Manage academic misconduct:
Process category 1 decision (Assessment Services)

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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

Click on Enter Decision

2 Enter the decision

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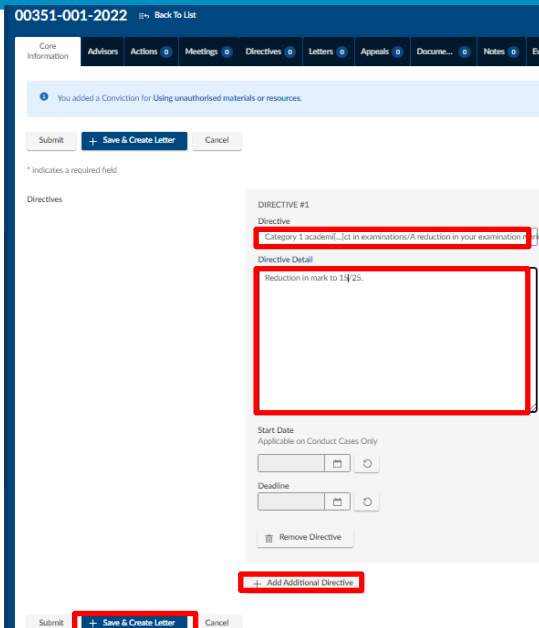
Update the **Decision Date**

Select the **Eligible Appeal Type.**

Click on **Save and Add Directive**.

Tip

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

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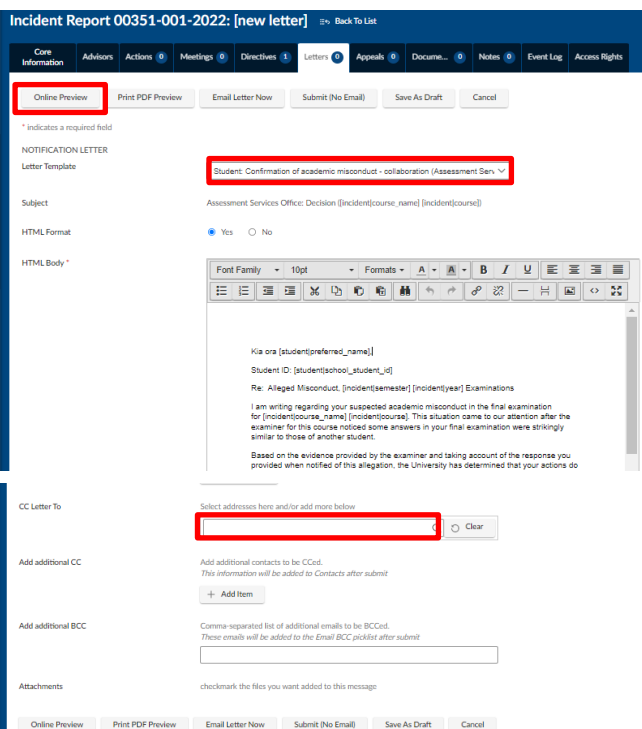
3 Select Directives

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

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

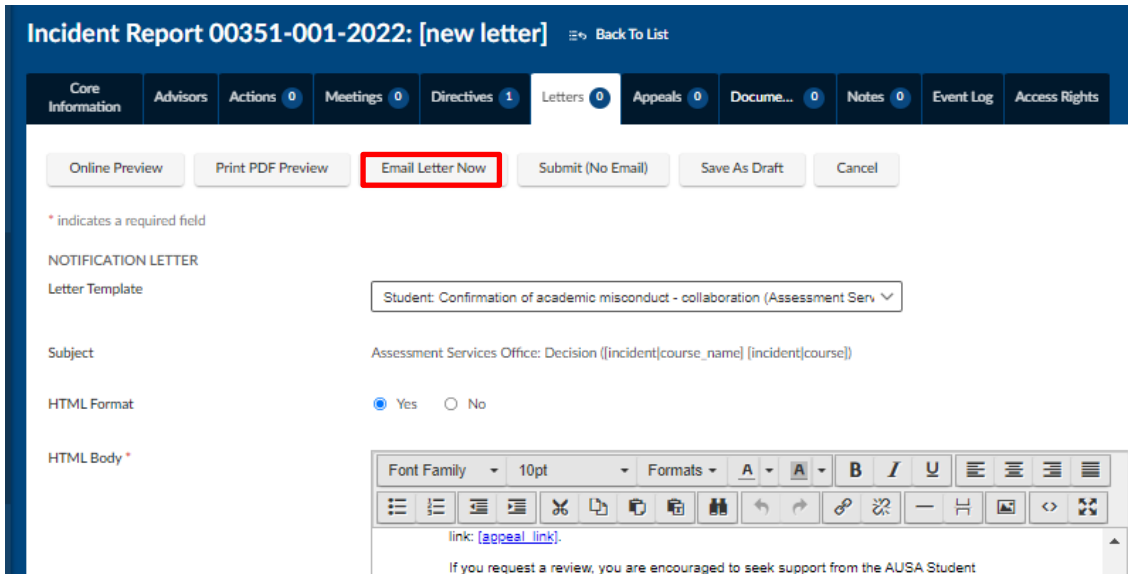Manually update any text highlighted in pink if required.

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.
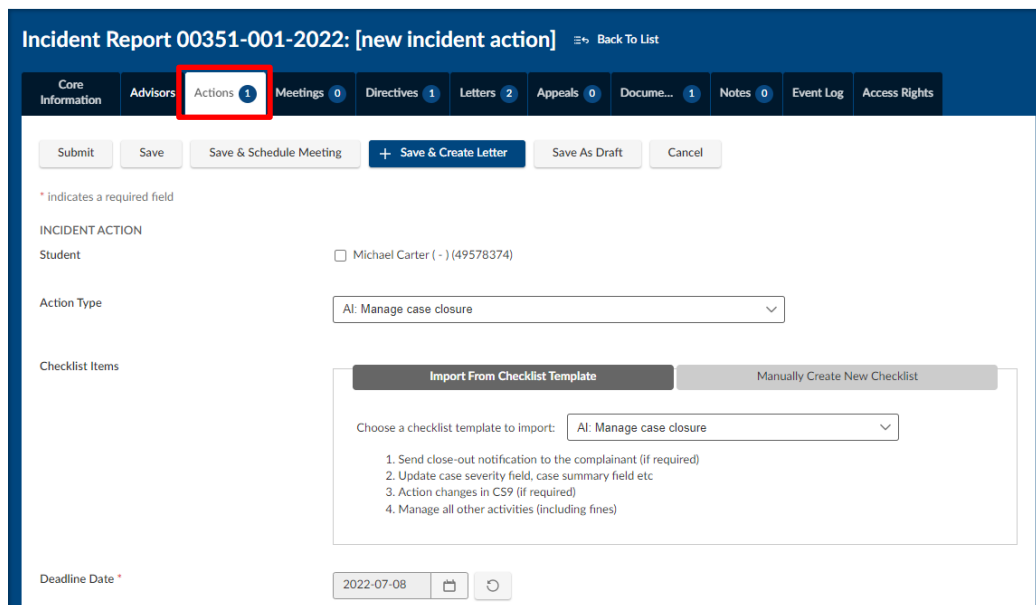
Tip

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

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5 Send letter

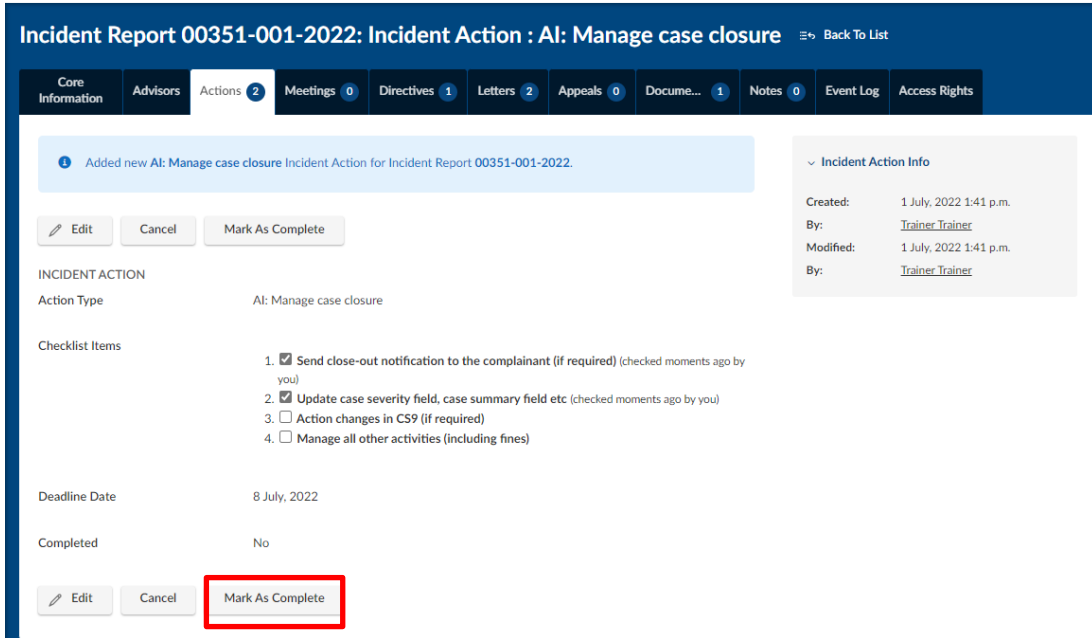Once you are satisfied with all aspects of the letter, select **Email Letter Now**.

6 Manage close out activities

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**.

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7 Manage close out activities (2)
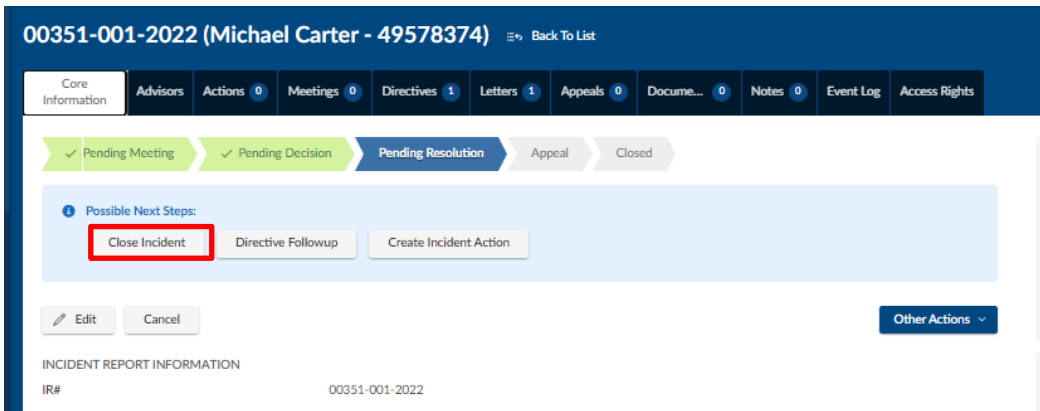
Take any required actions, including making changes to the final grade in CS9. If the report submitter was not cced on the decision letter, send them a close-out email so that they know the case has been managed appropriately. Check off each action item as it is complete, and then **Mark as Complete**.

8 Close the case

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

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