Proofreading Guidelines for Student Assessments

Purpose
The purpose of these guidelines is to offer guidance on the extent and limits of acceptable proofreading assistance.

Scope
The guidelines are limited to assessments for course work undertaken at undergraduate or postgraduate level. The guidelines do not cover editing and proofreading guidance for dissertations or theses.

Introduction
As a student, it is expected that you will undertake a process of developing your writing skills in order to communicate your ideas clearly. In many cases the assessment process rewards the development of writing skills along with accurate communication through correct spelling, punctuation, grammar, sentence construction, overall coherence, and referencing. Therefore, you should always edit and proofread your written assessments very carefully before submitting them for marking.

Definitions
What is editing?
It is shaping material to improve the content and the overall cohesion of the work in order to meet its purpose. "It is editing to clarify meaning, improve flow [of ideas] and smooth language" (IpEd, 2013, p. viii).

What is proofreading?
Proofreading is identifying errors in spelling, punctuation, grammar, sentence construction and referencing. It does not involve editing or rewriting another person's work. However, it might include identifying and alerting the writer to sentences or paragraphs that lack clarity, i.e. are poorly written or constructed.

Who is a proofreader?
In this instance, a proofreader is someone other than you, in a paid or unpaid position, who is engaged to review and offer advice on work to be submitted for assessment.

Your responsibilities
- Check the assessment instructions carefully for specific writing style and presentation instructions.
- Undertake the process of researching, writing and editing in order to address the assessment instructions.
- If seeking proofreading advice, ensure the person is clear on the limits of their role.
- If using a proofreader, you must make the suggested proofreading changes yourself and produce the final document.
- Keep a copy of the draft that contains proofreader comments.
- It is your responsibility to edit your own work through a process of reconsidering and rewriting the work (AUT, 2013a).
- Resources are available through AUT Learning Advisors.
- Ask your faculty/school if they have a list of approved proofreaders who offer their services for a fee.

Using a service that goes beyond proofreading as defined in these guidelines may constitute a breach of the General Academic Regulations:

> Part 7 Academic Discipline, section 2.1.4 collaborates with others in the preparation of material, except where this has been approved as an assessment requirement (AUT, p. 109).

Proofreader responsibilities
- Advise on general areas of grammar that could be improved without making any changes.
- Highlight spelling and punctuation errors.
- Recommend correct forms of referencing, but do not make the corrections.
- Identify writing problems such as structure and cohesion and offer general advice (AUT, 2013b).

Third party proofreaders may not:
- make changes to a student's work using electronic tools that allow alternative text to be entered and changes accepted (track changes). Suggested amendments may only be made using comment tools (University of Auckland, 2017).
- Write or rewrite any part of the document.
- Perform required calculations or workings.
- Make an intellectual contribution such as editing that alters the meaning.

Resources for Students
AUT referencing examples, videos and workshops
https://library.aut.ac.nz/

UNSW – University of New South Wales Business School
https://www.business.unsw.edu.au/students/resources/learning-support/resources/writing-editing

Purdue University, OWL Purdue Online Writing Lab
https://owl.english.purdue.edu/owl/resource/679/01/

QUT – Queensland University of Technology, Editing and proofreading
http://studywell.library.qut.edu.au/ppoint_files/WRITING_EditingandProofreading.pdf

References

AUT, (2013a). *Guidelines for the proofreading of postgraduate theses and dissertations at AUT*. Auckland, New Zealand: Auckland University of Technology.

AUT, (2013b). *Proofreading and grammar*. Retrieved from https://www.aut.ac.nz/being-a-student/current-undergraduates/academic-information/academic-and-study-support/student-learning/student-learning-centre-learning-resources/academic-writing/?a=389164

AUT, (2018). *AUT calendar*. Auckland, New Zealand: Auckland University of Technology.

IpEd, (2013). *Australian Standards for editing practice* (2nd ed.). Victoria, Australia: Institute of Professional Editors. Retrieved from http://www.iped-editors.org/site/DefaultSite/filesystem/documents/ASEP%20flat%20onscreen%20version.pdf

University of Auckland (2017). *Third party assistance in UG and PG coursework guidelines.* Retrieved from https://www.auckland.ac.nz/en/about/the-university/how-university-works/policy-and-administration/teaching-and-learning/students/third-party-coursework.html