Academic Integrity Guide
Student self-check

How sure are you that you are working with academic integrity?
Use the following checklist to ensure you are confident in the integrity of your academic work.

When preparing for a specific assessment task:
- ☐ I fully understand the purpose of this assessment task.
- ☐ I am clear on the requirements and instruction for this assessment task.
- ☐ There is no section or component of my assessment task that I do not understand
- ☐ This is the first time I have submitted this assessment task (in whole or in part), unless I have been authorised to do so by my subject coordinator or teacher

When using information sources:
- ☐ I have kept a record of my research notes and early drafts.
- ☐ I have acknowledged the use of another's ideas with accurate in-text references throughout, using the referencing system identified in the relevant Subject Outline
- ☐ I have used quotation marks, page numbers, and citations for any passages I have used word-for-word.
- ☐ When paraphrasing the work of others, I put the idea into my own words and did not just change a few words or rearrange the sentence structure. I also provided appropriate references.
- ☐ Every idea/quote that I have used has a corresponding entry in my reference list.
- ☐ My reference list includes only the sources used to complete this assessment task.

When finalising my assessment task:
I am sure that:
- ☐ I have completed this assessment task independently OR
- ☐ The teacher has explicitly permitted me to work in a group or with another student on this specific task.
- ☐ Any editing or proofreading by someone else was limited to an indication of an area of concern - which I then corrected myself.
- ☐ I have kept my work to myself and did not share answers/content with others, unless otherwise directed by my subject coordinator or teacher

When submitting my assessment work:
- ☐ I acknowledge the expectations for academic integrity as described in UOW's Academic Integrity Policy.
- ☐ I understand the consequences of academic misconduct as outlined in UOW's Academic Misconduct (Coursework) Procedures.