



Ensuring Your Assessment is Ready for Submission

Final Checks:

As you prepare to submit your assessments, please take a moment to review the following steps to ensure your hard work meets all academic integrity requirements.

- **The Learner Declaration Form:** Every submission must include this form, signed by you (electronic signatures are accepted). By signing, you confirm the work is your own original creation and that you have followed all ABMA policies.
- **Originality & AI:** All submissions are checked using plagiarism detection software.
 - If you used AI in your work, you must include a proper citation and an Acknowledgement Statement.
 - **Warning:** If your submission exceeds accepted levels, it will automatically receive a mark of 1 (Fail).
- **Using AI Tools:** While AI can assist with brainstorming or grammar, you must never submit work primarily generated by AI.
 - Reference all work that is not your own (including that generated from AI).
 - Harvard Referencing tools are available in the [Members Area](#) under 'ABMA Guides' to help you cite these correctly.
- **Before you submit**, please double-check:
 - All necessary references and citations have been included.
 - Each file is saved with the correct file name (your full name and the unit number).
 - The file is in PDF format.
 - You have attached the correct answers for the correct unit.
 - You have conducted a virus check on your file.
 - Your word count is within the required threshold (excess words will not be marked).

A final reminder:

Ensure you have read the full [Plagiarism, Cheating, AI and Academic Integrity Policy](#) available on our website. If you have any questions, speak to your lecturer.