

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

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

The screenshot shows the ADVOCATE system interface for incident 00351-001-2022 (Michael Carter - 49578374). The process flow includes: Pending Meeting, Pending Decision, Pending Resolution, Appeal, and Closed. Under 'Possible Next Steps', the 'Enter Decision' button is highlighted with a red box. Other buttons include 'Schedule Meeting', 'Create Incident Action', 'Edit', 'Cancel', and 'Other Actions'. The 'Incident Report Info' section on the right shows details like 'Assigned To: N/A', 'Submitted: 23 May, 2022 11:53 a.m.', and 'Processed: 3 June, 2022 8:46 a.m.'.

Click on Enter Decision

2 Enter the decision

The screenshot shows the 'ENTER THE DECISION' form. It includes fields for 'Allegations' (with a dropdown menu), 'Responsible For' (with a dropdown menu and a red box around the selected option 'Academic integrity/Using unauthorised materials or resources'), 'Not Responsible for' (with a dropdown menu), 'Mitigating Circumstances' (with a dropdown menu), and 'Rationale' (a text area). The 'Decision Date' field is set to '2022-06-03' and is highlighted with a red box. The 'Eligible For Appeal' field has radio buttons for 'Yes' and 'No'. The 'Eligible Appeal Type' dropdown menu is open, showing options like 'Category 1 Appeal', 'Review category 1 exam decision', and 'Review category 2 exam decision', with the first three options highlighted by a red box. At the bottom, the 'Save & Add Directive' button is highlighted with a red box.

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

Update the **Decision Date**

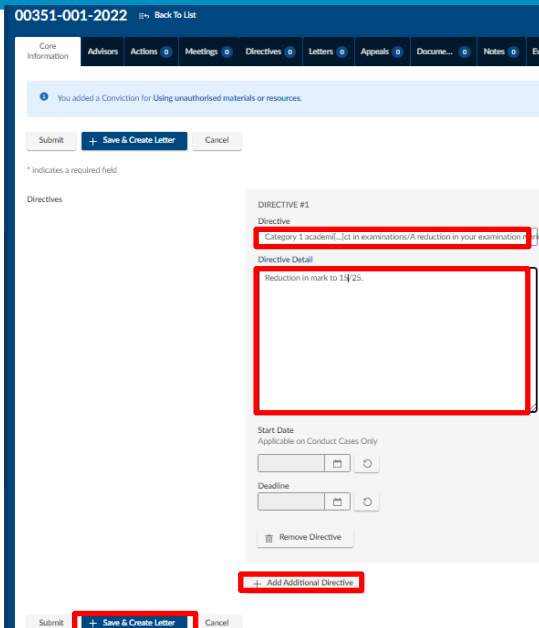
Select the **Eligible Appeal Type**.

Click on **Save and Add Directive**.

Tip

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

3 Select Directives

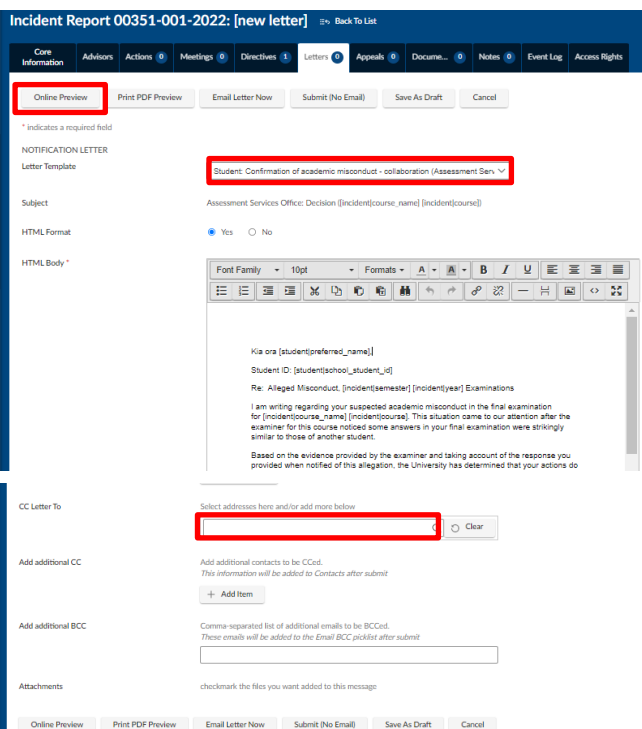


Select the **Directive** (2 levels) from the drop-down list, and add specific information to the free-text box.

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.

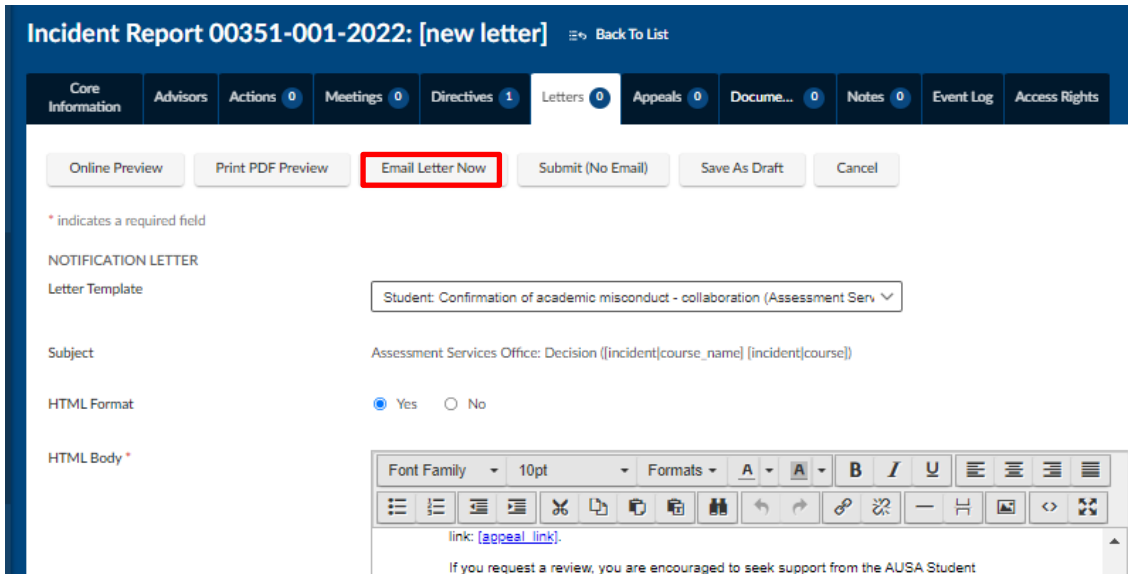
Add any required attachments and ensure that appropriate staff (if required) are cced on the decision letter.

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

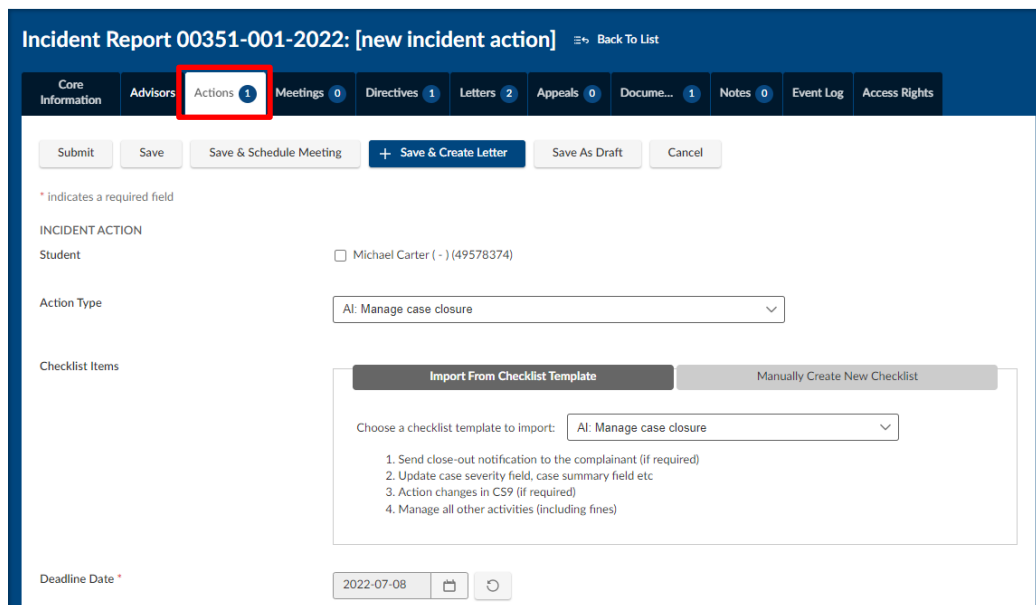
Assessment Services staff have the delegated approval to approve decisions on category 1 breaches. No additional approval is required.

5 Send letter



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

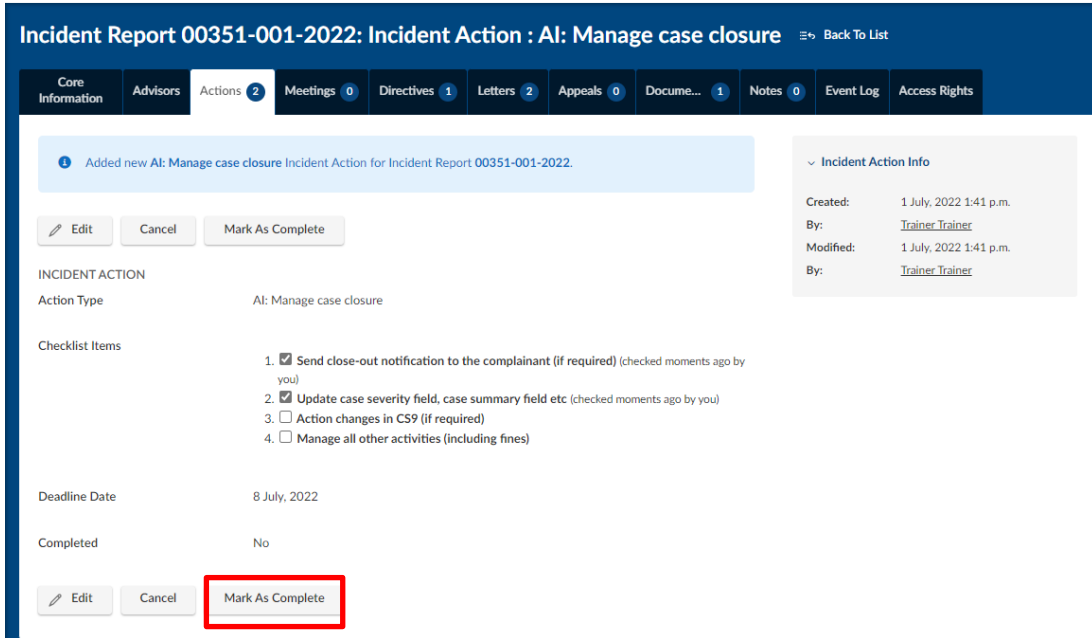
6 Manage close out activities



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**.

7 Manage close out activities (2)



Incident Report 00351-001-2022: Incident Action : AI: Manage case closure [Back To List](#)

Core Information | Advisors | **Actions 2** | Meetings 0 | Directives 1 | Letters 2 | Appeals 0 | Docume... 1 | Notes 0 | Event Log | Access Rights

Added new AI: Manage case closure Incident Action for Incident Report 00351-001-2022.

[Edit](#) [Cancel](#) [Mark As Complete](#)

INCIDENT ACTION

Action Type AI: Manage case closure

Checklist Items

- Send close-out notification to the complainant (if required) (checked moments ago by you)
- Update case severity field, case summary field etc (checked moments ago by you)
- Action changes in CS9 (if required)
- Manage all other activities (including fines)

Deadline Date 8 July, 2022

Completed No

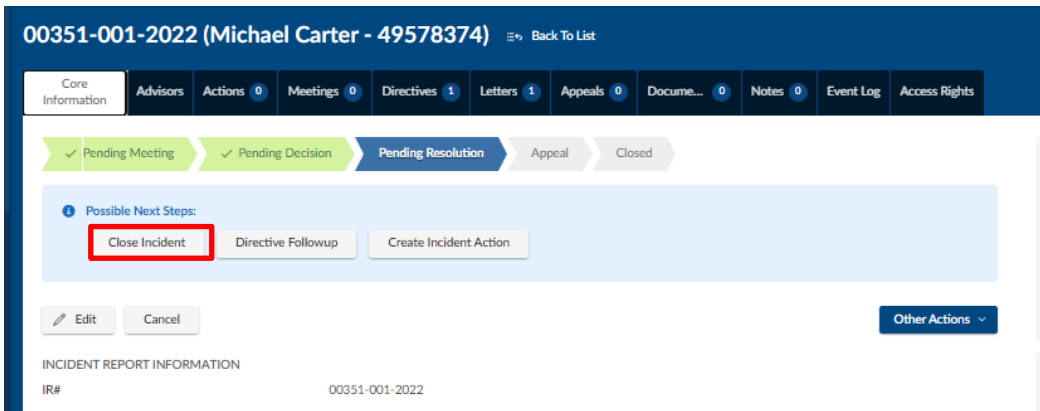
[Edit](#) [Cancel](#) [Mark As Complete](#)

Incident Action Info

Created: 1 July, 2022 1:41 p.m.
By: Trainer.Trainer
Modified: 1 July, 2022 1:41 p.m.
By: Trainer.Trainer

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



00351-001-2022 (Michael Carter - 49578374) [Back To List](#)

Core Information | Advisors | **Actions 0** | Meetings 0 | Directives 1 | Letters 1 | Appeals 0 | Docume... 0 | Notes 0 | Event Log | Access Rights

✓ Pending Meeting → ✓ Pending Decision → **Pending Resolution** → Appeal → Closed

Possible Next Steps:

[Close Incident](#) [Directive Followup](#) [Create Incident Action](#)

[Edit](#) [Cancel](#) [Other Actions](#)

INCIDENT REPORT INFORMATION

IR# 00351-001-2022

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

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