

## Peer Notetaking Information and End User Agreement

### Students Receiving Peer Notes

#### **Purpose of Peer Notetaking**

The purpose of note takers is to provide notes for you in lectures if you experience difficulties taking notes yourself for disability-related reasons. The notes are intended to record information presented in a lecture that isn't contained in course handouts or lecture slides as accurately as possible, including information from class discussions and announcements. They are made available in order to **supplement to your own learning**.

Lecture notes will be summaries or paraphrases of what is said. This service is not designed as a substitute for attending lectures, so students receiving notes are expected to attend all lectures.

#### **What Are The Responsibilities Of A Student Receiving Peer Notes?**

##### **Advising DRS of your Chosen Course**

It is essential that you advise the Disability Resource Service (DRS) of your courses, and any subsequent changes, as soon as possible. Applications from existing students who are registered with DRS should be **made no later than a week before** the beginning of the semester so that notetaking can be arranged.

Notes should be available for you to access on Learn within approximately 2–3 weeks of the start of term.

If you apply for lecture notes once the term has commenced, the notes request will be actioned as soon as practicable.

It is your responsibility to notify your Disability Resource Advisor of any changes where notes are no longer needed or a Notetaker is not required. Additionally, cancelled lectures, tests and held during lectures, and any room or time changes must also be notified.

##### **Confirming Lecture Material is Not Available in Other Formats**

Course Coordinators/Lecturers will sometimes make lecture material available online in some other manner (e.g. on LEARN in video or audio). You must check to see if this is the

case for your courses and advise DRS if it is. In some cases a discussion with your Disability Resource Advisor may be needed to see if notes are still required in those courses.

## **Temporary Impairments/Short Term Support**

Peer notetaking can be provided for students with temporary impairments, subject to availability of note takers, if the recovery time is longer than 4 weeks.

## **Attending Lectures**

If you receive notetaking support, you are expected to attend all of your lectures. If you have to miss a lecture, you must inform DRS immediately. If you miss a lecture without informing DRS, the notetaking may be discontinued until you make contact and the situation is reviewed.

## **Use of Notes and Note takers**

Notes remain the property of the lecturer and as such must not be copied or given to other students. Unauthorised distribution of the notes you receive from DRS may result in the peer notetaking service being withdrawn.

Because the notes you receive were written by somebody else, using the content of those notes word-for-word in any essays or reports you write without quoting and referencing them is technically plagiarism. This may cause plagiarism-checking programs like turnitin.com to flag your work as plagiarised before it is marked. This being the case, you must paraphrase rather than directly copy the content of your notes when writing essays or reports for assessment.

For additional advice and guidance on notetaking and paraphrasing, see the Academic Skills Centre. <http://www.lps.canterbury.ac.nz/lsc/>

## **Confidentiality**

Notetaking is a confidential service, and it is expected that note takers and students receiving notes remain anonymous to each other. Should you discover the identity of a Notetaker, it is not appropriate to discuss the notetaking service with them. All discussion regarding notes must be with a Disability Resource Advisor.

## **Allocation Of Notes**

Every effort will be made to ensure that students receive a full set of lecture notes for the courses they are registered with DRS for notetaking in. However, it is not always possible and at times DRS may be unable to do so.

Be aware that in some cases DRS may provide notes for a course that were taken in a previous semester. This will only be done if the Course Coordinator advises that the notes are suitable and appropriate for use.

## Withdrawal of the Service

If you are found to be no longer eligible for the service, or if you fail to comply with any of the above guidelines, including not accessing your notes, the peer notetaking service may be withdrawn. If at any time notetaking is no longer needed by you, or if you have withdrawn from a course, please contact your Disability Resource Advisor immediately.

## Feedback

You will be asked to provide feedback to DRS regarding the effectiveness of the notes you receive. If you have concerns regarding your notes, please contact your Disability Resource Advisor as soon as possible so that the situation can be addressed by contacting DRS on 03 369 3334 or email them directly.

## Applicant Details

**Student ID:** \_\_\_\_\_

**Name:** \_\_\_\_\_

- I have read and understood the conditions set out above and agree to abide by the guidelines. I understand that if these are not adhered to, the Notetaking Service may be withdrawn.
- I agree to check my student email for notifications from DRS.

**Signed (Student):** \_\_\_\_\_ **Date:** \_\_\_\_\_