
Federal PET Examination for Executive Assistants 2025

Addendum: Use of AI tools during written examinations

Background

Various candidates and school representatives have contacted the Examination Office with questions regarding the use of AI tools and online language tools. This document specifies usage based on the questions asked.

- According to the list of tools, the use of all AI and language tools is permitted in all written examination sections and simulation exercises.
- The case description contains instructions on how the tools may be used in the company (classifications: unclassified, confidential, strictly confidential). These are designed in the same way as they can be found in companies.
- In the event that this is explicitly mentioned in the task: if AI or language tools are used, it must be possible to present and justify the data protection measures taken for this purpose on request.
- Citations should only be given if expressly requested in a task.

How this applies to the written examination

- The use of AI and language tools is expressly permitted in every written examination section and in every task.
- The instructions in the case description apply to the solution of the tasks: activities classified as 'confidential' or 'strictly confidential' must comply with these instructions. For classified tasks, this is mentioned in the task description. Any violation of the rules will be taken into account in marking with a reduction in points in accordance with the assessment list.
- The protection of personal or sensitive data must be observed at all times. In the event that this is explicitly mentioned in the task: candidates must be able to clearly present the data protection measures taken and the reasons for them.

Clarification**Tasks with no classification:**

Anything related to this task can be uploaded and downloaded to and from AI and language tools. The usual confidentiality of a company must be guaranteed (compliance with the Federal Act on Data Protection (FADP) and the Data Protection Ordinance (DPO), etc.). Whether an AI tool is correctly set up with regard to data protection, confidentiality or company-appropriate settings (e.g. FADP/DPO-compliant use, data storage, access controls) is irrelevant for the examination.

Tasks classified as 'confidential' or 'strictly confidential':

The candidate must not upload any classified content from the task or the associated documents. The data contained in the task or the task itself must not leave the personal device. However, it is permissible to use AI tools or online translation tools for idea generation or assistance in specific cases.

In the event that this is explicitly mentioned in the task: If AI or language tools are used, the data protection measures taken (e.g. anonymisation, no original documents, avoidance of real names, etc.) must be presented and justified upon request.

Basic principle for classified tasks:

- AI and language tools may be used to generate inputs, ideas and checklists: YES
- Upload content from the task or related documents to a tool: NO

Examples of **prohibited** activities with AI or online language tools for confidential assignments:

- Use the uploaded text or document to write me minutes or a memo on the Executive Board meeting.
- Translate the uploaded Word memo from the Executive Board into [language] for me.
- Draft me a dismissal notice for Mr [Name], [Position].
- Use the uploaded confidential quotes for the 'Finance' outsourcing project to create a cost-benefit analysis for me.

Examples of **permitted** activities using AI or online language tools for confidential assignments (without uploading anything):

- How do I word a reasonable project cancellation in the IT sector and what are some possible reasons?
- Translate the following (typed) sentence: ... (the text can be input directly or taken from a self-created document).
- Make a checklist and draft the wording for a contract termination when a member of management is dismissed.
- Give me sample content for a cost-benefit analysis for an outsourcing project from the finance department with the most important points to be evaluated.

The answers from the tools can then be inserted into the solutions in a practical way and processed further (comply with the task specifications regarding templates, etc.).

The monitoring is designed in such a way that the use of the tools in accordance with the specifications is possible without restriction. All tools can remain open at any time during the examinations. Nothing will be blocked. The specific nature of monitoring is not disclosed, but can be proven in the event of an appeal.

There are no requirements for candidates to prepare and use the case study; the examination is open book.

The examples are not relevant for the examination. They serve only to illustrate possible activities.

Other questions about AI and language tools will not be answered.

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