
The revised Declaration of Originality is to be used from semester 1 2013. You can read the revised declaration which is included as the Appendix to this document.

All students must complete the revised declaration even if they have already completed the existing declaration. DO NOT delete the existing Declaration of Originality or student responses.

Activate Completion tracking
To activate completion tracking:-

1. Click on Edit settings under Unit administration.
2. Scroll down to Completion tracking under Student progress.
3. Click on the drop box and select Enabled, control via completion and activity settings.
4. Tick the box Completion tracking begins on enrolment.
5. Save changes.

Creating the new Choice activity Declaration of Originality
In your unit click on:-

1. Turn editing on
2. Click on the Add an activity or resource
3. Select Choice
4. Click on Add
5. Complete the following fields.
6. Name the activity: Declaration of Originality (rev. Feb 2013)
7. Introduction text: Copy and paste the revised Declaration from the APPENDIX of this document. (Use the ‘paste from word icon’ in the editor to complete this step)

8. Limit: Leave on the Default setting (Disable)
9. Option 1: Copy and paste the following text

   &nbsp; &lt;b&gt; I do not agree &lt;/b&gt; that all of the above criteria will be met by each of my assessment items submitted for this unit.

   The text will appear as:-

   &nbsp; I do not agree that all of the above criteria will be met by each of my assessment items submitted for this unit.
10. Option 2: Copy and paste the following text:

   &nbsp; &lt;b&gt;I agree&lt;/b&gt; that all of the above criteria will be met by each of my assessment items submitted in this unit.

   The text will appear as:

   ☑ I agree that all of the above criteria will be met by each of my assessment items submitted in this unit.

11. Under Miscellaneous settings ensure that the following fields are selected:

   - Display mode: Display vertically
   - Do not publish results to students
   - Allow choice to be update: No
   - Show column for unanswered: Yes

12. Under Activity completion:

   - Select Show activity as complete when conditions are met.
   - Tick the box Show as complete when user makes a choice. These settings will only be visible if Completion tracking is activated via the unit settings as outlined at the beginning of this document.

13. Save and return to unit or Save and display.

**Viewing responses**

To view responses click on:

2. Above the declaration on the right of the screen you will see View # responses. Click on this link
3. A listing of students names and responses will display

**Linking the Declaration of Originality to an assignment**

You can now create an assignment/activity and set completion of the Declaration of Originality as a condition to be met by students. Once completed correctly students will be able to access the assignment/activity.
Please read the following declaration criteria and submit your response
Assignment cover sheet

Note:
(1) The attention of students is drawn to:
the Academic Regulations,
the Academic Honesty Policy and
the Assessment Policy, all of which are accessible via http://www.acu.edu.au/policy/136703
(2) A de-identified copy of your assignment may be retained for University quality (audit) processes, benchmarking or moderation.

DECLARATION OF ORIGINALITY

By submitting this assignment for assessment, I acknowledge and agree that:
1. this assignment is submitted in accordance with the University’s Academic Regulations, Assessment Policy and the Academic Honesty Policy. I also understand the serious nature of academic dishonesty (such as plagiarism) and the penalties attached to being found guilty of committing such offences.
2. no part of any assessment item has been copied from any other source without acknowledgement of the source.
3. no part of this assignment has been written by any other person, except to the extent of collaboration and/or group work as defined in the unit outline.
4. this assignment has not been recycled, using work substantially the same as work I have completed previously and which has been counted towards satisfactory completion of another unit of study credited towards another qualification, unless the Lecturer in Charge has granted prior written consent to do so.
5. a copy of the original assignment is retained by me and that I may be required to submit the original assignment to the Lecturer in Charge upon request.
6. the Lecturer-in-Charge may, for the purpose of assessing this assignment:
  6.1. reproduce this assignment;
  6.2. authorise the reproduction of this assignment;
  6.3. provide a copy of this assignment to another member of the University; and/or
  6.4. communicate, or authorise communication of, a copy of this assignment to a plagiarism checking service, such as the “Turnitin” service operated by iParadigms LLC (or such other service utilised by the University at its absolute discretion). I acknowledge that a plagiarism service provider may then retain a copy of this assignment on its database for the purpose of future plagiarism checking.

Last updated February 2013