

University staff, students and the public can report student academic integrity breaches. The Assessment Services Office manages breaches in exams. This guide describes the process once the investigation is complete and a decision made to issue penalties for minor misconduct.

1 Initiate decision steps

≡	ADV@CATE	Q, Search		⑦ 📑 Trainer ∨
ଜ	Home	00351-001-2022 (Michael Carter - 49578374) 🗉 Васк То List		
۵	Calendar	Core Advisors Actions 0 Meetings 0 Directives 0 Letters 0 Appeals 0 Docume 0 Notes 0 Event Log Access Rie	hts	
ĥδ	Appointments ~	Information Partons Precency Oncentry		
Ģ	Announcements	Pending Meeting Pending Decision Pending Resolution Appeal Closed	✓ Incident Report Info	
ſĊ	Students		Assigned To: N/A	
ទ	Incident Reports	Possible reactives: Schedula Meating Enter Decision Craste Incident Action	Submitted: 23 May, 2022 11	1:53 a.m.
	Current Reports		Processed: 3 June, 2022 8:4 By: <u>Trainer Trainer</u>	6 a.m.
	Archived Reports		Modified: 3 June, 2022 8:4 By: <u>Trainer Trainer</u>	6 a.m.
	Draft Reports	INCIDENT REPORT INFORMATION		
	Directives	IR# 00351-001-2022	 Incident Report Flags 	Edit Flags

Click on Enter Decision

2 Enter the decision

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Select the allegations that the student is **Responsible For** (and if required **Not Responsible For).**

Update the **Decision Date**

Select the **Eligible Appeal Type.**

Click on Save and Add Directive.

For cases of category 2 (Major) academic misconduct in examinations, see the 'Escalate to Discipline Committee' QRG

Tip



3 Select Directives

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Solinit	• You added a Conviction for Using unauthorised materi	als or resources.
* Indicates a required field Directive Directi	Submit + Save & Create Letter Cancel	
Directives DIRECTIVE #1 Directive Category 1 academic List in examinations A reduction in your examine Directive Detail Reduction in mark to 31(25) Start Date Application of Conduct Case Only Detailine Deta	* indicates a required field	
Chingry 1 scolard Litt in exhibition in your exhibition Directive Datal Reduction in mark to 13/25. Sert Date Application on Conduct Cases Only Deadline Conduct Cases Only Remove Directive Remove Directive	Directives	DIRECTIVE #1 Directive
Start Date Application in mark to 34/25.		Category 1 academi[]ct in examinations/A reduction in your examination
Applicitie on Conduct Cases Orly		Reduction in mark to 1925.
Deadline Deadline C Permove Directive		Start Date Applicable on Conduct Cases Only
Destilice		0
Remove Directive		Deadline
		窗 Remove Directive
+ Add Additional Directive		+ Add Additional Directive

Select the **Directive** (2 levels) from the drop-down list, and add specific information to the free-text box.

If there is more than one directive (e.g. a reduction in the exam mark AND a reduction in the final grade), select **Add Additional Directive**.

Once all directives are added, select **Save and Create Letter**.

4 Create letter

Core Advisors	Actions (0) Mee	tings Oirectives	Letters O App	sals 🧿 Docum	a 🧕	Notes 🧿	Event Log	Access Rights
Online Preview F	rint PDF Preview	Email Letter Now	Submit (No Email)	Save As Drat	t C	ancel		
* indicates a required field								
NOTIFICATION LETTER								
Letter Template		Student: Confirmation	of academic miscondu	st - collaboration (A	ssessment	Serv 🗸		
Subject		Assessment Services Off	ice: Decision ([incident]	course_name] [inci	lent[course]	D		
HTML Format		🖲 Yes 🔘 No						
HTML Body *		Font Family +	10pt - F	ormats • <u>A</u> •	<u>A</u> -	BI	⊻ E	¥ 3 8
			1 X Q O	18 H 5	e d	- %	- + 1	e 🗠 😫
		examiner fo similar to th Based on th provided wh	r this course noticed s ose of another studen he evidence provided t hen notified of this alle	ome answers in yo by the examiner an gation, the Univers	ur final exa d taking ao ity has dete	mination we count of the r armined that	re strikingly response yo your actions	u do
CC Letter To		Select addresses here and/	or add more below	¢	ට Cles	ar		
Add additional CC		Add additional contacts to This information will be add	be CCed. ded to Contacts after su	bmit				
Add additional BCC		+ Add Item Comma-separated list of ad	lditional emails to be B4	Ced.				
		These emails will be added	to the Email BCC pickli	st after submit				
		checkmark the files was we	nt added to this messar	e				
Attachments								

Select the appropriate template, e.g. "Student: Confirmation of academic misconduct - ..."

Manually update any text highlighted in pink if required.

Add any required attachments and ensure that appropriate staff (if required) are cced on the decision letter.

Once the letter is prepared, select **Online Preview**. Proof-read the letter carefully to verify that all merge fields have populated, and that the letter is correctly formatted.

Tip

Assessment Services staff have the delegated approval to approve decisions on category 1 breaches. No additional approval is required.



5 Send letter

formation	Advisors	Actions 0	Meetings 🧿	Directives 1	Letters 🧿	Appeals 🧿	Docume	Notes	• Event	Log A	ccess Rights	
Online Prev	view	Print PDF Previ	ew Email	Letter Now	Submit (No E	imail) S	ave As Draft	Cancel				
indicates a re	auired field											
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Once you are satisfied with all aspects of the letter, select **Email Letter Now**.

6 Mana	ge close out ac	tivities
	Incident Report 00351-001-20	22: [new incident action] =→ Back To List
	Core Advisors Actions 1 Meeting	s 0 Directives 1 Letters 2 Appeals 0 Docume 1 Notes 0 Event Log Access Rights
	Submit Save Save & Schedule Mee	ting + Save & Create Letter Save As Draft Cancel
	 indicates a required field INCIDENT ACTION 	
	Student	Michael Carter (-) (49578374)
	Action Type	Al: Manage case closure
	Checklist Items	Import From Checklist Template Manually Create New Checklist
		Choose a checklist template to import: Al: Manage case closure
	Deadline Date *	2022-07-08

Once the letter is sent, click on the **Actions** tab.

Add new Action Type **AI: Manage case closure**, and the checklist **AI: Manage case closure**. Set a **Deadline Date** and assign the action to yourself. Select **Save**.



7 Manage close out activities (2)

	Advisors	Actions 2	Meetings 0	Directives 1	Letters 2	Appeals 0	Docume	1	Notes 0	Event Log	Access Rights
Addec	d new AI: Ma r	nage case closu	re Incident Action	for Incident Repo	rt 00351-001-2	022.				 Incident Act 	ion Info
										Created:	1 July, 2022 1:41 p.m.
🖉 Edit	Cancel	Mark As	Complete							By:	Trainer Trainer
										Modified:	1 July, 2022 1:41 p.m. Trainer Trainer
NCIDENT AC	TION									by.	<u>mainer mainer</u>
Checklist Item:	s	1 2 3 4	 Send close-o you) Update case Action chang Manage all o 	ut notification to severity field, case tes in CS9 (if requi ther activities (inc	the complainan e summary field red) Iuding fines)	t (if required) (ch etc (checked mor	ecked moments nents ago by yo	s ago by ou)			
Deadline Date		8 Ju	uly, 2022								
Jeaunie Date											

Take any required actions, including making changes to the final grade in CS9. If the report submitter was not cced on the decision letter, send them a closeout email so that they know the case has been managed appropriately. Check off each action item as it is complete, and then **Mark as Complete**.

8 Close the case

ore Advisors Actions O Meetings O	Directives 1 Letters 1	Appeals 0 Docume 0	Notes 0	Event Log	Access Rights
Pending Meeting ✓ Pending Decision	Pending Resolution Appr	eal Closed			
Possible Next Steps: Close Incident Directive Followup	Create Incident Action				
Edit Cancel					Other Actions \vee
DENT REPORT INFORMATION					

Go to the **Core Information** tab. Select **Close Incident** and **Submit**.

Note that if the student appeals the decision, the incident will automatically reopen.