



# Guidance Note

## Title: Higher Education Proof Reading Guidance

VERSION NO: 1

LAST REVIEWED: October 2023

### Summary:

**Accessibility:** If you would like this information in an alternative format, e.g. Easy to Read, large print, Braille or audio tape, or if you would like the procedure explained to you in your language, please contact the College's marketing team on 01603 773 169.

**Further information:** If you have any queries about this policy or procedure, please contact the named policy holder.



## Amendments log

Review date	Version	Changes	Originated by	Approval
August 2023	1	Initial Issue	S.Ratcliffe	

## **Purpose and Application**

This document applies to all students studying under UEA's Partner Bachelor and Foundation Degree Awards, or the Norfolk Regulatory Framework 8th Edition V5 and any other Awarding Bodies where there is a default to the Institutions policies (for example Pearson BTEC qualifications).

This document provides guidance to students about acceptable behaviours and practices when seeking proof reading support.

## **Outline**

This procedural protocol applies to anyone who is an employee of the College or who by other appointment or recommendation of the College is in a position to provide support, advice or guidance to College students. It is to read in conjunction with the Plagiarism and Collusion and Academic Misconduct Policies.

## **Background to the reading of students' drafts of their assignments (or parts thereof)**

This has been reviewed and discussed to establish a consistent approach to student support across Higher Education Provision and the School of Higher Education, in accordance with the QAA Quality Code and standardisation.

The questions are essentially concerned with:

**Reliability of advice:** who is giving it, what are their credentials, how do we gauge the reliance placed upon any advice given and the impact that may or may not have had on the finished assignment?

**Consistency of advice:** does everyone consistently give the same kind of advice and to the same or similar levels of detail.

**Originality:** If 'proof-reading' or reading of drafts is allowed whose work is it in the final assignment?

**Accountability:** if advice and guidance is given at proof or draft stage and the assignment fails or doesn't achieve a 'good enough' (in the eyes of the student) mark then who is responsible?

## **What is Proof reading?:**

Proof-reading is the systematic checking for and identification of errors in spelling, punctuation, grammar and sentence construction, formatting and layout in the text of a student script. The script might be an essay, report, project, dissertation, thesis or any other form of written assignment. A student should proof-read their own work but may also ask third parties to do so. Students are allowed to use word processing software (such as MS Word) to check their work for spelling, formatting, and typographical errors.

You may use a proof-reader unless your assessment brief says that they are not permitted. You must never ask another student who is studying, or who has studied, the same module or assessment task as you to act as your proof-reader, as that would be collusion.

A proof-reader must not **materially** amend text in such a way that the meaning of the original is changed. It is also inappropriate for a proof-reader to comment on the quality of analysis or understanding of content. Where there is a lack of clarity in the meaning of a passage, the proof-reader may indicate this in their comments and provide guidance in respect of the alternative ways in which the passage of text could be understood by a reader (but not provide suggested corrections).

## **A proof-reader may:**

- identify a spelling mistake or typographical error
- identify poor grammar with an indication of what the error is (e.g. "tense")
- point to formatting errors
- flag errors in the labelling of diagrams or figures

- highlight a sentence or passage that is overly complex or where the intended meaning is unclear and include an explanation of the reason why the sentence or passage is unclear or what the alternate interpretations might be
- note errors in cross referencing.

**A proof-reader must not:**

- rewrite passages of text in order to clarify meaning
- rewrite formulae, equations or computer code
- change the words or figures or notation used by the author (except to identify the correct spelling of the word used)
- rearrange passages of text, sequence of code or section of other material
- reformat the material
- contribute additional material to the original
- check calculations or formulae
- re-label figures or diagrams.

Students who elect to use a proof-reader (whether a friend or a professional service) must retain copies of all draft material sent to the proof-reader, showing their original material. Similarly, copies of the annotations/corrections made by the proof-reader must also be retained. Failure to retain copies of such drafts or to produce them when requested to do so as part of any plagiarism/collusion investigations may weigh against a student in any subsequent plagiarism meeting.