



## Academic Integrity Checklist

### KEEP IT REAL

- ☐ The work I have produced reflects my understanding of the assignment topic and therefore I could explain my thoughts about all areas of the work if required.
- ☐ I have produced the work myself. I have not been given, asked for, or paid for, work done by somebody else – student or otherwise.
- ☐ I keep accurate records of material that I have read and/or referred to during the assignment research process.
- ☐ I keep my working material such as research notes, lab-sheets, and early drafts in case these are needed in future.
- ☐ I have accurately and completely described any data or evidence I have collected.
- ☐ Where I have included data from other sources, I have represented it accurately and referenced in the same way as other source material.
- ☐ I have not included references for material I did not access, or for material that is not relevant to the assignment.

### STAY ON COURSE

- ☐ I've read all the information provided in my Learning Guide and I am confident that I understand the requirements for group and/or individual assignments.
- ☐ I have taken care to ensure my answers and ideas are kept private. I do not share answers or assignment content with other students, unless it is a requirement of the unit to do so.
- ☐ When I discuss the unit content with others during tutorials or in conversation, I ensure that I limit my contribution to sharing understanding of the topic rather than my ideas about how to address the assignment question.
- ☐ I'm aware that it's not acceptable to resubmit the same piece of work (in part or as a whole) for multiple assessments without permission from the Unit Coordinator.
- ☐ I have referred to the relevant Library citation guide and/or asked for assistance in referencing different types of sources correctly and consistently.

### REFERENCE RIGHT

- ☐ I know which referencing style is required for each unit or piece of work.
- ☐ All ideas used from other sources include citations (in-text and in the reference list) whether these are direct quotes, paraphrased, or summarised.
- ☐ I have used minimal direct quotes and have presented these as per the referencing style.
- ☐ Where I have paraphrased or summarised the ideas of others, I have expressed this in my own words rather than change a few words or swap the sentence order.
- ☐ I have checked all citations for accuracy (i.e. page numbers, publication dates, web addresses).
- ☐ Where I have made use of secondary references, I have referenced these accurately rather than pretending I have read the primary source.