

# Checklist to uphold academic integrity

Refer to this checklist before submitting your assessment tasks. Some unit coordinators also may require an assignment cover sheet where you must declare that the work is your own, note any use of Gen-AI tools, and confirm it is free of unauthorised materials.

## Make sure you have:

Tick Box	Action	Explanation
	Obtained permission before using any Gen-AI tools	Checked the assessment details for permission and appropriate use of Gen-AI tools.
	Paraphrased correctly	Rewrote the information in your own words.
	Used in-text citations	Acknowledged the sources of information, ideas, or data you have used in your work.
	Used direct quotations appropriately and sparingly	Quotations are presented using the exact words of the original author. <i>Note that some disciplines do not use quotes.</i>
	Formatted quotes using italics and quotation marks	Quotes under 40 words are placed within quotation marks and integrated into the text
	Indented longer quotes (40 words or more)	Formatted as a block quote, indented from the left margin, and without quotation marks.
	Followed each quote with an in-text citation	Used the appropriate referencing style and included page numbers in the in-text citation for each quote.
	Included a reference list of all works cited	Followed the required referencing style for your unit.
	Provided a reference for every image, diagram, and figure	You must reference it unless you created something new that does not use Gen-AI software. If you edit an existing item, it must still be referenced.
	For text-based assessments	Included in-text citations and a reference list with full source details, including DOIs.
	For visual artefacts or portfolios	Included a reference list with full source details and listed any modified items.
	Disclosed all Gen-AI content	Followed your unit's guidelines, indicated if the content was created using Gen-AI tools, and provided appropriate citations.
	Kept a copy of the original sources	Losing the original source can lead to incorrect or missing references.
	Kept a copy of your process records, drafts and submission receipt	This can be done by saving daily drafts, using Curtin Grammarly Authorship to show your work and screenshotting the submission receipt.
	Reviewed the Turnitin Report where applicable	Checked the highlighted text to ensure it was adequately paraphrased and referenced
	Not used 'copy and paste'	Did not copy and paste text from another source (including Gen-AI tools) unless it is a direct quote and properly referenced.
	Not copied work from a previous assignment	Reusing your own work requires permission.
	Not used another student's work without attribution or submitted someone else's work as your own	Individual assessments should be your own work.
	Avoided collusion	Credit each person who has assisted with any part of the assessment.
	Sought help if needed	If you are struggling with time management or finding the assessment challenging, seek assistance from the teaching staff or request an extension.