

Best practice supporting evidence for potential academic misconduct cases

To best help the AIO understand your concerns, you need to provide all relevant materials to the AIT. Always attach any relevant files when you lodge the case, for example:

- The assessment
- The Turnitin originality report
- The assessment instructions and rubric (e.g. what were the referencing requirements?)
- A screenshot of the document properties from the originally submitted file.

Provide specific insight into your concerns; what might seem obvious to you as the discipline expert, will not necessarily be obvious to the AIO. This is especially important for artificial intelligence cases. If you do not provide sufficient appropriate evidence, you might be contacted and asked to provide additional evidence; or the case may be dismissed.

MORE HELPFUL INFORMATION	LESS HELPFUL INFORMATION
The student did not address the assessment criteria; they did not discuss these 3 key points (list points)	The student did not address the assessment criteria
The student named the correct Policy in each case, but did not describe the specific clause	The writing was superficial
<p>The student did not use the template provided (provide template)</p> <p>The student talked about the US situation, instead of the local situation</p> <p>The student did not divide the work up into subheadings as directed (provide the correct structure)</p> <p><i>i.e. be as specific as possible; state which instructions were not followed</i></p>	The student did not follow assessment instructions
These references were of low quality (list specific references)	Some of the references were of low quality
These references were not relevant (list specific references)	Some of the references were not relevant
These references do not exist (list specific references)	Some of the references do not exist

<p>The student used archaic terminology (give example)</p>	<p>Terminology was incorrect or unusual</p>
<p>The students confused these two terms (provide details); this was a very unusual misunderstanding across the cohort</p>	<p>The student did not understand the assessment</p>
<p>The language used was generic (indicate specific examples; state where e.g. 'paragraphs 3 & 4')</p>	<p>The language used was generic</p>
<p>The submission bears similarities to the work of another/other students (give examples)</p> <p>The student answers a question from the 2023 version of this paper (provide past assessment instructions)</p>	<p>The submission bears similarities to the work of another/other students</p>
<p>The level of language used in this submission is not commensurate with what has been displayed in the classroom/in previous submissions/in email correspondence (give example/s)</p>	<p>The standard of writing is better than expected for this student</p>