



MEDI13002 *Imaging Procedures 3*

Term 1 - 2019

Profile information current as at 06/05/2024 02:36 pm

All details in this unit profile for MEDI13002 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

General Information

Overview

Imaging Procedures 3 builds upon the core knowledge and skills developed and consolidated during Imaging Procedures 1 and 2 and clinical practice. This unit will predominantly focus on practical Computed Tomography (CT) imaging and on safe administration of intravenous contrast media. On completion of this unit you will have developed the skills and knowledge to be able to perform simulated CT examinations of the brain, spine, thorax, abdomen, pelvis and extremities. You will learn the foundation knowledge and skills of intravenous (IV) cannulation. You will perform CT procedures and simulated IV cannulation in our clinical simulation laboratory.

Details

Career Level: *Undergraduate*

Unit Level: *Level 3*

Credit Points: 6

Student Contribution Band: 8

Fraction of Full-Time Student Load: 0.125

Pre-requisites or Co-requisites

Pre-requisite: MEDI12006 Imaging Procedure 2 and MEDI12005 Science & Instrumentation 2 and MEDI12004 Medical Imaging Clinical Course 1 and MEDI12007 Quality Processes for Dose and Image Optimisation Co-requisite: MEDI13001 Science & Instrumentation 3

Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the [Assessment Policy and Procedure \(Higher Education Coursework\)](#).

Offerings For Term 1 - 2019

- Mackay

Attendance Requirements

All on-campus students are expected to attend scheduled classes – in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

Website

[This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.](#)

Class and Assessment Overview

Recommended Student Time Commitment

Each 6-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 hours for the unit.

Class Timetable

[Regional Campuses](#)

Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

[Metropolitan Campuses](#)

Adelaide, Brisbane, Melbourne, Perth, Sydney

Assessment Overview

1. **Practical Assessment**

Weighting: Pass/Fail

2. **In-class Test(s)**

Weighting: Pass/Fail

3. **Practical Assessment**

Weighting: Pass/Fail

4. **Practical Assessment**

Weighting: Pass/Fail

Assessment Grading

This is a pass/fail (non-graded) unit. To pass the unit, you must pass all of the individual assessment tasks shown in the table above.

CQUniversity Policies

All University policies are available on the [CQUniversity Policy site](#).

You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the [CQUniversity Policy site](#).

Previous Student Feedback

Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

Feedback from Student and Clinical Placement Supervisors feedback and self-reflection

Feedback

Students enjoy and appreciate both the practical cannulation and CT instructed labs. The student's hands-on approach to learning and developing cannulation and CT patient and technical skills has been recognised and commended by clinical placement supervisors. They believe that CQU students display more confidence and competence in CT imaging due to the experience gained practically at university.

Recommendation

Maintain cannulation and supervised CT practical lab activities, independent practice opportunities and practical assessments.

Feedback from Self-reflection and student feedback

Feedback

Recording live lectures were helpful for students to refer back to when revising unit material.

Recommendation

Continue with the practice of recording live lectures to assist the students with revising lecture material during the term in preparation for assessments.

Feedback from Team feedback

Feedback

As CT technologies are rapidly expanding and developing, a suggestion to investigate replacing the current textbook with an updated CT positioning and imaging textbook that would better support student's learning.

Recommendation

Investigate the availability and appropriateness of an updated CT patient care and positioning textbook that discusses the latest in CT imaging parameters and acquisition and displays CT cross-sectional anatomy.

Unit Learning Outcomes

On successful completion of this unit, you will be able to:

1. safely and effectively perform non-contrast computed tomography examinations and intra-venous cannulation in the simulated clinical environment
2. analyse computed tomography data sets in order to identify common pathologies and evaluate image quality
3. optimise the imaging protocols and presentation of data sets for CT examinations, taking into account evidence based practice and individual clinical circumstances
4. demonstrate patient care and professional behaviours in the simulated clinical environment.

This unit maps to the following components of the Medical Radiation Practice Board of Australia's Professional Capabilities for Medical Radiation Practice:

Domain 1 Professional and ethical conduct: capabilities 1 - 3

Domain 3 Evidence based practice and professional learning: capabilities 1 - 2

Domain 4 Radiation safety and risk management: capabilities 1 - 5

Domain 5 Practice in medical radiation science: capabilities 1 - 8

Domain 5a Practice in diagnostic radiography: capability 3

The Australian Institute of Radiographers (AIR) recommends that IV cannulation be taught at undergraduate level.

Alignment of Learning Outcomes, Assessment and Graduate Attributes



N/A
Level



Introductory
Level



Intermediate
Level



Graduate
Level



Professional
Level



Advanced
Level

Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes			
	1	2	3	4
1 - Practical Assessment - 0%				•
2 - Practical Assessment - 0%	•	•	•	•
3 - In-class Test(s) - 0%	•	•	•	
4 - Practical Assessment - 0%	•			•

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes			
	1	2	3	4
1 - Communication	•		•	•
2 - Problem Solving	•	•	•	•
3 - Critical Thinking		•	•	
4 - Information Literacy		•	•	
5 - Team Work				•
6 - Information Technology Competence	•	•	•	
7 - Cross Cultural Competence				•
8 - Ethical practice	•		•	•
9 - Social Innovation				
10 - Aboriginal and Torres Strait Islander Cultures				

Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes									
	1	2	3	4	5	6	7	8	9	10
1 - Practical Assessment - 0%	•	•			•			•		
2 - Practical Assessment - 0%	•	•	•	•		•	•	•		
3 - In-class Test(s) - 0%	•	•		•			•	•		
4 - Practical Assessment - 0%	•	•					•	•		

Textbooks and Resources

Textbooks

MEDI13002

Prescribed

Computed Tomography for Technologists

2nd Edition (2018)

Authors: Romans, Lois E.

Lippincott Williams & Wilkins

ISBN: 9781496375858

Binding: Paperback

Additional Textbook Information

This text will also be used for MEDI13001.

[View textbooks at the CQUniversity Bookshop](#)

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)

Referencing Style

All submissions for this unit must use the referencing style: [Harvard \(author-date\)](#)

For further information, see the Assessment Tasks.

Teaching Contacts

Sarah Wooldridge Unit Coordinator

s.wooldridge@cqu.edu.au

Schedule

Week 1 - 11 Mar 2019

Module/Topic	Chapter	Events and Submissions/Topic
MEDI13002 commences in Week 2		

Week 2 - 18 Mar 2019

Module/Topic	Chapter	Events and Submissions/Topic
IV Cannulation and Contrast Safety	Romans, Chapter 12 and Chapter 13 pp 147-153,159-162 IV cannulation workbook available on the unit Moodle site	

Week 3 - 25 Mar 2019

Module/Topic	Chapter	Events and Submissions/Topic
Humanistic & Scientific Aspects of CT	Romans, Chapters 10 & 11	

Week 4 - 01 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
CT Imaging of the Head	Romans, Chapter 19 and Chapter 15 pp 190-204	IV Cannulation Practical Assessment - Monday

Week 5 - 08 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
CT Imaging of the Spine	Romans, Chapter 15 pp 204-210, Chapter 19 pg 271	

Vacation Week - 15 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
VACATION WEEK		

Week 6 - 22 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
CT Special Procedures	Romans, Chapters 23 & 24 and Chapter 20 pp 291-292	Public Holiday - Easter Monday Public Holiday - Anzac Day Thursday

Week 7 - 29 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
CT Imaging of the Thorax	Romans, Chapter 16 and Chapter 20 pp 293-294, 272-275	

Week 8 - 06 May 2019

Module/Topic	Chapter	Events and Submissions/Topic
Principles of CT Angiography	Romans, Chapter 19 pp 249-251, 271, Chapter 20 pp 275-283, Chapter 13 pp 154-158	Public Holiday - Labour Day Monday

Week 9 - 13 May 2019

Module/Topic	Chapter	Events and Submissions/Topic
CT Imaging of the Abdomen	Romans, Chapters 17 & 21	

Week 10 - 20 May 2019

Module/Topic	Chapter	Events and Submissions/Topic
CT Imaging of the Pelvis & Hips	Romans, Chapters 17 & 21, Chapter 18 pp 233-237	

Week 11 - 27 May 2019

Module/Topic	Chapter	Events and Submissions/Topic
CT Imaging of the Extremities	Romans, Chapter 18 & 22	

Week 12 - 03 Jun 2019

Module/Topic	Chapter	Events and Submissions/Topic
Consolidation		Professional Behaviours Due: Week 12 Friday (7 June 2019) 11:45 pm AEST

Review/Exam Week - 10 Jun 2019

Module/Topic	Chapter	Events and Submissions/Topic
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Exam Week - 17 Jun 2019

Module/Topic	Chapter	Events and Submissions/Topic
		CT Practical Assessment - Tuesday/Wednesday
		CT Practical Assessment Re-sits - Thursday
		In-class Test Due: Exam Week Monday (17 June 2019) 10:00 am AEST

Term Specific Information

This unit commences in Week 2, running until Week 14. The final assessments for this unit are timetabled for Week 14.

Note that the requirement of 150 hours of student engagement with the unit still holds. You should plan to attend/view all lectures (2 hrs/wk), supervised CT labs (2 hrs/wk), independent lab practice (1.5 hrs/wk), cannulation labs (4 hrs) and tutorials (1 hr/wk), as this will be integral to the development of knowledge and skills required for the assessments of the unit. Students are expected to practice CT techniques during the timetabled practice sessions. The pace of class CT lab activities has been set with this expectation of practice and corresponding skill development. You should plan to apply an equal amount of time per week on your personal study (readings, skills practice and assessment preparation) as you do attending the on-campus classes.

Please note this important information from the University Assessment Procedures. A student who fails any assessment item in a pass/fail unit will be deemed to have failed that unit.

Assessment Tasks

1 IV Cannulation Practical Assessment

Assessment Type

Practical Assessment

Task Description

Intravenous cannulation is a core skill for radiographers who perform CT imaging. In preparation for clinical practice, you will develop the knowledge, skills and behaviours needed to perform cannulation in the clinical simulation environment. You will perform intravenous cannulation on the arm or hand of a cannulation phantom for this practical assessment.

This is a holistic assessment and you must consider all aspects of the patient's journey during cannulation, including patient care and communication as well as the practical elements of the cannulation. For the first part of the assessment, you will communicate with the assessor who will take the part of the patient. For the second part, you will cannulate the arm phantom.

Please note -

- You will have 15 minutes to complete the assessment. If all the practical elements of the assessment are not completed within the allocated 15 minutes, the assessment will be stopped and you will be marked based on your performance to that point.
- You must present for your individual practical assessment dressed as you would present to the clinical environment. Any student not adhering to the dress code may be excluded from the assessment.
- This assessment task may be recorded using a video camera to enable moderation.
- As this is a simulation of a clinical procedure, you must perform this assessment without referring to any guidance resources (eg. notes, texts, electronic devices) - this is a closed book assessment.
- If you do not achieve the minimum score on all tasks you will be given two additional opportunities to perform the assessment. The first re-test will be scheduled within one calendar week of receiving the score of the original attempt. The second and final re-test will be scheduled within one calendar week of receiving the score of the first re-test.

Please note the following advice from the University Assessment Policy and Procedure:

Students who fail a single assessment task in a pass/fail unit will be deemed to have failed that unit.

This assessment task must be completed on the specified day and time. In the absence of an approved extension, there will be no opportunity to complete the task after this date.

As this is a pass/fail assessment in a pass/fail unit, no supplemental assessment is available.

Assessment Due Date

Assessment will be held during timetabled cannulation lab sessions in Week 4

Return Date to Students

Week 5 Friday (12 Apr 2019)

Written feedback within 2 weeks

Weighting

Pass/Fail

Minimum mark or grade

Pass

Assessment Criteria

Assessed on:

- Patient care
- Professional communication
- Legal requirements
- Infection control
- Sharps safety
- Effective and safe cannulation

Each main category has one or more tasks. Each task has a minimum score required for a pass. Some tasks are of a more critical nature than others, therefore require a higher level of performance.

Please note:

- Detailed performance and assessment criteria and a scoring rubric will be available on Moodle.
- To attain a pass score in this assessment you must achieve the minimum score in ALL of the criteria.

Referencing Style

- [Harvard \(author-date\)](#)

Submission

Offline

Submission Instructions

Practical assessment in the general science lab

Learning Outcomes Assessed

- safely and effectively perform non-contrast computed tomography examinations and intra-venous cannulation in the simulated clinical environment
- demonstrate patient care and professional behaviours in the simulated clinical environment.

Graduate Attributes

- Communication
- Problem Solving
- Cross Cultural Competence
- Ethical practice

2 In-class Test

Assessment Type

In-class Test(s)

Task Description

A two-hour in-class written test.

You will write an in-class test to demonstrate your ability to apply the concepts and use the terminology based on content provided from all weeks of this unit. Question tasks will be of the same types that you will practice in weekly tutorials. These tasks may include analysis of projected diagrams, photographs and CT images, creation of line diagrams to illustrate concepts, explanations and discussions.

This is a closed-book assessment and no notes, texts or electronic devices are allowed into the class during this assessment task. You will have a five minute perusal time prior to the allotted writing time. You will submit your test paper and rough paper at the end of the test period.

This test must be written at the timetabled date and time. As per the Assessment Procedures, this task is to be completed during a defined period. There is no opportunity to apply a late penalty. If you arrive late, you may enter the test room up to 30 minutes after the start of the test, however, you will still be required to submit your test at the standard test end time. You will not be allowed entry more than 30 minutes after the test starts. In the absence of an approved extension, there will be no opportunity for you to complete this assessment at a later time, and you will receive a mark of zero for the assessment.

Please note the following advice from the University Assessment Policy and Procedure:

Students who fail a single assessment task in a pass/fail unit will be deemed to have failed that unit.

This assessment task must be completed on the specified day and time. In the absence of an approved extension, there

will be no opportunity to complete the task after this date.

As this is a pass/fail assessment in a pass/fail unit, no supplemental assessment is available.

Assessment Due Date

Exam Week Monday (17 June 2019) 10:00 am AEST

Return Date to Students

Written feedback within 2 weeks

Weighting

Pass/Fail

Minimum mark or grade

50%

Assessment Criteria

Assessed on:

- Correct use of scientific terminology
- Identification of normal cross-sectional anatomy
- Identification of abnormalities on cross-sectional imaging
- Application of knowledge of imaging protocols
- Accurate description of patient positioning
- Application and adaptation of CT data sets to suit individual clinical circumstances
- Analysis of CT data sets to evaluate scan quality
- Accurate consideration of contrast safety, cannulation technique and contrast use.

Question responses will be scored on the following criteria:

- Correct use of scientific terminology
- Correct selection and application of core concepts to the specific content of the question
- Clarity, correctness, relevance and completeness of the response in addressing the question that was asked.

The number of marks for each question are allocated based on the depth and breadth of the required response, and will be indicated on the test paper.

Referencing Style

- [Harvard \(author-date\)](#)

Submission

Offline

Learning Outcomes Assessed

- safely and effectively perform non-contrast computed tomography examinations and intra-venous cannulation in the simulated clinical environment
- analyse computed tomography data sets in order to identify common pathologies and evaluate image quality
- optimise the imaging protocols and presentation of data sets for CT examinations, taking into account evidence based practice and individual clinical circumstances

Graduate Attributes

- Communication
- Problem Solving
- Information Literacy
- Cross Cultural Competence
- Ethical practice

3 CT Practical Assessment

Assessment Type

Practical Assessment

Task Description

The performance of computed tomography (CT) is a core skill for entry to practice in diagnostic radiography. You will need to demonstrate safe and effective CT practice in preparation for your subsequent clinical placements, during which you will undergo performance assessments in CT scanning.

You will perform an individual 20 minute practical assessment of a CT clinical simulation procedure in the CT suite.

You will be given a CT examination referral for **one** of the non-contrast CT protocols that have been covered during the CT practical lab sessions of this unit. You will be required to carry out that examination, tailoring to the patient based on relevant clinical indicators.

This is a holistic assessment and you must consider all aspects of the patient journey, including patient care and communication as well as the technical aspects of the examination. For the first part of the assessment, you will communicate with the assessor who will take the part of the patient. For the second part, you will use the CT anthropomorphic phantom and complete the required CT examination.

Please note -

- The examination is timed. You will have 20 minutes to complete the tasks for this examination. If the examination is not completed within the allocated 20 minutes, the examination will be stopped and you will be marked based on your performance to that point.
- You must present for your individual practical assessment dressed as you would present to the clinical environment. Any student not adhering to the dress code may be excluded from the assessment.
- This assessment task may be recorded using a video camera to enable moderation.
- As this is a simulation of a clinical procedure, you must perform this assessment without referring to any guidance resources (eg. notes, texts, electronic devices) - this is a closed book assessment.
- If you do not achieve the minimum score on all tasks you will be given one additional opportunity to perform the assessment as timetabled on Thursday Week 14.

Please note the following advice from the University Assessment Policy and Procedure:

Students who fail a single assessment task in a pass/fail unit will be deemed to have failed that unit.

This assessment task must be completed on the specified day and time. In the absence of an approved extension, there will be no opportunity to complete the task after this date.

As this is a pass/fail assessment in a pass/fail unit, no supplemental assessment is available.

Assessment Due Date

Assessment will be held during timetabled CT practical assessment lab sessions on Tuesday and Wednesday of Week 14

Return Date to Students

Written feedback within 2 weeks

Weighting

Pass/Fail

Minimum mark or grade

Pass

Assessment Criteria

This is an holistic assessment of CT imaging skills. You will be assessed on the following main categories of activities:

- Justification
- Patient communication
- Legal requirements
- Use of the control panel
- Use of the gantry and table
- Selection of protocols and imaging parameters
- Scan planning and manipulation of data set
- Accurate use of terminology

Each main category has one or more tasks. Each task has a minimum score required for a pass. Some tasks are of a more critical nature than others, therefore require a higher level of performance.

Please note:

- Detailed assessment criteria and a scoring rubric will be available on Moodle.
- To attain a pass score in this assessment you must achieve the minimum score in ALL of the criteria.

Referencing Style

- [Harvard \(author-date\)](#)

Submission

Offline

Submission Instructions

Practical Assessment in CT lab

Learning Outcomes Assessed

- safely and effectively perform non-contrast computed tomography examinations and intra-venous cannulation in the simulated clinical environment
- analyse computed tomography data sets in order to identify common pathologies and evaluate image quality
- optimise the imaging protocols and presentation of data sets for CT examinations, taking into account evidence based practice and individual clinical circumstances
- demonstrate patient care and professional behaviours in the simulated clinical environment.

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Information Technology Competence
- Cross Cultural Competence
- Ethical practice

4 Professional Behaviours

Assessment Type

Practical Assessment

Task Description

Professional behaviour is a vital component of your competencies as a health care professional. As such you will be expected to demonstrate this consistently whilst working in the simulated clinical environment of the imaging labs. A professional behaviours assessment form will be available on the unit Moodle site. You must bring it with you to each of your scheduled labs. This form details the behaviours required. Your lab tutor will assess your performance relative to the stated standards. For any category where you have not demonstrated the behaviour to the standard, one demerit point will apply. Your lab tutor will complete and sign the form every session. If you fail to bring your form to your scheduled lab session you will be awarded one demerit. Once completed this form must be uploaded via the unit Moodle site for review by the unit coordinator.

Please note the following advice from the University Assessment Policy and Procedure:

This assessment task must be completed by the specified due date. In the absence of an approved extension, there will be no opportunity to complete the task after this date, and there will be no opportunity to apply a late penalty. Students who fail a single assessment task in a pass-fail unit will be deemed to have failed that unit.

Assessment Due Date

Week 12 Friday (7 June 2019) 11:45 pm AEST

Return Date to Students

Exam Week Friday (21 June 2019)

Weighting

Pass/Fail

Minimum mark or grade

Pass

Assessment Criteria

Assessed upon:

- Adherence to dress code
- Punctuality
- Use of materials
- Use of class time
- Team behaviour
- Professional behaviour
- Acceptance of feedback

Detailed assessment criteria and a marking rubric are available on the unit Moodle site.

In order to receive a "pass" grade for this task you must:

- receive no more than six (6) demerit marks if you attend all scheduled lab sessions. The maximum allowable number of demerit points will be calculated on a pro-rata basis for any students who do not attend all scheduled lab sessions.
- complete and upload the assessment form by the due date set in the unit Moodle site.

Referencing Style

- [Harvard \(author-date\)](#)

Submission

Online

Submission Instructions

Completed forms to be uploaded via the unit Moodle site.

Learning Outcomes Assessed

- demonstrate patient care and professional behaviours in the simulated clinical environment.

Graduate Attributes

- Communication
- Problem Solving
- Team Work
- Ethical practice

Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the [Student Academic Integrity Policy and Procedure](#). This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

What is a breach of academic integrity?

A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

Why is academic integrity important?

A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

Where can I get assistance?

For academic advice and guidance, the [Academic Learning Centre \(ALC\)](#) can support you in becoming confident in completing assessments with integrity and of high standard.

What can you do to act with integrity?

**Be Honest**

If your assessment task is done by someone else, it would be dishonest of you to claim it as your own

**Seek Help**

If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)

**Produce Original Work**

Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem