Best Practices in upholding Academic Integrity in Tutoring at the CAC

We thought it would be helpful to list our best practices to show they align with the additional section in University of Victoria's Academic Integrity Policy about the use of an editor:

Unauthorized Use of an Editor

An editor is an individual or service, other than the instructor or supervisory committee, who manipulates, revises, corrects or alters a student's written or non-written work.

The use of an editor, whether paid or unpaid, is prohibited unless the instructor grants explicit written authorization. The instructor should specify the extent of editing that is being authorized.

Review by fellow students and tutoring that do not include editing are normally permitted. In addition to consulting with their instructors, students are encouraged to seek review of and feedback on their work that prompts them to evaluate the work and make changes themselves. Please see the [webpage on academic integrity](#) for more information.

At the CAC, we do not edit a student's work. These are some of things we do:

- We sit alongside the student and listen to them talk about their writing. We may read their work aloud or ask them to read it. We make observations, ask questions, and make suggestions (not "you should...." but "Have you thought about...?").
- Students always retain control of their own work, and we never make a mark on the student's hard copy nor type in their electronic document.
- We guide by asking questions and giving choices, for example "What do you mean by this word?" "There may be other words that fit your meaning better, such as x or x. Do either of those sound right?"
- Sometimes when writing is not clear, we ask the student to say what they mean while we jot down their words on a piece of paper. Often, their verbal expression is clearer than what they've written.
- Although we don't write on student papers, we do frequently make notes on a separate sheet of paper for the student to take away. These notes may include tips for self-editing or examples of solutions to grammatical errors.
- In our written feedback for online appointments, we use Microsoft Word's comment feature rather than writing directly in the document.
- We encourage students to apply what they've learned in tutoring sessions to revise and edit their own work.
- We provide referrals and suggestions for resources (handouts, websites).

    If you are still not clear on how our methods and practices align with University of Victoria's Academic Integrity policy, please email our manager Nancy Ami at cacmgr@uvic.ca. She will be happy to answer your questions.

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