

Students can request a review of a Poor Academic Practice or Academic Misconduct decision made against them. This Quick Reference Guide describes the steps you need to follow when you are asked to **review** a case.

1 Receive a review request email

IN CONFIDENCE: request for review of minor academic misconduct decision

 academicqualityintegrity@auckland.ac.nz
To: Julya Cooper

 Reply  Reply All  Forward  

Tue 7/06/2022 1:53 pm

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Kia ora Julya

We have received a review request for an academic misconduct decision made against Perfect Student (1234567). As a quick summary of the case:

The Course Director (Vicki Smith) alleges that Perfect sought 3rd party assistance with her Math 130 assignment 2. The Course Director has recommended that Perfect's grade is reduced from 20/25 to 10/25 on this assignment.

Key aspects of the case are summarised below. To look deeper into the case please click on this link: <https://uoa-test-advocate.symlicity.com/incident/00357-001-2022>. The student's reason for requesting the review is available on the tab called 'Appeals'.

Once you have completed your review, please respond to this email and state:

- Your decision (uphold, overturn, modify)
- If you have decided to modify the original decision, the changes required to the decision and/or penalties
- A brief summary of the rationale for your review decision.

If you require further information to progress with this review, please let me know. You can contact me by email or by phone on .

Ngā mihi,
Julya Cooper
Academic Quality Office

Case summary

Case number:

- 00357-001-2022

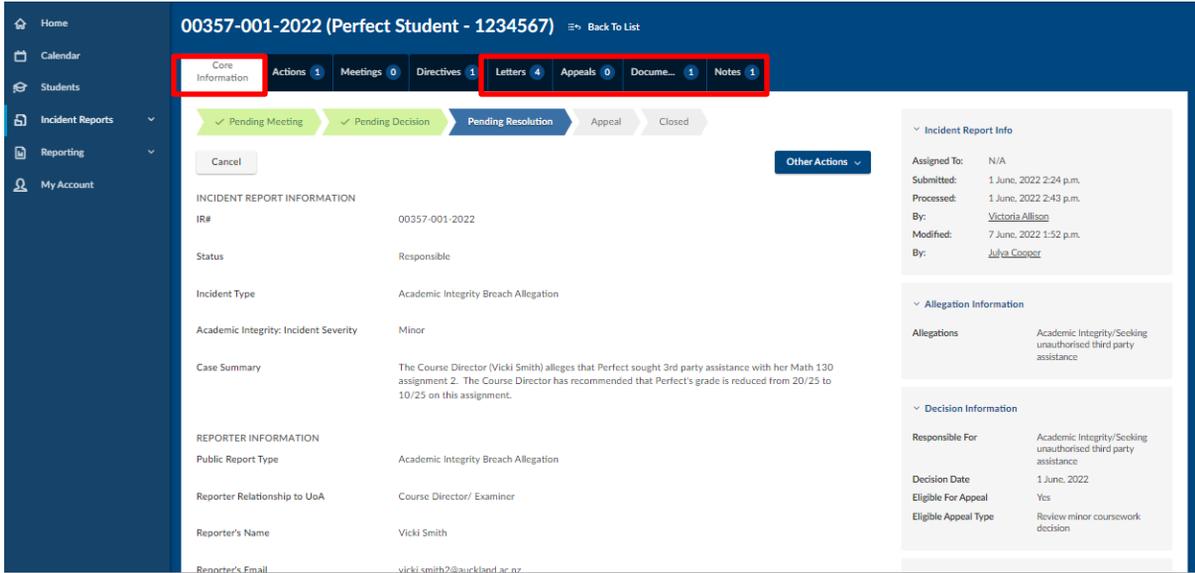
Student profile:

The review request email will include:

- A brief summary of the case
- A hyperlink to the case within Symplicity

Click on the hyperlink to see the details of the case and the reason the student has requested a review.

2 Review detailed case information



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. To do this, click on **Incident Reports** then **Current Reports** in the left side bar. Copy the case number into the **Keywords** box and ensure the **Search** box is set to Child. Hit **Apply Search**. Click on the view icon next to the case.

Key tabs to explore are:

- **Core Information:** includes the original complaint information, plus a case summary and an assessment of severity
- **Letters:** includes any correspondence with the student and the draft decision letter. Click on the view icon (under Actions) in order to see or print the letter
- **Appeals:** the information submitted by the student, including their reason for requesting a review of the decision and/or penalties
- **Documents:** includes any uploaded documents (e.g. Turnitin reports, copies of assessment material, transcripts), including any submitted by the student to support their application for a review
- **Notes:** summary of any meetings held with the student

3 Review student's past history

✓ **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 the student's past history, scroll down the **Core Information** tab until you see **Current Student Information** in the right-hand side bar. Click on the student's **Name**.

Note: 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.

Student Information

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

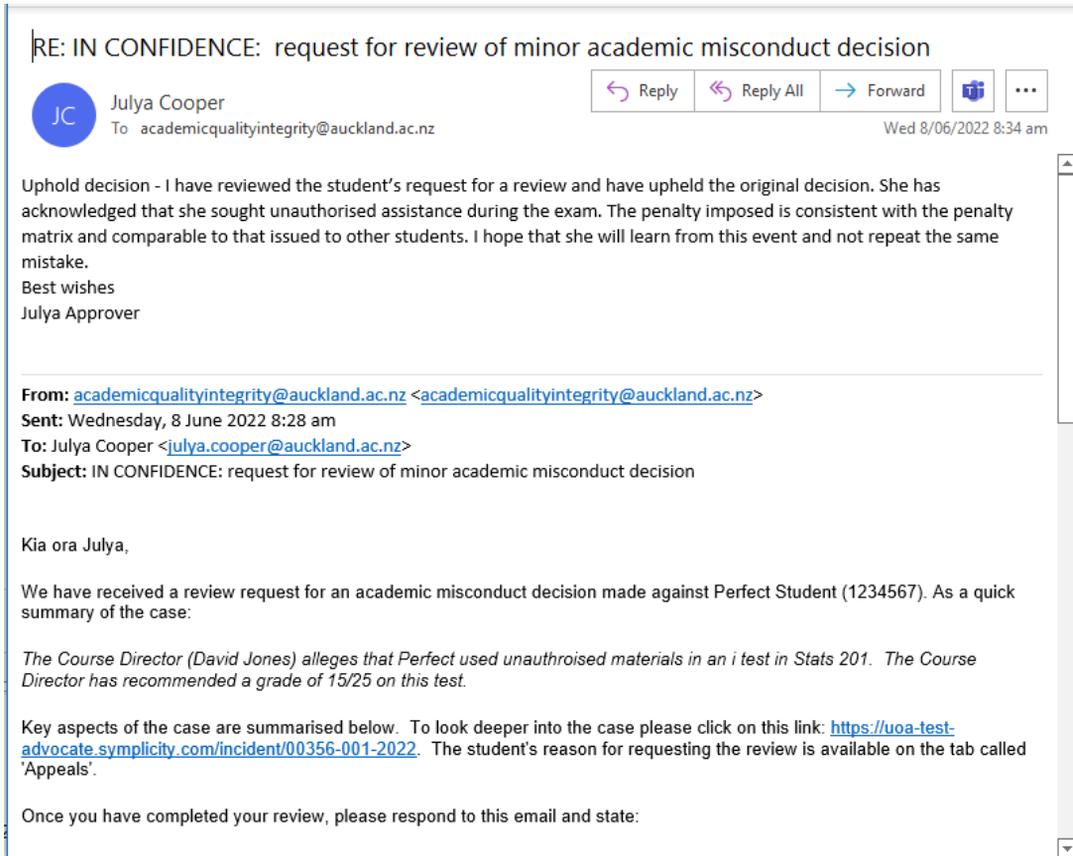
IR #	Type	Status	Assigned To	Last Modified	Archived
00356-001-2022	Academic Integrity Breach Allegation	Closed		2 hours ago	No
00356-2022	Academic Integrity Breach Allegation	Closed		2 hours ago	No
00356-001-2022	Academic Integrity Breach Allegation	Appealed		2 hours ago	No
00357-001-2022	Academic Integrity Breach Allegation	Pending Resolution		21 hours ago	No
00354-001-2022	Academic Integrity Breach Allegation	Pending Resolution		5 days ago	No
00355-	Academic Integrity	Pending		5 days ago	No

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

Tip

Cases in Symplicity have a **parent** case and a **child** case. When there is more than one student associated with an incident, there is a separate child case for each student. The parent cases are numbered by case number and year (e.g. 00124-2022), while child cases have an additional number in the middle (e.g. 00124-001-2022). Case details are best reviewed in the **child case**.

4 Reply to review request email



Once you have made a decision, reply to the review request email with:

- Upheld
- Modified
- Overturned

If modified, please explain the changes to be made to the decision and penalties. For all decisions, please include a brief summary of the rationale for your decision.

Tip

The administrator will update the system with your decision, and send the student a review decision letter. The administrator will also ensure that any follow-on activities are completed, including updating marks and grades, and notifying the complainant of the review decision (if required).