



GUIDELINES FOR REQUESTING AND SHARING EXEMPLAR ASSESSMENT TASKS FOR TEACHING PURPOSES

Students accept the terms of an assessment declaration at the point of submitting assessment tasks via Turnitin or through signing assessment task coversheets. To assist in managing copyright concerns and reducing risks to academic integrity, **students no longer consent to sharing copies of their assessment tasks as exemplars through the assessment declaration.**

Before sharing an exemplar assessment task with students or staff for teaching purposes:

1. Permission in writing (e.g., by email) is required from the student to share their assessment task/s as an exemplar.
2. When seeking permission from students to share their assessment task as an exemplar,
 - Permission should be sought after grades for the subject have been finalised and released to students to reduce obligation to share.
 - The request should indicate:
 - Who the exemplar will be shared with (e.g. students in a subject in a specific teaching period; teaching staff)
 - What period of time the exemplar would be shared for. Exemplar assessment tasks cannot be shared indefinitely. Include a fixed end date for sharing
 - That the assessment task will be de-identified unless it is unworkable to do so, e.g. a video that features the student.

When sharing an exemplar assessment task with students for teaching purposes

1. Consider and respect the copyright of students who created the exemplar.
2. Do not identify the author of the exemplar.
3. Recognise and mitigate any risks to academic integrity following the strategies suggested on [this staff only page](#).

Approved by the Acting Deputy Vice-Chancellor, Academic and Vice-President (Academic) - 27 July 2023