

# GenAI Quality Control/Prompting Checklist

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**Project Title:** \_\_\_\_\_

**Researcher Name:** \_\_\_\_\_

**GenAI Tool in Use:** \_\_\_\_\_

## Phase 1: Pre-Prompting Security & Setup

*Complete these checks before entering any data or queries into the GenAI tool.*

**Tool Selection:** I have tested comparable tools and ensured my choice best meets my purpose.

**Confidentiality Check:** I have made sure my prompts will not inadvertently reveal proprietary or confidential information (e.g., breach a confidentiality agreement I accepted as a peer reviewer).

**Copyright Clearance:** If I am uploading external information (e.g., published articles, slides) to the GenAI tool, I have the copyright holders' permission to do so.

**Auditor Testing:** If this is a new tool or use case, I have first tested the model/tool under low-risk conditions with 2 independent auditors using publicly available work.

## Phase 2: Active Prompting & Consistency Testing

GenAI will not provide consistent answers to the same prompt. Use these steps to test the robustness of the output.

**Range Testing:** I have thoroughly tested the range of answers provided by multiple applications of the same prompt, until I am sure that any answers in that range are sufficient for my purposes.

**Internal Consistency:** I have tested the tool for internal consistency by trying to rephrase my prompt.

**Socratic Challenge:** I have challenged its answer through Socratic questioning (e.g., asking "Upon what assumptions are your conclusions based?" or "Are you aware of gaps or bias in your knowledge base?").

**Condition Testing:** I have tested the AI's answers for accuracy and consistency under a sufficient range of conditions.

### Phase 3: Output Evaluation & De -Biasing

GenAI is not neutral but reflects prevailing biases. Evaluate the final output with a critical eye.

**Demographic Testing:** I have tested the effect on the output by comparing examples from different demographic groups.

**Sensitivity Check:** If the topic is sensitive and/or likely to affect groups of people differently, I have evaluated likely unequal effects, preferably with input from people from the affected groups.

**Bias Mitigation:** I have drafted a plan to mitigate known biases and lacunae in my field (e.g., publication bias, demographic bias), for instance, by incorporating data from other sources.

**Reference Verification:** If the GenAI output contained references, I have verified that these references actually exist.

**Contextual Accuracy:** I have verified that the GenAI output correctly represents the original authors' meaning in those references.

**Time Allocation:** I have allocated enough time and effort to vet the used tools and their outputs properly.

**Signature (Upon Completion):** \_\_\_\_\_ **Date:** \_\_\_\_\_

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