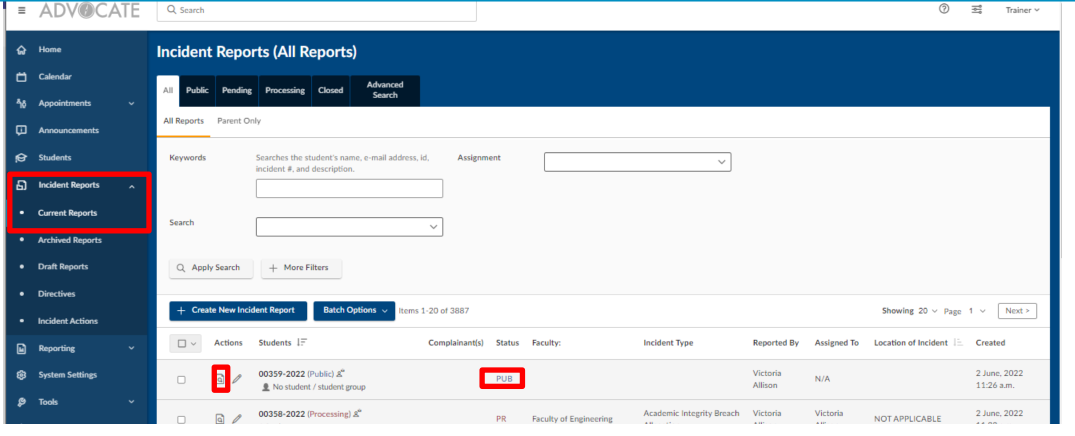
Manage academic misconduct:
Accept and Investigate (Assessment Services)

University staff, students and the public can report student academic integrity breaches. The Assessment Services Offices manages breaches in exams. This guide describes the process for conducting the initial investigation when a breach is reported after the examination.

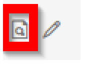
1 Identify new public reports



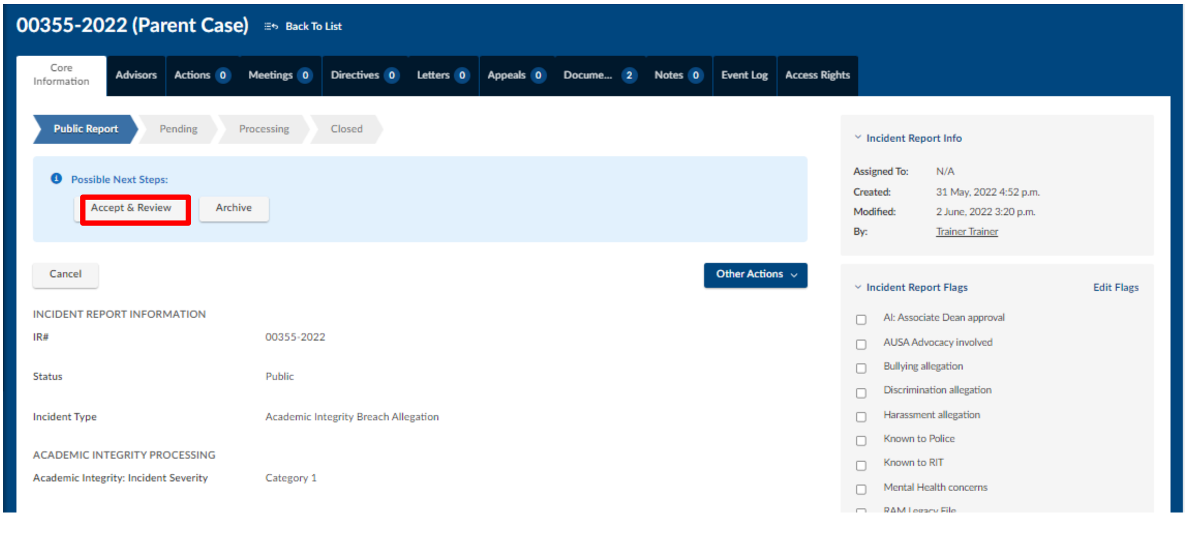
In Symplicity, go to the page called **Incident Reports > Current Reports.**

Select the new report by clicking on view icon (magnifying glass).

Note status of report will be **PUB** (Public.)



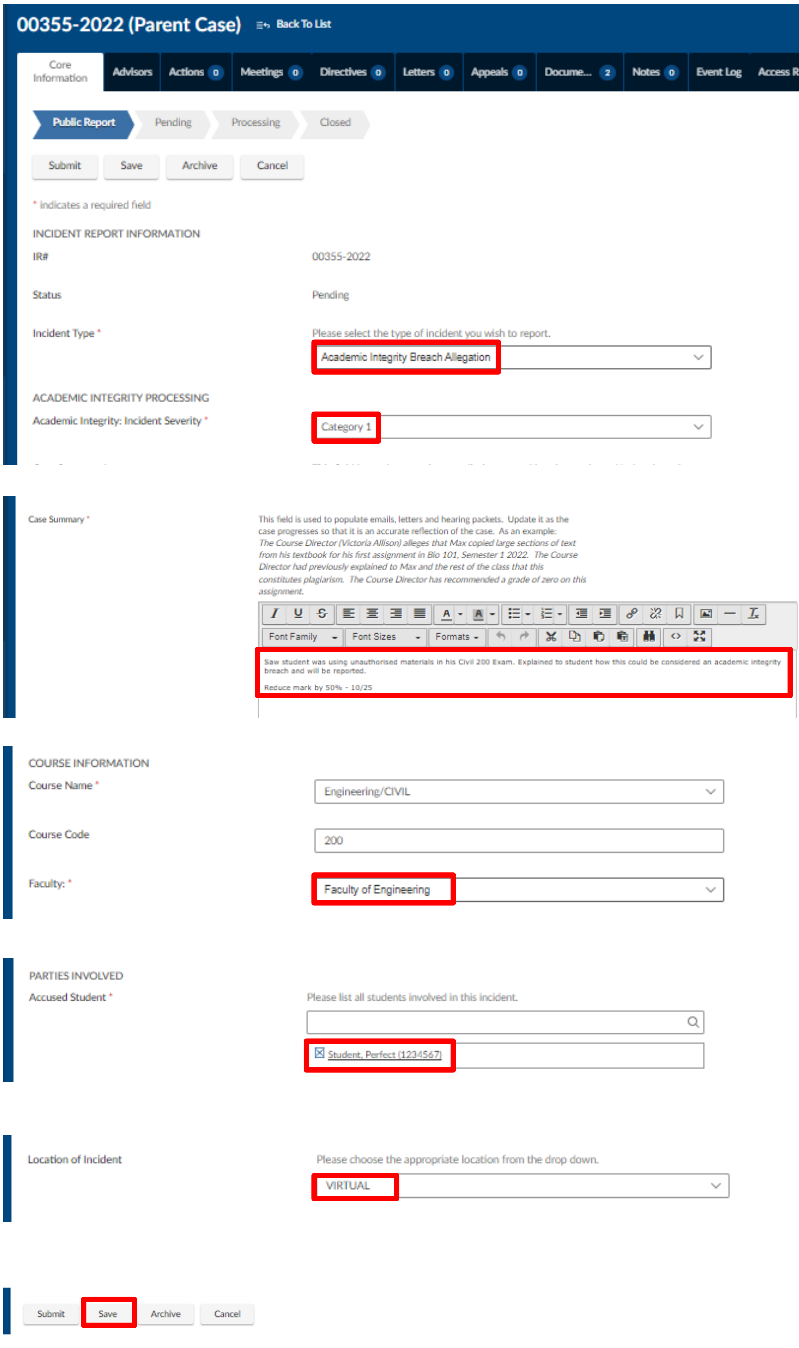
2 Accept and review the report



Scan the report. If the report is valid, select **Accept and Review**.

If the report is clearly spurious, select **Archive** to close the case

3 Update incident type and select the student(s) involved



Update the **Incident Type** to 'Academic Integrity Breach'.

Select the appropriate **Incident Severity** Type (e.g. Category 1 or Category 2)

Update **Case Summary** with a summary of incident. Note this field is used to populate emails, letters and hearing packets.

Verify that the **Course Code** is valid and select the **Faculty**.

In the **Parties Involved** section, select the student(s) in the Accused **Student** field.

Enter location (often 'Virtual' or 'Not Applicable")

Once all fields are complete click **Save**.

!

Be VERY careful to select Academic Integrity Breach NOT Conduct. If you select Conduct by accident, the system wipes all of the fields that are unique to Academic Misconduct. If you accidently select Conduct, hit **Cancel**.

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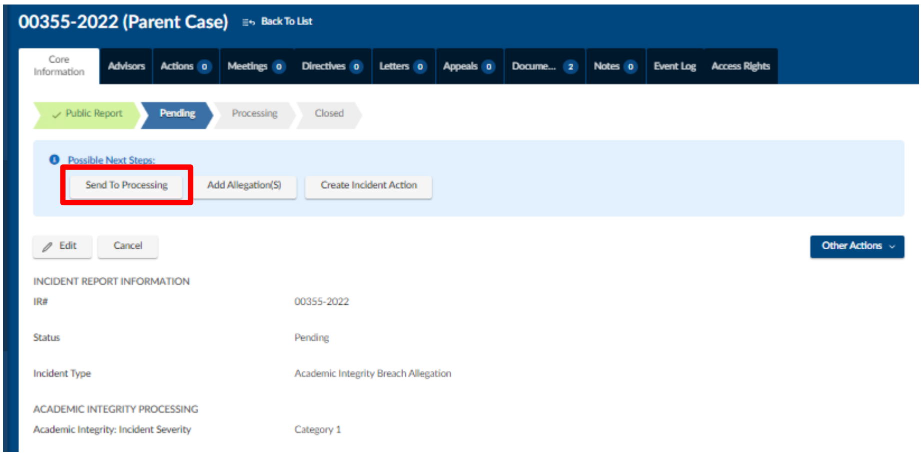
4 Update status to processing

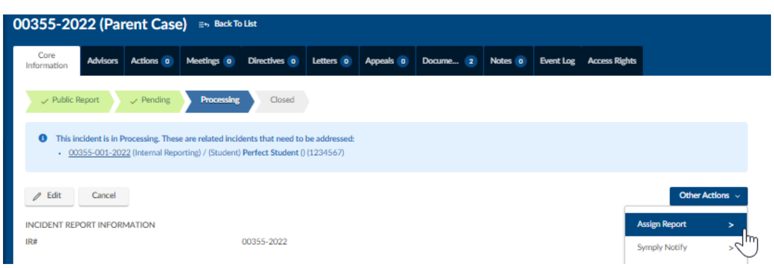


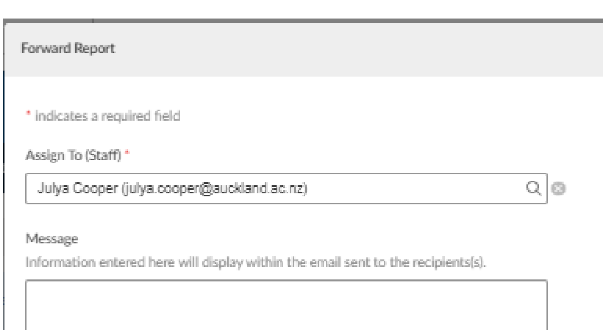
Select **Send to Processing**. This will create a **child** case for each accused student. Click on the link to the **child case**.

Tip

Incidents have a parent report and a child report. The parent case can be used to (for example) send initial emails to all students involved in a collusion case. However, **actions and decisions must be entered against the child report**. Once all child reports are closed, the parent report closes automatically.

5 Assign child case to yourself

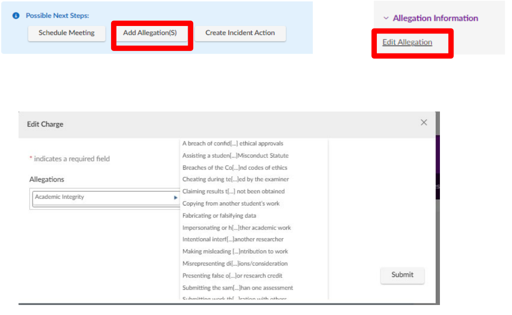




Assign the child case to yourself. This will ensure that you are notified if the student appeals the closed case.

From the **Core Information** Tab, select **Other Actions** then **Assign Report**. Select **Staff Members**, then search for your name in the **Assign to (Staff)** field. Then select **Submit**

6 Add Allegations



In the **Possible next steps section or in the side bar**, select **Add Allegations**.

Select the relevant **allegation types** from the drop-down list. Note that you can add multiple allegations. In addition, you can **Edit** Allegations as more information is made available. Once entered, click on **Submit**

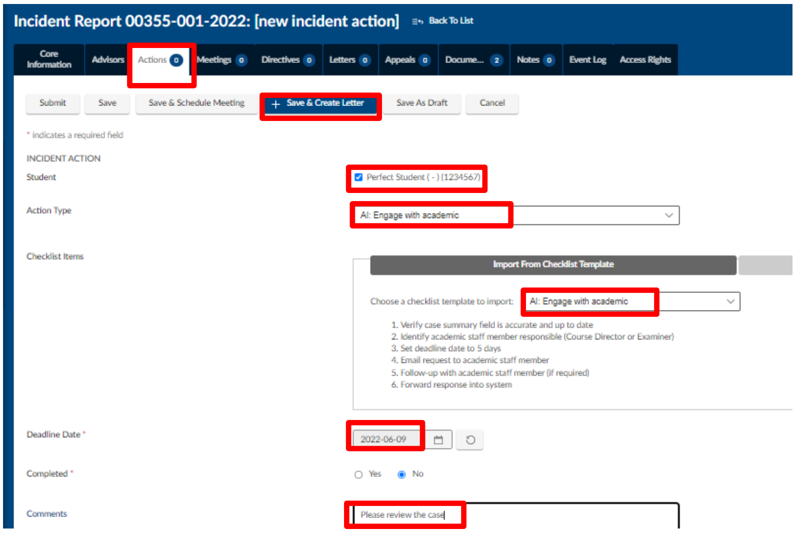
7 Determine if more information is required from examiner

ACADEMIC MISCONDUCT

Accused Student	James Mitchell Jack Knowles
Type of assessment	Coursework or Test
Date identified	21 February, 2022
Allegation	Collaboration/Collusion, Copying, Data fabrication
What is the nature of this allegation?	Caught making up data
Educative session held?	Yes
Date held	21 February, 2022
Rationale for proposed consequences	Had informal warning before so recommend mark as zero

Review the report and determine if you need more information from the examiner. If you need more information from the academic go to **step 8**. If not, go to **step 11** (engage with the student)

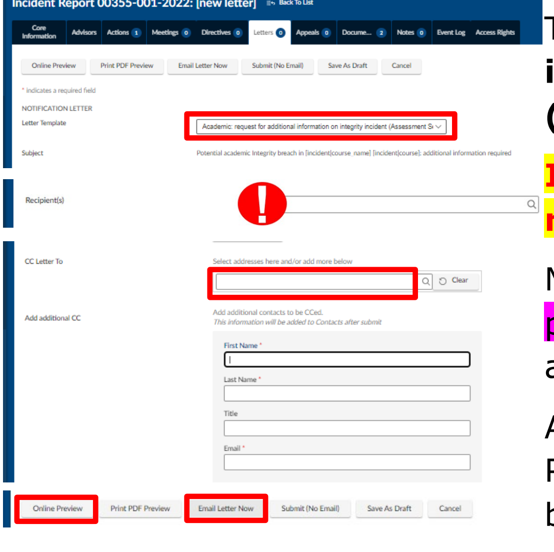
8 Create incident action to engage with the examiner



Go to the **Actions** tab and click on **Add New Incident Action.** Select the check-box next to the student's name. This ensures the student's name appears in the incident action notification.

Select **Action Type AI: Engage with Academic**. Choose the checklist template **AI: Engage with Academic**. Set an appropriate **Deadline date.** Enter **Comments** as required. **Assign** the action to yourself and select **Save and Create Letter**.

9 Send email to examiner



Under the Letter tab, select the Letter Template: **Academic: request for additional information on integrity incident (Assessment Services)**

Important: Remove the student from the recipient list

Manually edit any content highlighted in pink e.g. Academic name and additional incident text.

Add the academic to the **CC Letter to** field. Preview the email using the **Online Preview** button, and then select **Email Letter Now**.

Tip

If the Academic's name is not listed under the **CC letter to** field, select Add **Additional CC** and enter academic details. Their name will appear on the list next time.

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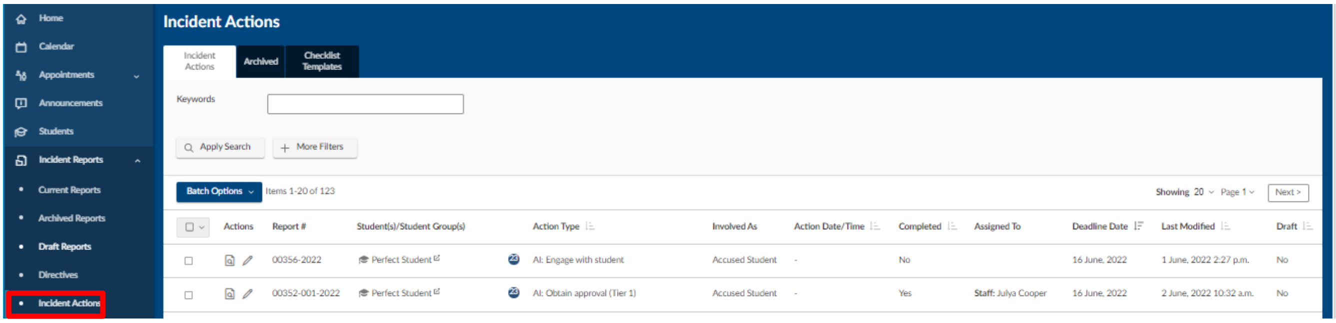
10 Monitor Incident Action dashboard for examiner's response



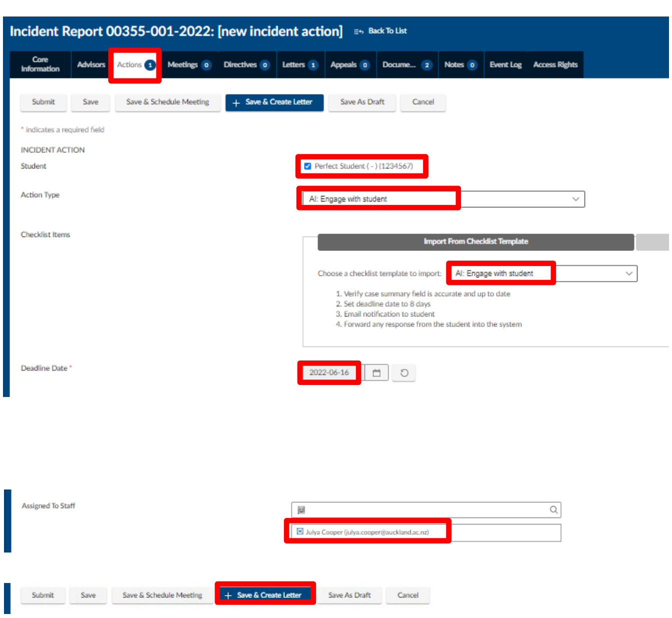
Go to the **Incident Actions** tab, and set the filters to show your actions, and open cases. Sort by deadline date. If the deadline for the examiner to respond has past and they haven't responded, follow-up with them by phone. When the examiner responds, their email will need to be forwarded into the system, and the incident action marked as **Completed.**

Tip

You can add emails to a case within Symplicity by forwarding them to incidentnumber.uoa-advocate@advocate.symplicity.com (e.g. 00012-001-2021.uoa-advocate@advocate.symplicity.com).

The email address and case number is at the bottom of each email template sent out from Symplicity.

11 Engage with the student – create incident action



Go to the **Actions** tab and Add New Incident Action [+ Add New Incident Action]

Select the check-box next to the student's name. This ensures the student's name appears in the incident action notification.

Select **Action Type** AI: Engage with student. Choose the **Checklist Template** AI: Engage with student.

Set a **Deadline Date** at least 5 working days from today, **Assign** the action to yourself.

Select **Save and Create Letter**.

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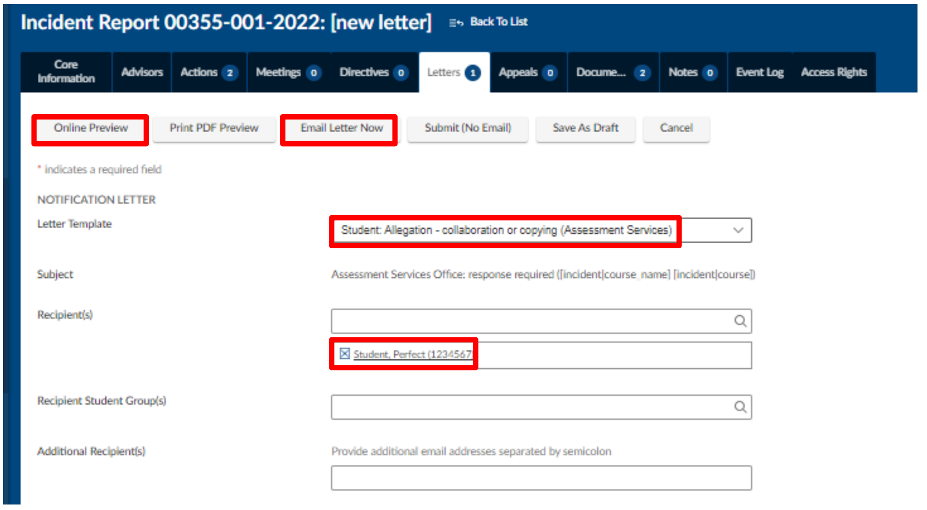
12 Email allegations to student

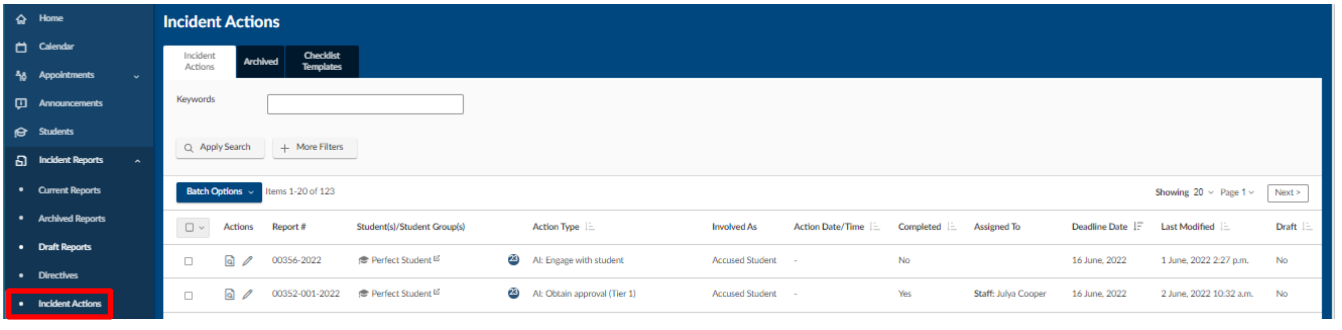


Select the relevant Letter Template, e.g." **Student Allegation - ...**"and manually populate any content highlighted in pink. Preview the email using the **Online Preview** button.

Ensure the student is showing in the **Recipient(s)** field. Ensure that appropriate staff (e.g. Course Director) are cc'ed on the letter in the **CC Letter To** field. Select **Email letter now**.

When the student responds, their email will need to be forwarded into the system, and the incident action marked as **Completed**

13 Monitor Incident Action dashboard



Go to the **Incident Actions** tab, and set the filters to show your actions, and open cases. Sort by deadline date.

If the deadline for the student to respond has past, mark the incident action as Completed, and move to the next step in the process.