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

THE UNIVERSITY OF AUCKLAND
Te Whare Wānanga o Tāmaki Makaurau
NEW ZEALAND

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

Incident Action: Assigned

D donotreply@auckland.ac.nz
To:
Wed 05/0

Kia Ora

This email is to notify that you have been assigned the following Incident Action:

AI: Engage with Faculty AIA for .

Kia AIA,

Could you please assist with reviewing this case?

Ngā mihi,
AQO

This Incident Action is associated with 00153-001-2024. To review the incident, please use this link: https://uoa-advocate.symplicity.com/incident/00153-001-2024

Ngā mihi and kind regards

Internal use only: 00153-001-2024.uoa-advocate@advocate.symplicity.com

You will receive an automated notification when an incident action is assigned to you. Click on the **hyperlink** to view the incident. **Directly replying to the email notification <u>will not work</u>**. To reply via email, you **must** change the recipient address to the AQO staff member's email address.

Tip

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

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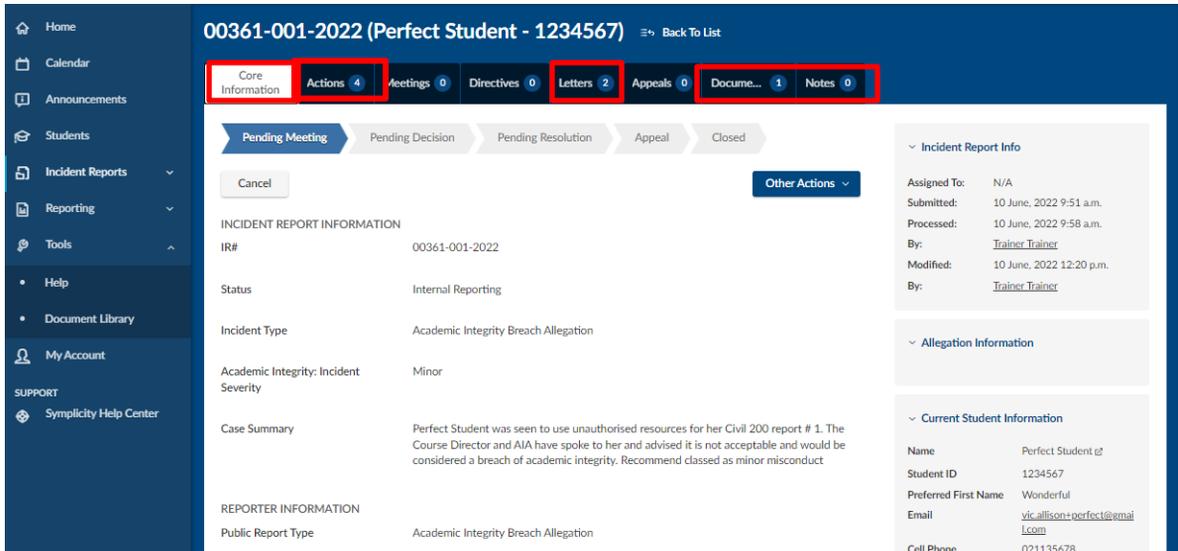
When you click on the hyperlink, you are taken into the case within Symplicity.

- If you don't get taken directly to the case, you can search within Symplicity using the case number. To do this, in the left side bar, click on **Incident Reports** then **Current Reports.** 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.

- Alternatively, 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 <u>when</u> it was ticked, so you can monitor your case progression.

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).** <u>Do not note delete the original message</u> 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
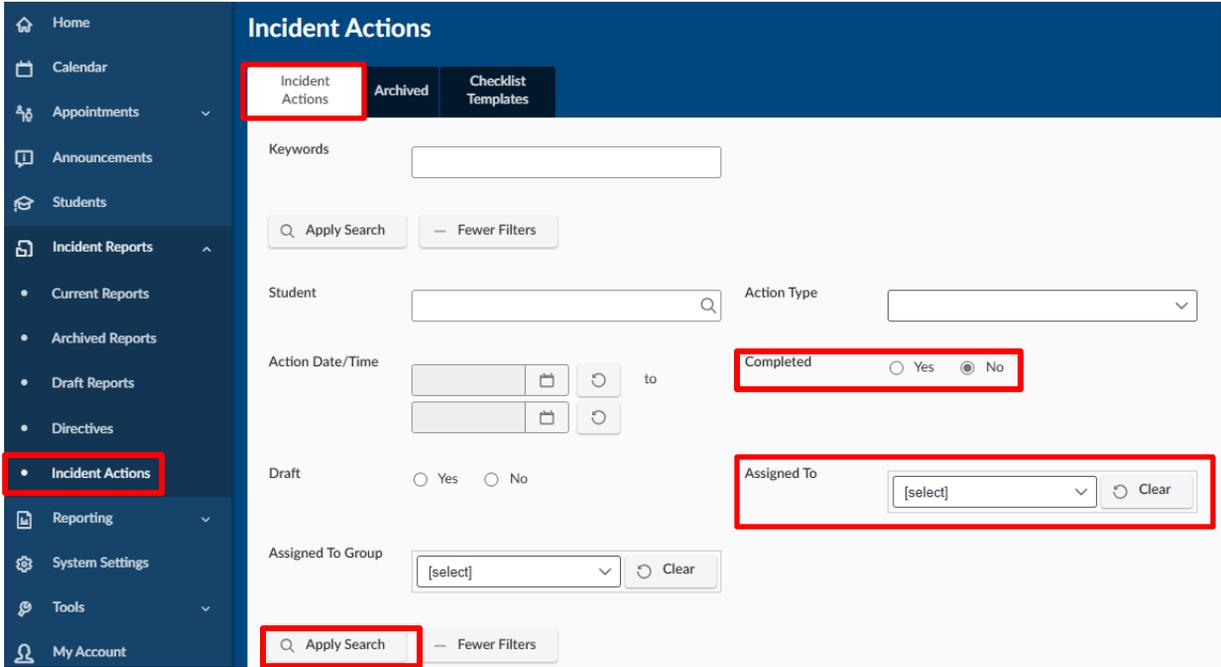
You may be assigned multiple cases to review, and the cases may get lost in your inbox. Use the **Incident Actions** under **Incident Reports** to monitor which cases require your attention.

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.

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)**

   o Ensure to have the correct email address in the recipient field.

   o 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)**

   o Use **Summary of Recommendation** as the Note's category. This specific category will alert us that your review is **complete**.

   o The AQO staff member assigned to this case will receive an email notification when you add a Note. However, we will not receive a notification when you amend the note, so be sure to email the AQO member if any details were amended.

3. **Use Symply Notify**

   o 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**.

   o 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 happen), or for any quick messages.

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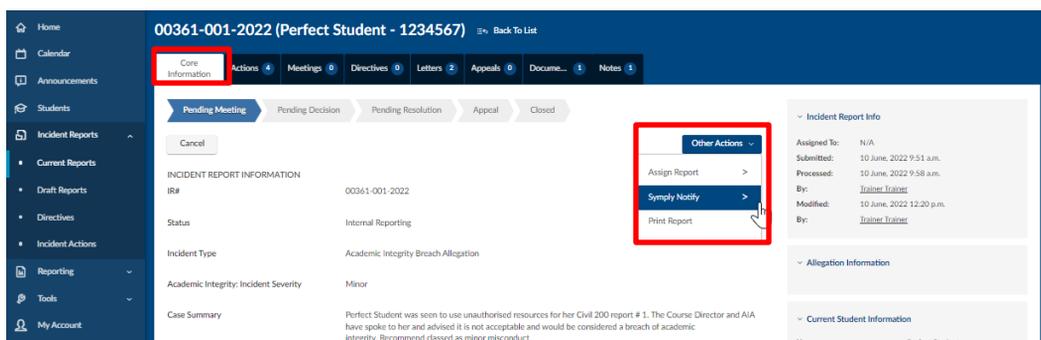
If you're unsure which method to use, we recommend trialling each of them to figure out your preference. Email AQO at any time if you need assistance.

5 Capture notes into case record

NOTE DETAILS

Category: Summary of recommendation

Subject: AIA recommendation

Body:
I have reviewed the case and have also spoken to the Course Director. I am aware of the details and recommend that this should be considered an instance of Poor Academic Practice. I also recommend the student's marks for this assignment to be reduce by 50%.
Please continue with processing the case and sending letter to the student.

Note Type *: Private notes are viewable by the author, Super-users, and any user with permission to view Private notes. Semi-private notes are visible to all users who have access to the notes tab for this object
● Semi-Private
○ Private

Discussion Area: Choose YES to allow others who can view this note to add comments in a threaded discussion area.
○ Yes ● No

Request Info from a 3rd Party: ○ Yes ● No

Submit Save Cancel

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)

Upload Documents

Document Title *: Test PDF doc.pdf

Document Type: Supporting Documentation

Privacy Type: ● Semi-Private ○ Private

Description:

Classification:
☑ Attachment
☐ Decision Letter
☐ Emails
☐ Meeting Notes
☐ Police Report
☐ Sanction Information
☐ Submitted Support Documentation

Status: ○ Draft ● Final

Save Delete Cancel

Done

Upload Documents

Drag and Drop your files into this area to upload
Each file should be less than 1GB
Upload File

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.

Tip

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.

6 Review student's priors

To review the 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**.

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.

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.)

Tip

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**.