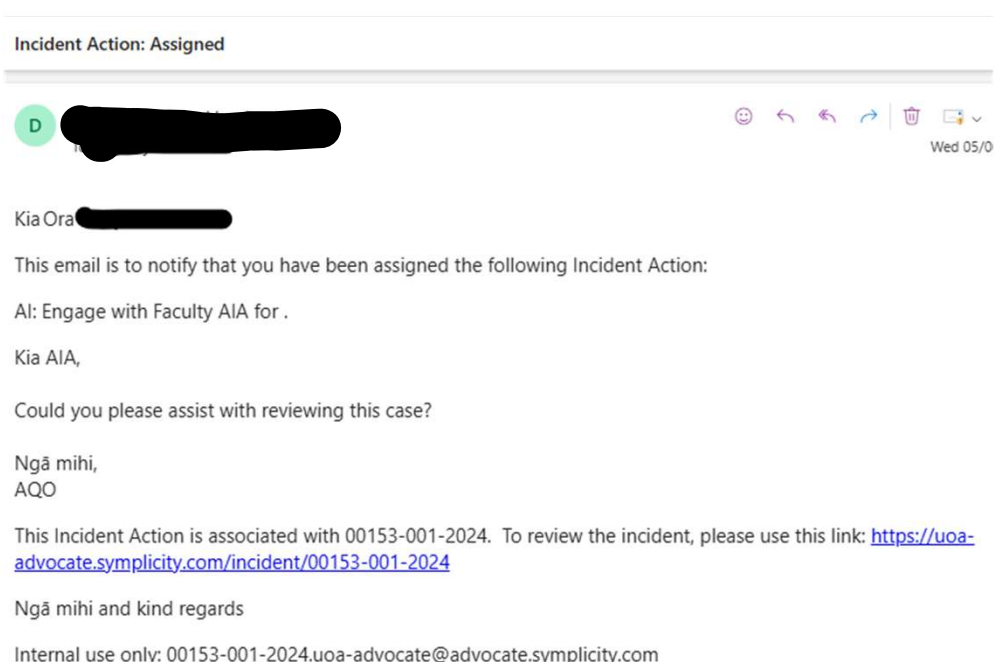


Provide input into cases of academic misconduct in coursework (AIA)

This is a quick reference guide for an Academic Integrity Advisor on how to review cases via AIMS (Academic Integrity Management System) and provide input on minor or major academic misconduct reports in coursework (including tests, assessment and research).

1 – Receive notification of assigned incident action



You will receive an automated notification when an incident action is assigned to you. Click on the **hyperlink** to view the incident. You may reply to the incident action email, as the sender email address is set to academicqualityintegrity@auckland.ac.nz.

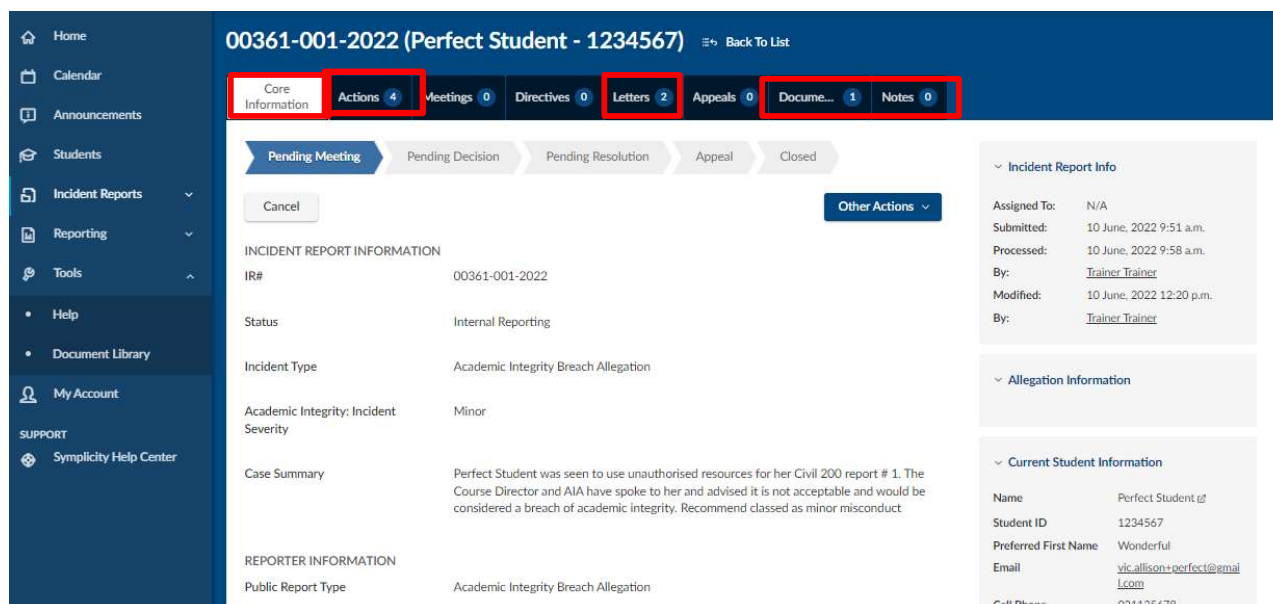
The Academic Quality Office will ask for your assistance in reviewing the case. Advice you may need to provide includes:

Tip

- Whether a case should be investigated or dropped.
- If investigated, whether it should be managed as PAP, major or minor.
- What the consequences (if any) should be.
- Review of student's response, and reconsideration of case details.

You may need to contact the Course Director for additional input or organise an interview with the student.

2 Exploring the Academic Integrity Management System (AIMS)



00361-001-2022 (Perfect Student - 1234567) Back To List

Core Information Actions 4 Meetings 0 Directives 0 Letters 2 Appeals 0 Documents 1 Notes 0

Pending Meeting Pending Decision Pending Resolution Appeal Closed

Cancel Other Actions

INCIDENT REPORT INFORMATION

IR# 00361-001-2022

Status Internal Reporting

Incident Type Academic Integrity Breach Allegation

Academic Integrity Incident Severity Minor

Case Summary Perfect Student was seen to use unauthorised resources for her Civil 200 report # 1. The Course Director and AIA have spoke to her and advised it is not acceptable and would be considered a breach of academic integrity. Recommend classed as minor misconduct

REPORTER INFORMATION

Public Report Type Academic Integrity Breach Allegation

Incident Report Info

Assigned To: N/A

Submitted: 10 June, 2022 9:51 a.m.

Processed: 10 June, 2022 9:58 a.m.

By: [Trainer Trainer](#)

Modified: 10 June, 2022 12:20 p.m.

By: [Trainer Trainer](#)

Allegation Information

Current Student Information

Name Perfect Student g

Student ID 1234567

Preferred First Name Wonderful

Email vic.allison+perfect@email.com

Cell Phone 021135678

When you click on the hyperlink, you are taken into the case within Symplicity.

- If you don't get taken directly to the case, you can search within Symplicity using the case number (see step 7, page 8).
- If you are directed to the **UoA login page**, log in, then go back to your **Incident Action email**, and click on the **hyperlink** again.

Tip

The case number, also known as the incident report (IR) number, is identifiable by its two or three sets of numbers each separated by a dash (-). It'll also be in the incident action email you receive.

Tabs to explore:

- **Core Information:** includes a case summary, the original submitted report details, the full nature of allegations, incident severity, and recommended penalties. Sometimes, not all sections are filled out when a report is submitted.
- **Actions:** includes tasks and reminders regarding the case. See step 3a Incident Action Checklist for more.
- **Letters:** includes any correspondence with the student or other people involved in the case. Select the view icon in order to see the letter.
- **Documents:** includes any uploaded documents (e.g. Turnitin reports, copies of assessment material, transcripts). See step 6 for more.
- **Notes:** includes notes relating to the case (usually consists of forwarded emails, or steps taken/ or reminders during the case processing). Also see step 5 for more.

3a Incident Action Checklist – what/ how do I review?

Click on **Actions tab** and find the **Incident Action** that has been **assigned to you**, then click on the **magnifying glass**. You will see a **checklist**, and in the comments section, the **same message** that was in your **incident action email**.

The message in the image below is a general (and common) request to review a case. In a request to review a case, **you need to ensure all relevant checklist items are correct or addressed**. Sometimes, there will be missing or incorrect details in the submitted report e.g. the Core Information not specifying the recommended penalty, or Documents tab not having any evidence of the allegations. Be sure to address them in your review, and/ or upload the relevant documents. **See Step 4 Review Complete, when you've finished reviewing the case.**

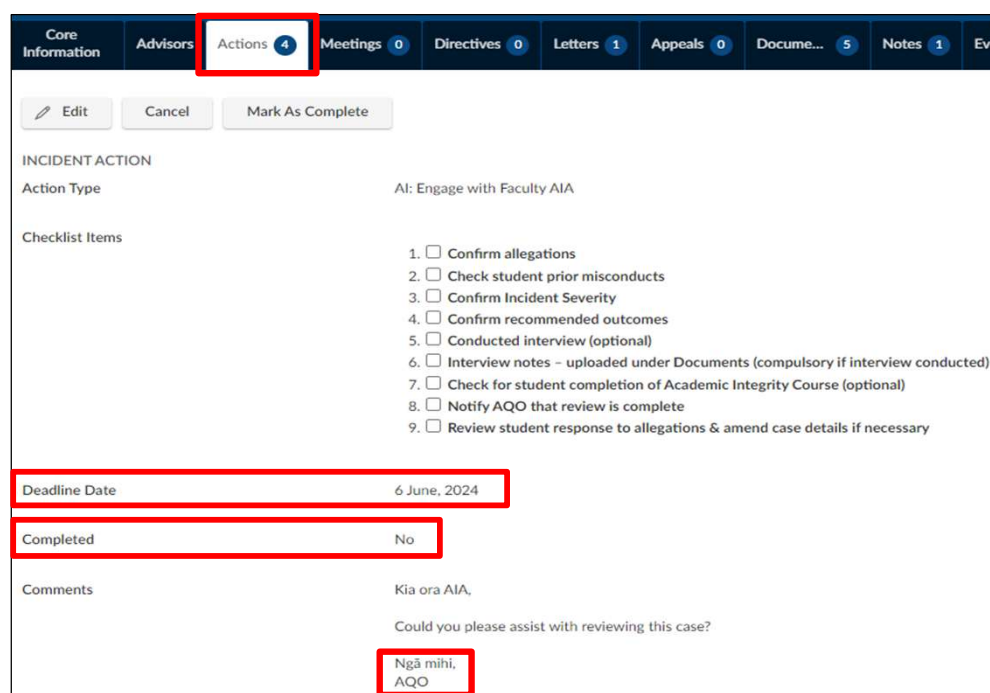
Schools, departments, and faculties all have different internal regulations for handling academic misconducts so ensure to be aware of them. Reach out to AQO if you have any queries.

3b Incident Action Checklist – Utilising the Incident Action

Note: You do not need to use the incident action. It is simply a tool you can utilise to manage and review cases.

Select the **square box of an item**, to **tick it** once you've confirmed that the item is **correct** and/ or have been **addressed** in your review.

After ticking an item, it will tell you when it was ticked, so you can monitor your case progression.



Core Information | **Advisors** | **Actions 4** | Meetings 0 | Directives 0 | Letters 1 | Appeals 0 | Documents 5 | Notes 1 | Events

Edit | Cancel | Mark As Complete

INCIDENT ACTION

Action Type: AI: Engage with Faculty AIA

Checklist Items:

- ☐ Confirm allegations
- ☐ Check student prior misconducts
- ☐ Confirm Incident Severity
- ☐ Confirm recommended outcomes
- ☐ Conducted interview (optional)
- ☐ Interview notes – uploaded under Documents (compulsory if interview conducted)
- ☐ Check for student completion of Academic Integrity Course (optional)
- ☐ Notify AQO that review is complete
- ☐ Review student response to allegations & amend case details if necessary

Deadline Date: 6 June, 2024

Completed: No

Comments: Kia ora AIA, Could you please assist with reviewing this case?

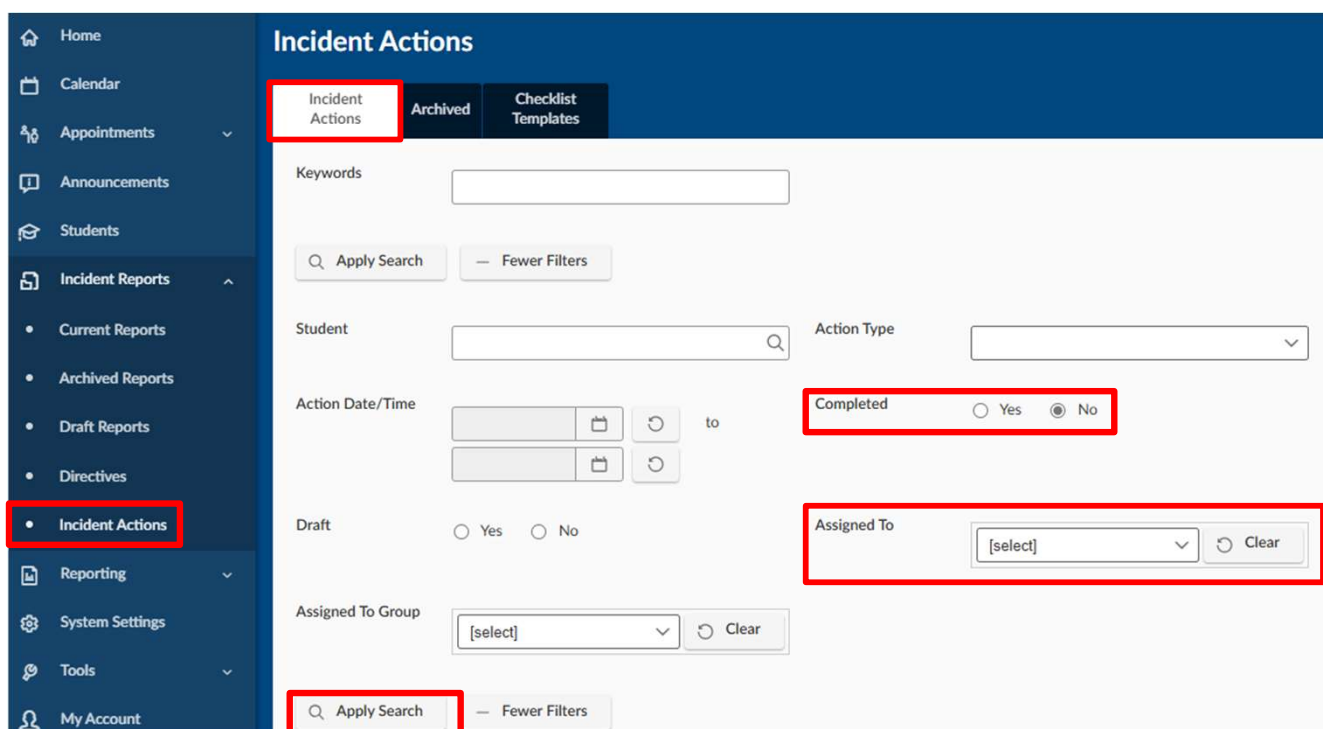
Ngā mihi, AQO

Edit the incident action to:

- Amend the **deadline date** to match your status on reviewing the case. E.g. updating the deadline date to match deadline for student response to an interview invite, or awaiting further information from staff about the case.
- Add any **reminders to yourself** about the case in the **comments section** **or under the Notes tab (see Step 5 on how to capture notes)**. Do not delete the original message in the incident action. To monitor your deadline dates and other cases you need to review, go to Step 3c Monitoring Incident Actions.

Do not mark the incident action as complete, unless the incident report/ case is "closed" under the Core Information tab. If the case is "closed", only then you may mark the incident action as "complete".

3c Monitoring Incident Actions



You may be assigned multiple cases to review, and the cases can easily get lost in your inbox. Use the **Incident Actions** under **Incident Reports** to monitor which cases require your attention.

Select "**no**" for **Completed**, and search for your name under **Assigned To**.

Then select **Apply Search**, after which you may **filter** the incident actions by deadline dates.

Assigned To	Deadline Date	Last Modified
-------------	---------------	---------------

AQO usually sets around a week deadline; however, for your convenience, you may amend the deadline date to monitor follow-ups in the checklist. It is recommended that you complete your review within a week, unless you are conducting interviews.

Do not amend the deadline if the incident action is assigned to an AQO member.

Do not mark the incident action as complete, unless the incident report/ case is "closed" under the Core Information tab. If the case is "closed", only then you may mark the incident action as "complete".

4 Review complete

There are multiple ways in which you can advise AQO of your completed review.

1. Directly responding to the incident action email (see Step 1)

- Ensure to address all missing details in the Core Information tab, and if any details are incorrect or need to be amended, include this in your message.
- Use the incident action checklist (see Step 3b) to confirm that all relevant details are addressed.

2. Capture your review under Notes tab (see Step 5)

- Use **Summary of Recommendation** as the Note's category. Uploading any notes, immediately sends a notification email to the AQO staff member who is handling the case.
- If a note is amended, the AQO staff member will **not receive a notification email**. Whenever a note is amended, ensure to advise the relevant AQO staff.

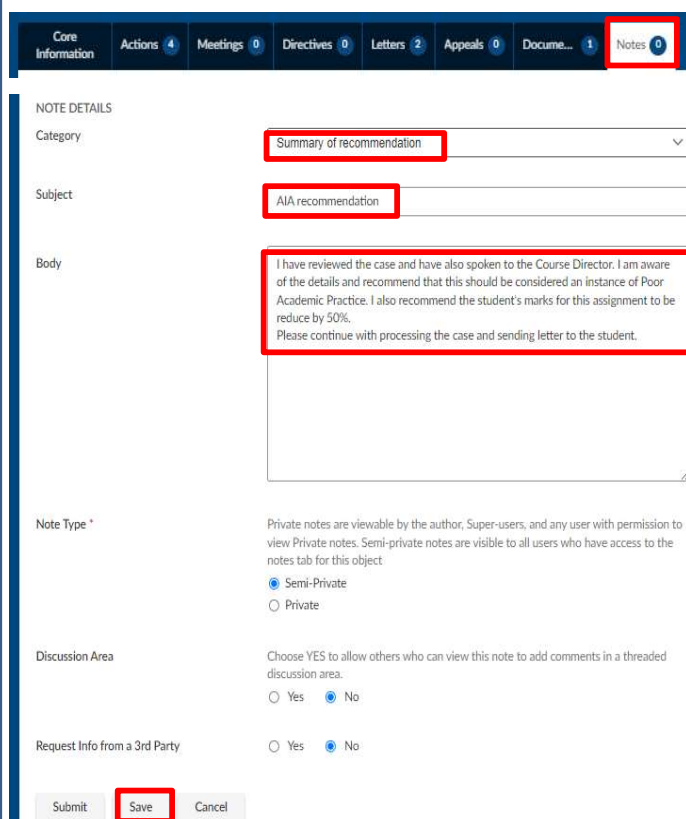
3. Use Symply Notify

- Go to the **Core Information** tab and under **Other Actions** select **Symply Notify**. Search the AQO staff member that the case is **assigned** to, write your message, then click **Submit**.
- We recommend using this option when alerting us about changes made in a **Note**, or when **documents** are uploaded (as we do not receive any notifications when this happens), or for any quick messages.
- If you wish to use this method for your review, we recommend having your review pre-written, so you can copy-and-paste it into the message box. Once you press submit, AQO will receive an email notification.

The screenshot displays the AIA system interface for a case titled '00361-001-2022 (Perfect Student - 1234567)'. The 'Core Information' tab is selected, and the 'Other Actions' menu is open, highlighting the 'Symply Notify' option. The interface includes a sidebar with navigation links, a top navigation bar with tabs for Core Information, Actions, Meetings, Directives, Letters, Appeals, Documents, and Notes. The main content area shows incident report information, including IR#, Status, Incident Type, Academic Integrity Incident Severity, and a Case Summary. The 'Other Actions' menu is located on the right side of the incident report information, and the 'Symply Notify' option is highlighted with a red box. The 'Symply Notify' option is a blue button with a right-pointing arrow.

If you're unsure which method to use, we recommend trialling each of them to figure out your preference. Email AQO at any time if you need assistance.

5 Capture notes into case record



To record your comments as notes, go to the **Notes** tab and click on **Add New Note**.

Select the relevant **Category** field e.g. 'Summary of Recommendation'. Add a **Subject** line (e.g. 'AIA recommendation').

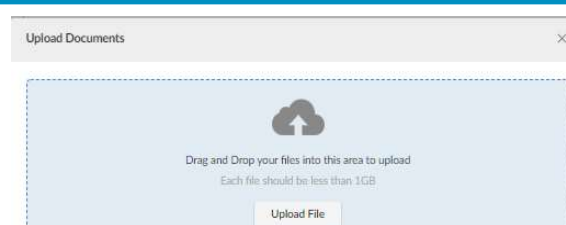
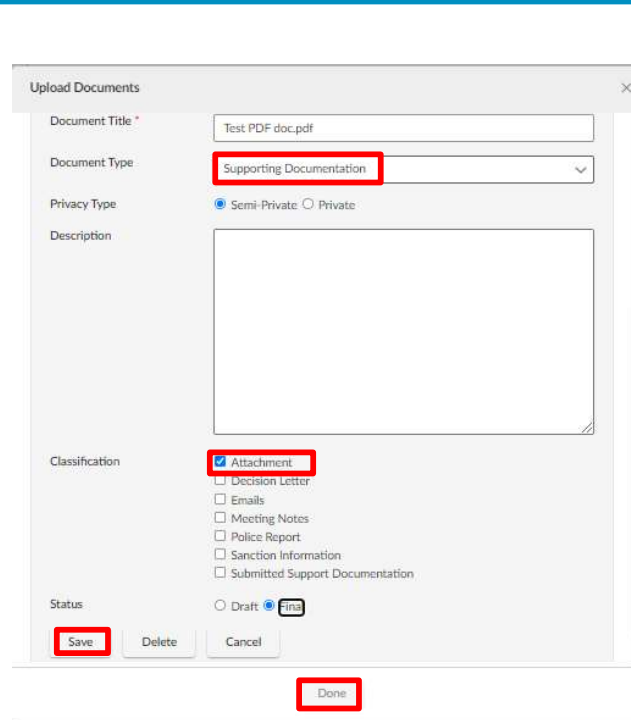
Address all relevant checklist points from the assigned **Incident Action** in the **Body**, and/ or answer any queries the AQO member had.

Ensure to sign off with your name and relevancy to the case e.g. Jack, Biological Sciences AIA. Then click on **Save**. You may amend the note after pressing **Save**.

The AQO member who assigned the incident action to you will receive an email notification whenever you add a note to the case.

If you amend an existing note with new information, AQO **will not** be notified. Ensure to contact the AQO staff member whenever you are amending the note with new details.

6 Upload documents into case record (if required)



Go to the **Documents** tab and select **Add New Document**. Upload or drag in the document you wish to add.

Click on Edit and choose an appropriate **Documentation Type** for the document. You may write out a description if you wish. Choose the **Classification** type. If uncertain on documentation and classification type, leave blank. Select **Save** and then **Done**.

Ensure documents are **clearly labelled**, *especially* if the report involves multiple students.

If there are a lot of documents, we recommend uploading **zip files** to organise the documents. Ensure you are uploading the correct documents to the **correct child case**.

Tip

6 Review student's priors

✓ **Current Student Information**

Name **Perfect Student**

Student ID 1234567

Preferred First Name Wonderful

Email vic.allison+perfect@gmail.com


Cell Phone 021135678

Faculty or Institute Faculty of Arts

Number of Semesters 7
Enrolled

To review a student's priors (past history of academic misconduct), go to the **Core Information** tab and scroll down until you see **Current Student Information** in the right-hand side bar. Click on the student's **Name**.

You can also search for the student by clicking on **Students** in the left sidebar. In the **Keywords** field, search for the student by name, email or ID. Click on the **view** icon next to their name.

	Full Name	Perfect Student
	Username	pstu001
	Student ID	1234567
	Email	vic.allison+perfect@gmail.com
	Phone	021135678
	Birthdate	10 May, 1999
	Age	23
	Incidents	25

Incident Reports		Sanctions			
IR #	Type	Status	Assigned To	Last Modified	Archived
00356-001-2022	Academic Integrity Breach Allegation	Closed		2 hours ago	No
00356-2022	Academic Integrity Breach Allegation	Closed		2 hours ago	No
00076-001-2022	Academic Integrity Breach Allegation	Appealed		2 hours ago	No

You will see a list of all past academic integrity incidents in which the student has been involved. To see additional details on past cases, click on the **child case IR #**.

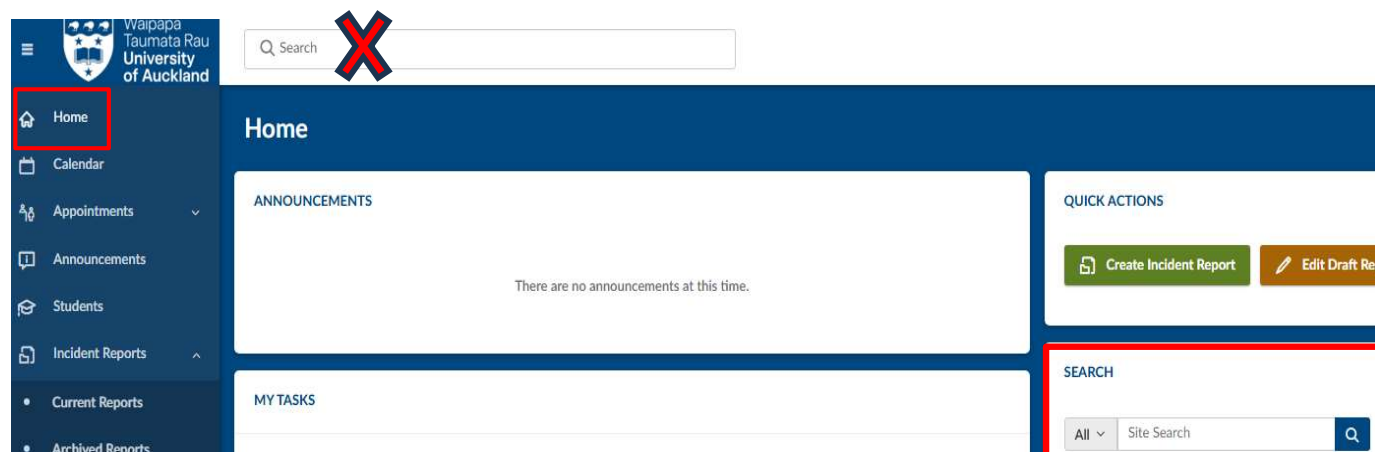
It's important you review the child case to see if the academic misconduct was confirmed or withdrawn (due to no evidence, lack of evidence, errors, etc.)

Cases in Symplicity have a **parent** case and a **child** case. When there is more than one student associated with a report, there will be a child case for each student.

Parent cases are numbered by case number and year (e.g. 00124-2022), while child cases have an additional set of numbers in the middle (e.g. 00124-001-2022). Case details are best reviewed in the **child case**.

Tip

7 Searching reports



You can use the **search** function on the **Home** page to easily find reports. Or you can search phrases, and it will provide a list of cases that contains the searched text (example on the right).

Using the search bar with a marked-up "X" to find reports is much more difficult because it has numerous filters. Hence, we recommend using the search box on the right of the screenshot whenever you need.

SEARCH RESULTS

All gen-AI

Your search returned 100 results:

[00483-001-2024](#)

INCIDENT REPORT

Academic Integrity/Using unauthorised material/ChatGPT/Gen-AI writing tool ... of typically generated by GEN AI technologies, marked by a ... Academic Integrity/U generated by Gen-AI. For this test, students ... third-party assistance, including Goo unauthorised material/ChatGPT/Gen-AI writing tool ... Academic Integrity/Using ur of GEN AI includes the professional tone ... outputs typically generated by GEN AI t being generated by Gen-AI. For this test, students ... third-party assistance, includin unauthorised material/ChatGPT/Gen-AI writing tool ... Academic Integrity/Using ur of GEN AI includes the professional tone ... outputs typically generated by GEN AI t

[00339-001-2025](#)

INCIDENT REPORT

... Liu may have used Gen-AI to complete her MEDIMAGE ... the suspected use of ... to suspect use of gen-AI or AI-related software (e.g. language translator with AI fi used. I ... about the use of AI in the assignment. ... also not prove that AI was used in similar to AI-generated output, and use phrasing that resembles AI-generated text. may have used Gen-AI to complete her MEDIMAGE ... the suspected use of Gen-A suspect use of gen-AI or AI-related software (e.g. language translator with AI functi AI functionality) there is insufficient ... part the 'use of Gen-AI' was found in the ... with AI functionality) but insufficient evidence ... me to keep the Gen-AI part, or y AI in the assignment. ... also not prove that AI was used intentionally besides ... w to ... bulleted format, similar to AI-generated output, and use phrasing that resembl insufficient ... an authoritative report on AI generation, to confirm this ... or not similar results to AI-generation tools.

[00780-001-2024](#)

INCIDENT REPORT

... suspicion of use of Gen-AI tools for the concluding ... The use of Gen-AI (text) tox unauthorised material/ChatGPT/Gen-AI writing tool ... Academic Integrity/Using ur own and only used Gen-AI (Chat-GPT) for help in ... declaring the use of AI after a n