

# Teach and Assess - Teaching

## Coursework Academic Integrity Procedure 1

### 1. Staff responsibilities

1.1 Academic and professional staff and affiliates involved in teaching or the supervision of students are responsible for:

- a. Ensuring assessment items are varied and intentionally designed to promote academic integrity, in accordance with clause 3.4 of the Learning, Teaching, and Assessment Procedures,
- b. Making students aware when collaborative work is permissible in a particular assessment task, and the extent to which collaboration is permitted in that task, in accordance with the 3.1 of the Learning, Teaching, and Assessment Procedures,
- c. Providing students with messaging around JCU's standpoint that contract cheating is a severe form of academic misconduct.
- d. Enforcing a requirement that assessment item is submitted with an electronic or paper declaration, as appropriate.
- e. Following set processes to safeguard against students' claims of non-receipt and non-return of assessment items,
- f. Using plagiarism/cheating/text-checking software whenever possible to help detect academic misconduct
- g. Supporting students through the provision of explicit information about JCU's assessment requirements, as per section 3.2 of the Learning, Teaching and Assessment Procedure and across all delivery modes.
- h. Making affiliates aware of any relevant obligations contained in the Coursework Academic Integrity Policy and this procedure.

*...continue on to Coursework Academic Integrity Procedure to read all of Proc. 1.*