

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.

	or academic	misconduct	decision		
academicgualityintegrity@auckland.ac.nz	S Reply	Keply All	$\rightarrow$ Forward	Ú	
AQ To Julya Cooper		1	Tue 7/0	6/2022 1:5	53 pr
i) Click here to download pictures. To help protect your privacy, Out	look prevented autom	natic download of	some pictures in t	his messag	ge.
Kia ora Julya					
We have received a review request for an academic misconduct decis the case:	sion made against Pe	rfect Student (123	4567). As a quick	summary	y of
The Course Director (Vicki Smith) alleges that Perfect sought 3rd part has recommended that Perfect's grade is reduced from 20/25 to 10/25	y assistance with her 5 on this assignment.	Math 130 assignr	nent 2. The Cour	rse Directo	or
Key aspects of the case are summarised below. To look deeper into a <u>advocate.symplicity.com/incident/00357-001-2022</u> . The student's rear	the case please click son for requesting the	on this link: <u>https:</u> e review is availab	/ <u>/uoa-test-</u> le on the tab calle	ed 'Appeal	ls'.
Once you have completed your review, please respond to this email a	nd state:				
<ul> <li>Your decision (uphold, overturn, modify)</li> <li>If you have decided to modify the original decision, the change</li> <li>A brief summary of the rationale for your review decision.</li> </ul>	es required to the dec	cision and/or pena	Ities		
If you require further information to progress with this review, please le	et me know. You can	contact me by em	ail or by phone o	n.	
Ngā mihi,					
Julya Cooper					
Academic Quality Office					
Case summary					
Case summary Case number:					
Case summary Case number: • 00357-001-2022					

• 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

ଜ	Home	00357-001-2022 (Perfect	Student - 1234567) => Back To List		
۳	Calendar	Corre and a second second			
Ø	Students	Actions 1 Meetings 0	Directives 1 Letters 4 Appeals 0 Docume 1 Notes 1		
ទ	Incident Reports	✓ Pending Meeting ✓ Pending E	Pecision Pending Resolution Appeal Closed	V Incident Report Info	
Þ	Reporting	Carrel	Other Actions	Assigned To: N/A	
	Mar. A			Submitted: 1 June, 2	1022 2:24 p.m.
ĸ	MyAccount	INCIDENT REPORT INFORMATION		Processed: 1 June, 2	1022 2:43 p.m.
		IR#	00357-001-2022	By: <u>Victoria</u>	Allison
				Modified: 7 June, 2	022 1:52 p.m.
		Status	Responsible	By: Julya Co	oper
		Incident Type	Academic Integrity Breach Allegation	<ul> <li>Allegation Information</li> </ul>	
		Academic Integrity: Incident Severity	Minor	Allegations	Academic Integrity/Seeking unauthorised third party
		Case Summary	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 10/07 moths are becaused.		assistance
			10/25 on this assignment.	Oecision Information	
		REPORTER INFORMATION		Responsible For	Academic Integrity/Seeking
		Public Report Type	Academic Integrity Breach Allegation		assistance
				Decision Date	1 June, 2022
		Reporter Relationship to UoA	Course Director/ Examiner	Eligible For Appeal	Yes
		Reporter's Name	Vicki Smith	Eligible Appeal Type	Review minor coursework decision
		Reporter's Email	virki smith2@auckland ar nz		

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, <u>including their reason for</u> requesting a review of the decision and/or penalties
- **Documents**: includes any uploaded documents (e.g. Turnitin reports, copies of assessment material, transcripts), <u>including any submitted by the student</u> to support their application for a review
- **Notes**: summary of any meetings held with the student



## **3 Review student's past history**

<ul> <li>Current Student</li> </ul>	Information					
Name	Perfect Student ⊘					
Student ID	1234567					
Preferred First Name	e Wonderful					
Email	vic.allison+perfect@g mail.com					
Cell Phone	021135678					
Faculty or Institute Faculty of Arts						
Number of Semester Enrolled	rs7					

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.

dent Informa	tion				
-	Full Name	Perfect Stud	ent		
	Username	pstu001			
	Student ID	1234567			
	Email	vic allison+n	erfect@gmail.com		
	Dhana	021125470	<u>inceres smancom</u>		
	Phone	021133076			
	Birthdate	10 May, 199	9		
	Age	23			
	Incidents	25			
	,,		Ū.	Modified	
00356- 001-2022	Academic Integrity Breach Allegation	Closed		2 hours ago	No
00356-	Academic Integrity	Closed		2 hours ago	No
2022	Breach Allegation				
00076-		Appended			
001-2022	Academic Integrity	Appealeu		2 hours ago	No
	Academic Integrity Breach Allegation	Appealeu		2 hours ago	No
00357-	Academic Integrity Breach Allegation Academic Integrity	Pending		2 hours ago 21 hours ago	No
00357- 001-2022	Academic Integrity Breach Allegation Academic Integrity Breach Allegation	Pending Resolution		2 hours ago 21 hours ago	No
00357- 001-2022 00354- 001-2022	Academic Integrity Breach Allegation Academic Integrity Breach Allegation	Pending Resolution		2 hours ago 21 hours ago 5 days ago	No No No
00357- 001-2022 00354- 001-2022	Academic Integrity Breach Allegation Academic Integrity Breach Allegation Academic Integrity Breach Allegation	Pending Resolution Pending Resolution		2 hours ago 21 hours ago 5 days ago	No No 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 #**.

Тір

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**.



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## 4 Reply to review request email

Julva Cooper	S Reply	🥌 Reply All	$\rightarrow$	Forward	ų,		
To academicqualityintegrity@auckland.ac.nz				Wed 8/0	6/2022 8	3:34 am	
whold decision - I have reviewed the student's request for a revie knowledged that she sought unauthorised assistance during the atrix and comparable to that issued to other students. I hope the stake. est wishes lya Approver	ew and have uphel e exam. The penalt at she will learn fro	d the original de y imposed is cor m this event ar	ecision nsisten nd not	. She has t with the repeat th	e penal e same	ty	<b></b>
o <mark>m: <u>academicqualityintegrity@auckland.ac.nz</u> &lt;<u>academicquality</u> nt: Wednesday, 8 June 2022 8:28 am</mark>	yintegrity@aucklar	id.ac.nz>					
: Julya Cooper < <u>julya.cooper@auckland.ac.nz</u> >							
bject: IN CONFIDENCE: request for review of minor academic m	isconduct decision						
a ora Julya,							
e have received a review request for an academic misconduct de mmary of the case:	ecision made again	st Perfect Stude	ent (12	34567). A	ls a qui	ck	
e Course Director (David Jones) alleges that Perfect used unaut rector has recommended a grade of 15/25 on this test.	throised materials i	n an i test in Sta	ats 201	. The Co	urse		
w aspects of the case are summarised below. To look deeper in	to the case please	click on this link	k: <u>https</u> availal	://uoa-tes	tabca	lled	
opeals'.	reason for requesti	ing the remaining	arana				
vocate.symplicity.com/incident/00356-001-2022. The student's ropeals'.	il and state:	.9	a runa				

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.

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).