Academic Incident Reporting Guide

Electronic Report Form Submission Guide

To streamline Academic Incident Reporting for the [Academic Integrity Policy AA48](), reporting is done via an online form. This guide will explain how to access the online form and complete the required elements of the form, which are in line with the current policies and reporting procedures.

Complete the following steps:

STEP 1: **Communication with Student**

Based on the current policy and procedures, it is <u>required that faculty/staff communicate</u> with the student about the alleged offence **PRIOR** to submitting the form. For record keeping purposes communication with the student through email is recommended.

If faculty/staff have **NOT** communicated with the student about the alleged incident, the Form will ask for an explanation as to why communication has not occurred.

TIP: The Form will request faculty/staff to submit information about the correspondence with the student, if available. <u>A PDF</u> **or** a <u>picture file</u> of the correspondence is sufficient.

STEP 2: Click to access the **[Academic Incident Reporting Form]()**

Optional: To create a **SHORTCUT** to this electronic reporting form:

    a. Open the Form & copy the URL
    b. Navigate to your computer desktop & right click with your mouse
    c. Choose the "new" option in the menu that appears
    d. Select the Shortcut option
    e. Insert the Form URL in the "Type the location of the item" box
    f. Click NEXT - and then name/title your shortcut

STEP 3: **Entering Individual Students**

For tracking purposes, only **<u>ONE</u>** student can be entered into the Form at a time. Therefore, if you have a group incident, please complete, and submit a form for EACH student.

EXAMPLE: If the student you are reporting on copied from a fellow student's previous assignment, that fellow student must also have a report filed on them.

STEP 4: **Type of Offence**

Once faculty/staff have identified their communication details with the student regarding the alleged offence, faculty/staff will be directed select the Type of Offence that has been committed. Faculty/staff will be asked to select one of the following offence types:

- Plagiarism
- Citing or Referencing Omission
- Cheating - Used aids or supports in order to secure an unfair advantage during testing or other evaluation.
- Unauthorized Collaboration - worked with others without the knowledge or consent of the instructor.
- Misrepresentation - falsifying information with the goal of deception. Example: posing as another student to take an assessment; claiming to have completed work that was in fact completed by someone else.
- Aiding, Abetting, & Unscholarly Behaviour - helped someone in an act of Academic Dishonesty; interfered with the ability of another student to successfully complete academic work.

STEP 5: **Fill in Remaining Offence Details**

When describing an alleged act of academic dishonesty, please use proper sentences. **The details captured in this question will be included in the automatic report sent to the students.** There are limited character spaces (400), thus if you need to provide more detail, please upload a word document with your comments.

STEP 6: **Evidence/Documentation Submission**

All evidence or documentation pertaining to the incident should be uploaded into the form submission. Files help to support the Academic Integrity Administrator's recommendations for sanctions. Please include documents such as assignment/assessment **instructions,** the **student's submission**, email **correspondence**, **Turnitin Reports**, etc. Contact the AIO with any questions regarding proper evidence and documentation.

STEP 7: **Submit the Form**

Once all required fields in the form are completed, Faculty/Staff can **SUBMIT** the Form, which will be sent to the AIO for review. A summary copy of the details collected in the form will immediately be emailed to the faculty/staff member <u>and</u> to the student as part of their due process rights.

NOTE: Once a form is submitted, you cannot edit the details. If faculty/staff become aware of an error in the form that has been submitted, please contact the AIO as soon as possible. If you run into any other issues with the Form, **DO NOT** contact ITS. Direct Form related queries to the AIO.

Academic Integrity Office (AIO): aio@algonquincollege.com