

Electronic Originality Checking Protocol

Section 1 - Preamble

(1) This Protocol replaces Appendix 4.20(f) of the Academic Policy (December 2010).

Section 2 - Definitions

(2) For the purpose of this Policy, refer to the Academic Board's Definitions Policy.

Section 3 - Protocol

(3) Electronic originality checking services compare work submitted for assessment with other documents such as webpages, journal articles and previously submitted assessments in order to identify duplicated text. The University has established the following protocols for the use of such services:

- a. An electronic originality checking service will be employed in all units unless the Head of School, in consultation with the relevant course coordinator and unit assessor, grants exemption.
- b. The use of electronic originality checking is one of many tools that may be used to help ensure academic integrity and to improve scholarship. A formative 'educative' use of electronic originality checking is adopted, rather than a punitive one. Where possible, options should be set to allow students to check their work using the originality checking service before submitting the final version.
- c. Submission of the final version of the assignment to the originality checking service is required, regardless of how the assignment is to be submitted for marking.
- d. Where possible, assignments will be electronically stored by the originality checking service for future assignment checking.
- e. Students will sign an acknowledgement on the assignment cover sheet that provides an express license to the University to reproduce the assignment and submit it to an electronic originality checking service which may retain a copy of the assignment.
- f. Where an originality checking service is used for a unit or an assessment task, it is expected that all students will participate as part of the assessment submission requirements.
- g. Instructions for use, professional development and support will be provided to teaching staff (including unit assessors and their tutors and educational partners) and learning support staff, including Academic Skills Development Service and University Library staff.
- h. Instructions for the use of the originality checking service and associated academic integrity educational resources will be provided to all students prior to their using the system.
- i. Unit assessors, or other academic staff involved in delivering or marking an assignment, will not release SCU students' work to other universities in response to automated requests through the electronic originality checking service.

Status and Details

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