

What does academic integrity look like?

Acting with academic integrity means approaching your school assignments honestly, morally and ethically.

Doing your own work helps you to:

- learn effectively
- build skills that matter
- earn trust from your teachers
- feel good about your accomplishments
- be fair to your classmates
- make things easier for your teachers
- contribute to a supportive learning environment.



Academic integrity

Practices that support academic integrity

Building good habits makes getting your work done on time much easier. Learning the skills to show what you understand does take practice, but it's never too late to start!

Here are some tips.

Time management

Give yourself enough time to complete your work by the due date. Treat time like a limited resource.

- Make a to-do list and set priorities.
- Avoid distractions like TV and social media when it's time to work.
- Take short breaks to improve your focus.
- Ask for help if you need it.

Research skills

Researching well involves staying organised and focused on your task. ✓✗

When researching:

- identify what you want to investigate
- seek out trustworthy sources
- take notes by summarising important details in your own words and focusing on why they will be useful
- keep clear records of sources, so you can credit others' information and ideas when writing your references.

Collaboration, group work and generative AI

When working on assignments with classmates, tutors or generative AI tools, it is important to be able to demonstrate what you know and can do. Give credit to work created by someone or something other than yourself.

Make sure any collaboration conforms to the rules for the assessment task.

Referencing

Whenever you use someone else's words or ideas in your work, you must give them credit. 📖➡️

1. Use an **in-text citation**. This usually consists of the author's name and the date of publication e.g. (Smith, 2024)
2. Add the full details of your sources to your **reference list**.

You should also note if you have used **generative AI** to show what ideas are your own.

Drafting

Completing a draft of your work is a good way to get helpful feedback before handing in the final version for marking. 📝➡️📄

This helps you and your teacher spot areas where you might need more guidance.

More info

To learn more about academic integrity and doing your best work, visit the QCAA website and search for 'Academic integrity'.