Policy regarding proof reading

Proof reading should be limited to minor language correction. This can include errors in grammar, vocabulary, expression and word order. However, specific minor suggestions for language correction should only be made when communication and meaning is clear to the reader. Where communication is impeded or the meaning is not clear, no specific suggestions for improvement or corrections should be made by the proof reader. Instead, the proof reader may outline in broad terms the nature of the issue, for example, use of tenses and/or grammar, spelling errors etc.

A proof reader should not make any changes directly to the work, but should suggest changes by writing on a hard copy or using Track Changes etc. The proposals made by a proof reader should be retained by the student in case a concern regarding misconduct is raised.

No substantial changes to the content should be made. Therefore, a proof reader may not:

- Rewrite sections where argumentation or logic is unclear
- Rewrite sections to improve paraphrasing
- Rearrange paragraphs and sentences with the intention of improving structure
- Rearrange paragraphs and sentences with the intention of improving the argument
- Correct calculations, data, or factual errors etc
- Make substantial changes or correction to the references and bibliography

A proof reader may:

- Identify errors in grammar, vocabulary, expression and word order only making specific minor suggestions where the communication is clear
- highlight areas where communication is unclear or where there is inconsistent use of a referencing system

A proof reader may not be used for assessments where the use of language and the formal accuracy of the work form part of the mark. The assessment task will state if a proof reader is not allowed to be used.

It is the student's responsibility to ensure that these guidelines have been followed for work that is submitted for assessment.

Academic Regulations Team (Republished October 2023)