A picture containing vector graphics

Description automatically generated **Student Digital Submission**

**Responsibility Form**

Please complete this form as part of your orientation. Type in the form directly and sign, as a digital form your name is sufficient as a signature.

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| --- | --- | --- | --- |
| **Course** |  | | |
| **First Name** |  | **Surname** |  |
| **Verified E-mail\* the one you used to enrol** |  | | |

**Plagiarism** means using another person’s intellectual output and presenting it (without appropriate acknowledgement of the author or source) as one’s own.  
**Collusion** means working with others without acknowledging each other in the completion of assessments.

**Plagiarism and Collusion constitutes academic misconduct**. Where there are reasonable grounds for believing that this has occurred, disciplinary procedures will be instituted.

I have read the Learner Guide policy on Plagiarism and Collusion (or have had this explained to me by my teachers) and understand the consequences of committing academic misconduct.

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| --- | --- | --- | --- | --- |
| **In good faith** (Highlight Yes to acknowledge each statement) | | | | |
| Yes | I declare that my work will demonstrate my own knowledge, skills, and abilities. | | | |
| Yes | I have taken proper and reasonable care to prevent my work from being copied by another student. | | | |
| Yes | I give permission to NTM to reproduce my assessments and provide a copy to another member of staff our auditor for the purpose of cross checking, moderation, validation, and quality control purposes. | | | |
| Yes | I give permission to authenticate my assessments, including submitting a copy to a checking/detection system that in turn may retain a copy of this work on a database for future checking. | | | |
| Yes | I will reference my work to ensure compliance with copyright and intellectual property protection | | | |
| Yes | I certify that all work will be my own and that I will not plagiarise the work of others or participate in collusion. | | | |
| Yes | I will maintain and protect my Microsoft Account and OneDrive containing course content. | | | |
| Yes | I will ensue I have virus protection on my digital devices and acknowledge that NTM is not responsible for any weblinks or files outside of NTM’s domain. | | | |
| Yes | I am responsible for backing up my work to multiple device/options: such as pock drive, PC, USB and/or cloud. | | | |
| Yes | I will retain a copy of my completed work as submitted for assessment. | | | |
| Yes | I will use Teams and my verified email address for assessments and all communication with NTM. | | | |
| Yes | I will carefully read the assessment criteria and submission requirements for each assessment. | | | |
| Yes | I will [reference any AI research tools](https://apastyle.apa.org/blog/how-to-cite-chatgpt) such as [Chat GPT](https://chat.openai.com/chat) or other tools when researching and completing assessments | | | |
| Yes | I certify that the statements I have attested to above have been made in good faith and are true and correct. For statements you do not certify leave unhighlighted. Upload this form to Teams > Assignments | | | |
| **Date** | |  | **Date** |  |
| **Your Name** | |  | **Trainer Name** |  |