

TEACHER CHECKLIST

Responsible AI Review Checklist

A practical check before entering material, generating content and teaching

Practical planning material for use with the CLIL AI application or independently

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Before entering material

Privacy and rights

CHECK	Student names and identifying details have been removed.
CHECK	No health, family, disciplinary or sensitive information is included.
CHECK	Identifiable student work is not uploaded without an appropriate basis and safeguards.
CHECK	The source text, image, video or document may legally be uploaded or processed.
CHECK	Complete copyrighted textbooks, assessment banks or restricted materials are not being uploaded.
CHECK	The selected source is relevant, reliable and suitable for the lesson purpose.

Before teaching

Accuracy and classroom fit

CHECK	Subject claims, examples, calculations, dates, units and definitions have been checked.
CHECK	Every external link opens and leads to a suitable source.
CHECK	Adaptation has not removed important meaning or qualifications.
CHECK	Cultural references, stereotypes and assumptions have been reviewed.
CHECK	The language level and instructions suit the real class.
CHECK	Timing, grouping, materials and assessment are feasible.
CHECK	Technical pronunciation has been checked before Read Aloud is used.
CHECK	Students will be told when substantial material was generated or adapted using AI where appropriate.
CHECK	Final teaching, assessment and safeguarding decisions remain with a person.

Correction log

Generated section Where is the issue?	
Issue found Accuracy, privacy, rights, bias, language, link, timing or accessibility.	
Trusted check Curriculum, original source, official guidance, specialist dictionary or subject expert.	
Correction made Record the exact edit.	
Ready for use? Yes, no or further review required.	