The full *Policy and Guidance* document can be found at <https://www1.essex.ac.uk/proofreading/>

Once completed, this checklist should be returned to Skills for Success via [skills@essex.ac.uk](mailto:skills@essex.ac.uk)

Please tick to indicate that you, as a local proofreader, have read the full Policy and Guidance Document and undertake to abide by the protocols.

**Overall:**

**I understand and accept…**

[ ] the scope and boundaries of proofreading of student work as advised in the Policy and Guidance document

[ ] inclusion on the register is not endorsement of my proofreading skills, merely confirmation that I will abide by the protocols and guidance provided by the University

[ ] the University prohibits proofreaders from advertising their services to Essex University students through other means than the register, and undertake not to advertise to University of Essex students through any other means

**Particulars:**

**I undertake to obtain confirmation from each student that they have …**

[ ] read through the Policy and Guidance document

[ ] checked the appropriacy of using a proofreader with the relevant supervisor

**I also undertake to …**

[ ] work only on completed work as defined in the Policy and Guidance document

[ ] ensure a turn-around time that allows me time to provide good quality proofreading.

[ ] provide a free sample of proofreading on the terms set out in the Policy and Guidance document

[ ] communicate in writing my terms, conditions and fee *in advance of starting work*

[ ] keep records of all work received for proofreading and copies of my own corrections

[ ] limit my corrections to final editing / language correction as defined in the Proofreading Policy and Guidance document

Name: (PRINT) ………………………………………………………………. Signature: ………………………………………..

Date: ……………………………………………………………. Office Use: …………………………………………………………