

Assessment Information for Students

The following information constitutes an abbreviated version of The University of New England policy that sets out the broad parameters surrounding the assessment of student learning in units of study at the University of New England. It is based on the *UNE Assessment Policy* and the *Students Appeal Policy* – both approved by the University Council on 09 December 2004.

For full clarification of policies, students should refer to the latest versions of the following related UNE policies:

UNE Assessment Policy

Student Appeals Policy

UNE Academic Policy on Plagiarism and Misconduct: Coursework

All of these policies are accessible at:

<<http://www.une.edu.au/offsect/policies.htm>>

UNE Academic Skills Office (ASO)

Students may find the University's Academic Skills Office website useful. The website, located at <<http://www.une.edu.au/tlc/aso>>, contains interactive activities for students to improve their academic/study skills, particularly their academic writing.

Grading

A grade is the final letter conversion of the aggregate mark attained by a student undertaking a unit. It is School policy to provide students with letter grades on assessable tasks. The system of grades that will be applied to learning achievement in a unit of study will be High Distinction (HD), Distinction (D), Credit (C), Pass (P), Fail (N) or Fail Incomplete (NI). Note that this policy does not mandate a normal (bell curve) distribution of results.

85% - 100%	=	HD
75% - 84%	=	D
65% - 74%	=	C
50% - 64%	=	P
below 50%	=	N (Fail)

Assessment Tasks: Grades & Descriptions

HIGH DISTINCTION (HD)

Excellent performance indicating complete and comprehensive understanding and/or application of the subject matter; achieves all basic and higher-order intended goals for the assessment tasks; minimal or no errors of fact, omission and/or application present; clear and unambiguous evidence of possession of a very high level of required skills; demonstrated very high level of interpretive and/or analytical ability and intellectual initiative; very high level of competence.

DISTINCTION (D)

Very good performance indicating reasonably complete and comprehensive understanding and/or application of the subject matter; achieves all basic and most higher-order intended goals for the assessment tasks; some minor flaws; clear and unambiguous evidence of possession of a high level of required skills; demonstrated high level of interpretive and/or analytical ability and intellectual initiative; high level of competence.

CREDIT (C)

Good performance indicating reasonable and well-rounded understanding and/or application of the subject matter; achieves all basic but only a few higher-order intended goals for the assessment tasks; a few more serious flaws or several minor ones; clear and unambiguous evidence of possession of a reasonable level of most required skills; demonstrated reasonable level of interpretive and/or analytical ability and intellectual initiative; reasonable level of competence.

PASS (P)

Satisfactory performance indicating adequate but incomplete or less well-rounded understanding and/or application of the subject matter; achieves many basic but very few or none of the higher-order intended goals for the assessment tasks; several serious flaws or many minor ones; clear and unambiguous evidence of possession of an adequate level of an acceptable number of required skills; demonstrated adequate level of interpretive and/or analytical ability and intellectual initiative; adequate level of competence.

FAIL (N)

Unsatisfactory performance indicating inadequate and insufficient understanding and/or application of the subject matter; achieves few or none of the basic and higher-order intended goals for the assessment tasks; numerous substantive errors of fact, omission and/or application present; clear and unambiguous evidence of non-possession of most or all required skills; insufficiently demonstrated level of interpretive and/or analytical ability and intellectual initiative; inadequate level of competence.

SATISFACTORY (S) VERSUS UNSATISFACTORY (US)

In some units, the grading system may make more sense organised on a satisfactory/unsatisfactory (pass/fail) basis. If such a grading system is employed, the appropriate interpretive descriptors to apply will be those for the grade of at least Pass standard or Fail. If a further distinction in the satisfactory category is desired, i.e. Very Satisfactory (VS), the description for the grade of at least Distinction standard shall apply.)

Responsibility for Assessment

Ultimate responsibility for the production and verification of individual student grades rests with the Unit Co-ordinator and the Head of School.

Casual and other Marking Support

Unit Co-ordinators may enlist, with the approval of the Head of School, competent casual support for marking assignments/assessment tasks as required to cope with the marking load for a unit.

Referencing – Including Online Referencing

All work submitted by students is to conform to the Harvard (author-date) style. Details of this style are located in the *UNE Referencing Guide*, which can be accessed at <http://www.une.edu.au/aso/referencing_style_guide.htm>

Hand Written Assignments

Normally, all written work should be typed or wordprocessed. Should this cause significant difficulties, students are encouraged to contact the Unit Co-ordinator immediately and some other arrangement **may** be made. If an assignment is illegible or incomplete, it will be returned to the student for resubmission and the penalty for Late Submissions will apply.

Turn-around Time for Assignments

School of Education staff will try to ensure that the turn-around time for assignments will normally be no more than three weeks from the date the assignment is received.

Extensions and Late Submission

The granting of an extension is not automatic.

Where a student has good grounds for an extension of a submission date, they should apply in writing, with supporting evidence (preferably by email) **to the Unit Co-ordinator (NOT to the Student Centre)**. The Unit Co-ordinator may grant an extension on the basis of each student's stated reason(s) and supporting evidence.

Requests for an extension must be received by the Unit Co-ordinator **BEFORE** the due date, except in unforeseen and unforeseeable circumstances.

If the Unit Co-ordinator approves the request, students must then attach the approval confirmation, clearly indicating the final date for submission, to their submitted assignment.

If students do not include this written approval with their assignment, it will be marked according to the Late Submission policy (see below), with the due date deemed to be that stated in the Unit Handbook.

According to Faculty regulations, extensions cannot be given beyond the day before the beginning of the University examination period of the semester in which the unit ends.

In Semester One 2006 this date is Monday, 12 June 2006.

In Semester Two 2006, this date is Tuesday, 07 November 2006.

Subject to the requirement that assignments must be received no later than the day before the beginning of the university examination period of the semester in which the unit ends (see above for dates):

1. Assignments received up to 14 days after the due date without approval, will be marked but only on a pass/fail basis.
2. Assignments received up to 14 days after an approved revised due date will be marked but only on a pass/fail basis.
3. Assignments received more than 14 days after the due date or the revised due date without approval will be:
 - regarded as having met submission requirements, but
 - returned unmarked and the Unit Co-ordinator will record a mark of zero.

Special Extension of Time (SET)

Special Extensions of Time apply to assignments that are unable to be submitted prior to the commencement of the examination period.

A student who is enrolled in a unit which is not subject to formal examination, or for which the formal examination forms only part of the total assessment, and who has been prevented through illness or other unavoidable circumstances from completing required work by the specified date, may apply for a Special Extension of Time to complete the work.

Approval for a Special Extension of Time is not normally granted to students who have not completed **any work** for the unit throughout the semester.

Applications for Special Extension of Time must be made directly to the UNE Student Centre and be received within five (5) working days after the commencement of the examination period in a given semester. Application forms and guidelines are available at: <<http://www.une.edu.au/studentcentre/>>

Special Examinations & Special Consideration

Students who are unable to sit an examination or whose performance in an examination was severely affected, may apply for a Special Examination. Where a student's circumstances do not merit a Special Examination, they may apply for Special Consideration so that the Unit Co-ordinator can apply some discretion when marking examination papers.

Applications for Special Examination or Special Consideration must be made directly to the UNE Student Centre and be received within five (5) working days after the end of the relevant examination period in a given semester. Application forms and guidelines are available at: <<http://www.une.edu.au/studentcentre/>>

Students with Disabilities

Students with a disability, a temporary impairment or an illness (temporary or long term), may have special needs. A Special Needs Form may be obtained from the University Equity Office's Disability Adviser. <<http://www.une.edu.au/eo/disability/disability.htm>>

Re-submission of Assessment Task

At the discretion of the Unit Co-ordinator, students may be invited or permitted to revise and re-submit a specific unit assessment task for marking. However, the maximum grade that can be attained under such circumstances would normally be a grade of 'Pass'.

Preliminary Review (before submission) of Assessment Tasks

Students are advised that asking Unit Co-ordinators for a preliminary review of any assessment tasks prior to formal submission is inappropriate and unfair to other students, unless the Unit Co-ordinator has clearly established, in writing, such a practice for all students enrolled in the unit.

Re-Marking of Assessment Tasks

Students may request that an assessment task be re-marked, in its original form, in circumstances where the student presents a strong case arguing that the original marking was unfair or inconsistent with marking guidelines.

Requests must be made directly to the Unit Co-ordinator within ten (10) working days of receipt of the original marked assessment task. The original marked assignment must

accompany the request for a re-mark. **A copy of the request (clearly marked as a copy) must also be sent to the Head of School.** Re-marking will be arranged by the Unit Co-ordinator.

The Unit Co-ordinator is responsible for arranging the re-marking of the assessment task. Only a single re-mark will be permitted, and the result of the re-mark will be recorded as the final mark for that assessment task, irrespective of its position relative to the original mark.

If a student remains dissatisfied with the outcome, then normal procedures for handling appeals will be followed. Students should refer to the University's *Student Appeals Policy* <<http://www.une.edu.au/offsect/policies.htm>>

Partial Credit

Partial credit may be given for assessment tasks completed in a previous enrolment in that unit where the previous assessment task is comparable to the present assessment task, subject to the conditions set out below.

1. Partial credit is not granted automatically. An application for partial credit in any particular unit may only be submitted once. Partial Credit will only apply in the year approved.
2. Unit Co-ordinators should ensure that the necessary support for student learning is available for those assessment tasks that the student failed on their earlier attempt.
3. Partial credit for work completed in a unit will normally be considered only for work previously assessed at Credit (65% or above) or higher level. Pass level achievement in an assessment or examination will not normally be considered for partial credit.
4. Partial credit will not be given for components of the unit that, in the opinion of the Unit Co-ordinator, support an assessment task. Components for which partial credit will not normally be allowed for this reason could include, for example, credit for attendance at lectures, workshops etc. Similarly, credit will not be given for a practicum component of a unit if the practicum is required to support another assignment.
5. Practicum/Internship
Partial credit with respect to practicum:
 - a. subject to consideration of point 4 above, credit for a practicum component which has an allocation of two (2) or more credit points within a unit will normally be granted if the practicum has been assessed as "satisfactory" without significant areas of concern being identified;
 - b. students repeating more than one unit, each of which has a credit point allocation to practicum in any one year, will normally not be granted partial credit for the practicum component within those units; and
 - c. all other cases of partial credit will be assessed by the Head of School.
6. Students requesting partial credit will normally need to submit the relevant application form to the Unit Co-ordinator no later than seven (7) days after the commencement of the semester for which credit is being sought. The Unit Co-ordinator will rule on the request, where necessary, in consultation with the Head of School.

Partial Credit forms are available from the School.

Grievances

Where a student wishes to raise a grievance, available options include:

1. lodging an informal or written request to the Unit Co-ordinator (usually in relation to an assessment issue) who will have the complaint addressed;
2. lodging a written request to the Head of School - if related to assessment, the item of assessment can be allocated to another member of Academic staff for re-marking;
3. contacting the relevant Course Co-ordinator;
4. sending a written request to the Dean of the relevant Faculty;
5. contacting the University Ombudsman to lodge a complaint. However, students should consult the University of New England Handbook in relation to the rules governing the UNE Ombudsman, particularly in relation to jurisdiction;
6. contacting the University's Student Access and Equity Officer who is located in the University's Equity Unit; or
7. approaching the University of New England Students' Association (UNESA).

Normally, it is expected that grievances will be addressed to the Unit Co-ordinator in the first instance.

Appeals

Students wishing to lodge an appeal in relation to unit assessment; practical and/or professional experience assessment; the application of faculty policies; Special Examinations; and Special Extensions of Time, should consult the University's *Student Appeals Policy*: <<http://www.une.edu.au/offsect/policies.htm>>

Online Resources

There are many online resources available to staff and students from the University Library page at <<http://www.une.edu.au/library>>. Students may like to try the following search options:

Catalogue - This allows users to search for books, journals, Reserve Collection items, audiovisual materials and other resources that are held in the collections of the University Library and its branches. In particular, the catalogue includes journal titles that are accessible electronically. Where "[electronic resource]" or "[internet access]" appear after a title, then the online version can be accessed by clicking on the URL (web Address or Location) provided.

e-reserve – This allows users to find electronic copies of articles and chapters of books recommended by lecturers as having high relevance to particular unit/s of study.

exam papers – This option allows users to see any officially released exam papers for their enrolled units and/or to check all available exams by Unit Co-ordinator and Unit Code.

e-resources - This enables users to access valuable resources including journal indexes, links to useful websites, subject guides and web search tools. The resources are listed by discipline to make it easy for students to investigate what is most relevant to them. Journal indexes enable students to search by topic for references to articles. A number of the University Library's indexes include full-text, so students can read or print the actual articles immediately. Students can use the Quick Links to access resources such as *AusStats* (Australian Bureau of Statistics), *Proquest 5000*, *Expanded Academic ASAP* and *Informit Online* (Australian indexes).

eSKILLS UNE - This is a series of lessons showing students how to find and evaluate information, write essays and reference assignments correctly. Students can also try

eSKILLS Plus to work on advanced information skills such as searching citation indexes, finding theses, using the internet for research and setting up email alert services.

Access to some e-resources is restricted to UNE staff and students, so students will need to register online for a UNE username and password. Further advice is available at <<http://www.une.edu.au/library/external/elecrec.htm>>.

Borrowing from other University Libraries

UNE students can apply for reciprocal (in-person) borrowing rights at all other Australian university libraries. There is usually a small fee for this service. To obtain further details on how to apply for these rights in the various states of Australia, students should access:

<<http://www.une.edu.au/library/external/unison.htm>>

Borrowing privileges are valid from January of the current academic year through to the end of February of the following academic year.

Plagiarism and Misconduct

The University views with the greatest concern the action of students who act dishonestly or improperly in connection with their academic work and imposes strict penalties on those students who are found to contravene the *University of New England Academic Board Policy On Plagiarism And Misconduct*.

The *UNE Academic Board Policy On Plagiarism and Misconduct* can be viewed and downloaded from the UNE Office of the Secretariat website at:

<<http://www.une.edu.au/offsect/policies.htm>>

To avoid plagiarism, it is important that students read the University policy on plagiarism and misconduct and understand how to attribute the work and ideas they use to their proper source by consulting the *UNE Referencing Guide*.

The *UNE Referencing Guide* can be viewed and downloaded from the UNE Academic Skills Office website at:

<http://www.une.edu.au/aso/referencing_style_guide.htm>

NOTE – Further information about how to avoid plagiarism and academic misconduct is included at the end of this document.

Allowing Another to Copy Work

The School views very seriously instances where students allow others to copy their academic work. Where it can be established that students intentionally allowed another to copy their work and use it as their own, the work students have allowed to be copied will also be awarded a “Fail” grade. In such cases, students have the right to appeal against the decision, provided they do so in writing to the Head of School within fourteen (14) days.

Co-operative Preparation of Assigned Work

1. In some instances a Unit Co-ordinator may indicate in a question or task set that cooperative preparation for that question/task is acceptable. In such instances the usual expectation is that each individual student will submit their own answer/response, using the jointly prepared material, and not just a common copy used by all those cooperating. In some circumstances, joint submission of work for

- all or part of an assignment may be acceptable but if so this will be clearly indicated in the assignment details.
2. If a group of students think that cooperative preparation is the appropriate way to answer or respond to a question or task, the group should approach the Unit Co-ordinator concerned who will either allow or disallow such co-operation. Where Co-operation has, but has occurred, the work will be treated as in point 4 in the section below on False Declaration Relating to Assigned Work.
 3. Where co-operative work has been allowed the names of all those co-operating must be listed on the assignment/task for which the co-operation occurred.

“Plagiarism Declaration Form”

Students are required to complete and submit a “Plagiarism Declaration Form” with each assignment. Each form must have an original signature.

For Internal Students the "Plagiarism Declaration Form" will be printed on the reverse of the “Assignment Cover Sheet" (available from the School)

In general terms the amount of other authors’/people’s work used in an assignment question should be no more than 15%. (Where specified in an assignment, staff may waive this requirement.)

The Head of School and staff are concerned that some students are falsely signing declarations and are making extensive (more than 15%) use of the work of others and are not always acknowledging the work of others. This has included:

1. students printing out electronically stored work of others and submitting it as their own work - changing the font does not make the work original;
2. students copying by hand or photocopying the work of another student and submitting it as their own;
3. students copying work published by another author in excess of fair dealing and not acknowledging the original author; and
4. students jointly preparing an answer and each submitting it as their own. (See cooperative assignment preparation above.).

When such breaches as those listed above are detected, students will be notified by the staff member concerned and a “Fail” grade will be awarded. Students will be given fourteen (14) days to appeal the decision in writing to the Head of School. The Head of School will either confirm the “Fail” grade or decide on some other penalty, or if a satisfactory explanation is received, rule that the assignment be assessed in the normal manner.

Avoiding Plagiarism and Academic Misconduct

You are plagiarising if you give the impression that the ideas, words or work of another person are your ideas, words or work, even if this is done unintentionally.

Good scholarship requires building on and incorporating the work of others. This use must be appropriately acknowledged. Whenever you employ the thoughts, words, drawings, designs, statistical data, computer programs, performances or other creative works of others, either by direct quotation, by paraphrasing or by the use of another's ideas, you must clearly identify the author and the source through the use of proper referencing. Your acknowledgment of the contributions of others is not solely a matter of honesty. It also shows the extent to which you have consulted appropriate references and source materials during preparation of their work for submission. It thus plays a very positive role in academic assessment, by demonstrating how well you have taken into account work already done in the relevant field.

Failure to acknowledge sources appropriately or to use paraphrasing or direct quotations appropriately constitutes plagiarism and may attract significant penalties such as failure in the unit or exclusion from the University.

Plagiarism includes:

1. copying any material from books, journals study notes or tapes, the web, CD-ROMs, the work of other students, or any other source without indicating this by quotation marks or by indentation, italics or spacing;
2. directly quoting or rephrasing ideas from books, journals, study notes or tapes, the web, CD-ROMs, the work of other students, or any other source without acknowledging the source of those ideas by footnotes or citations; or
3. unauthorised collaboration with other students in producing an assessment task.

Plagiarism involves not only written works, but also material such as data, graphs, images, music, formulae, websites and computer programs.

Aiding another student to plagiarise your work is also a violation of *The University of New England Academic Board Policy on Plagiarism and Academic Misconduct: Coursework* and may invoke a penalty.

The attached Definitions and Flowcharts, adapted from *The University of New England Academic Board Policy on Plagiarism and Academic Misconduct: Coursework*, clarify what is meant by plagiarism and other terms relating to assignment work, and summarise the steps that will be taken if you are suspected of having plagiarised. The attached Appendix provides examples of actions that constitute plagiarism or improper conduct.

***The University of New England Academic Board Policy on Plagiarism and Academic Misconduct: Coursework* states that you have a responsibility to**

1. read, understand and respect this policy;
2. familiarise yourself with the conventions of referencing for the discipline;
3. avoid acts which could be considered plagiarism or misconduct;
4. seek assistance from appropriate sources and support services on becoming aware you need more knowledge and skills;
5. include a separate signed and dated *Plagiarism Declaration Form* with every assessment task submitted; and
6. be aware that when you submit an assignment electronically, you are deemed to have signed the *Plagiarism Declaration Form*.

***In addition, The University of New England Academic Board Policy on Plagiarism and Academic Misconduct: Coursework* states that you have a right to:**

1. be informed of the policies of the University, the Faculty, and the School with respect to academic honesty including plagiarism, groupwork, collusion, legitimate collaboration, and reliability of information;
2. be provided with clear guidelines on academic styles required in each unit;
3. receive practical comments which assist you to review your work;
4. expect clear guidelines relating to all aspects of groupwork and legitimate collaboration;
5. expect early notification or fair warning in the case where an academic believes you or group of students may be at risk of breaching guidelines relating to plagiarism, misconduct, collusion and collaboration;

6. participate in appropriate learning experiences designed to improve competency in writing and study skills, understanding of the requirements of groupwork and legitimate collaboration, and development of personal attributes, in particular, ethical behaviour;
7. expect consistent interpretation of *The University of New England Academic Board Policy on Plagiarism and Academic Misconduct: Coursework*; and
8. know that each assessment task may not be marked unless a separate signed *Plagiarism Declaration Form* has been received.

Finally, you need to know your rights if you find an allegation of plagiarism or academic misconduct has been made against you:

If an allegation of plagiarism or academic misconduct is made against you, you will be advised in writing of:

1. the nature of the allegation;
2. the right to present a case in writing or orally to the Head of School or nominee;
3. in the case of an allegation of plagiarism or misconduct, the fact that the signed *Plagiarism Declaration Form*, submitted with the alleged plagiarised work, has been retained as evidence for the investigation;
4. the Student Support available; and
5. the fact that upon completion of the investigation in relation to the case by the Head of School or nominee, you will receive a written statement as to the outcome of the investigation and the decision as to any penalty.

The following guidelines will help you to avoid plagiarism:

1. be familiar with the style of acknowledgment that is recommended for use in each of your units, including the referencing techniques required for information sourced from the internet;
2. write the source on any notes or copies you make from any document or electronic sources such as the internet. The habit of copying or ‘cutting-and-pasting’ text directly from a source as you read is very dangerous. It is easy to forget that the notes you make or excerpts you have ‘cut-and-pasted’ are not your own and to later write them into an essay or report as if they were your own words. Keep details of the sources you have relied upon for each assignment throughout the unit. Plagiarism is often the result of lack of care, poor study and/or poor referencing methods;
3. acknowledge all sources containing the concepts, experiments, performances or results from which you have extracted or developed your ideas, even if you put those ideas into your own words;
4. always use quotation marks or some other acceptable indicator of quotation when quoting directly from a work. It is not enough merely to acknowledge the source;
5. avoid excessive paraphrasing and quoting, even where you acknowledge the source. Instead, read your sources then put them out of sight. Think about the meaning that is important and relevant to you and your task, then write this in your own words. This approach will help improve your writing generally;
6. be aware of the rules regarding groupwork and collaboration. Collaboration (appropriately acknowledged) is permitted in the case of team or group projects. It is also permitted in the more general case when the collaboration is limited to the discussion of general strategies or help of a general nature. If you have any doubt

about what constitutes authorised (legitimate) and unauthorised collaboration (collusion) for specific assessment tasks, seek advice from your Unit Coordinator;

7. understand that the distinction between what needs to be acknowledged and what is common knowledge is not always clear. As you gain experience you will learn the acceptable practices for acknowledgment in the disciplines in which you study, but while you are learning, always play safe and acknowledge;
8. keep a printed (hard) copy of all of your submitted work to assist you in case you ever need to answer an allegation of plagiarism. This is important for your own protection against possible misuse of your submitted assignment by another student and against possible suspicion of plagiarism if you ever have to resubmit an assignment that has 'gone astray'. If your original assignment has been lost, stolen or damaged, you must be able to produce it again as needed, without undue delay.

Referencing and Research Guidelines:

Students should refer to the following websites or academic units for further advice and assistance regarding referencing styles and rules and as well as advice on avoiding plagiarism and misconduct:

1. UNE Referencing Guide: <<http://www.une.edu.au/tlc/referencing.pdf>>
2. eSKILLS UNE Keeping Track:
3. <<http://www.une.edu.au/library/infolit/keeping.htm>>
4. The UNE Academic Skills Office: <<http://www.une.edu.au/tlc/aso/>>

Relevant fact sheets from Academic Skills Office:

1. Avoiding plagiarism
<<http://www.une.edu.au/tlc/aso/pdf/plagiarism.pdf>>
2. Footnoting
<<http://www.une.edu.au/tlc/aso/pdf/footnote.pdf>>
3. Author-date referencing examples
<<http://www.une.edu.au/tlc/aso/pdf/au-date.pdf>> Electronic referencing examples
<<http://www.une.edu.au/tlc/aso/pdf/electr.pdf>>

These are all available from: <<http://www.une.edu.au/tlc/aso/resources.htm>>

In addition, individual Schools at UNE may have their own documentation regarding plagiarism and referencing issues and you should approach your Unit Coordinator for information on these specific documents.

Advice on Use of Internet Sites

Cyberspace contains both useful information and traps for the unwary. Unfortunately, many websites do not name the author of the textual material included. This means that the text carries little authority. As with a book or journal article, we need to know "Who wrote this?" and "Where did they get that piece of information from?"

Questions to ask about any site on the WWW:

1. Is the author named?
2. If so, does the site tell you about the author's credential and experience?
3. Can you confirm the information from books, journals or other websites?

4. Be aware that the website may be as biased as any other source. Who owns/runs the website and what are they promoting?
5. Has the website been updated recently? Is it out of date?

You should be aware that, in general, research essays must be based on data that is the work of acknowledged authors, and on data with verifiable origins. The advantage of academic books and journals is that the material has been reviewed in manuscript form by experts in the field before publication, and has often been subjected to a further review in academic journals after publication. Sometimes, however, information is posted on websites before publication or instead of publication through regular channels. This means that it is not always clear as to whether or not it is appropriate to employ web-based resources in the production of assignments. If in doubt, you should always closely examine the explicit requirements for an assessment task and/or consult your Unit Coordinator before incorporating web-based references in an assignment.

You should also be aware that the Internet now has extensive and very powerful resources, which university teachers can use to detect electronic plagiarism. UNE staff have access to these resources and will use them, so do not be misled by the ease with which information can be downloaded from the web and incorporated into an assignment - the risk of discovery is VERY high.

The solution for you is simple and automatically safeguards your integrity: when referencing information in work that you submit, always treat information downloaded from the web with the same caution, respect and proper acknowledgment as you would information from any printed source of other media (e.g., CD-ROM, radio, TV).

Referencing the WWW

Information from the WWW should be cited just like any other source. Find out how to reference information from the WWW using the referencing styles and rules recommended for use in each of your units. Instructions and examples are available also from the UNE Referencing Guide (author-date system) and from the Academic Skills Office fact sheets listed above.