perfect. It can hallucinate, create misinformation or give you an incomplete answer. You are always responsible for the work you submit.

Use the EVERY method to review AI-generated content:

**E**

**Evaluate**

Check that your prompt is well-worded. Does the first answer meet your needs?

**V**

**Verify**

Check facts, figures, quotes and data using reliable sources. Watch out for mistakes, bias and misinformation.

**E**

**Edit**

Refine your prompt and ask follow-up questions to improve the AI's output.

**R**

**Revise**

Adjust the results to match your needs, style and tone. AI gives you a starting point, not the final answer.

**Y**

**You**

You are responsible for everything you create with AI. Always be honest about how you are using it.

Adapted from: <https://www.aiforeducation.io/ai-resources/how-to-use-ai-responsibly-every-time>

**Important:** Only use Board-approved AI tools and never enter personal information into AI tools.