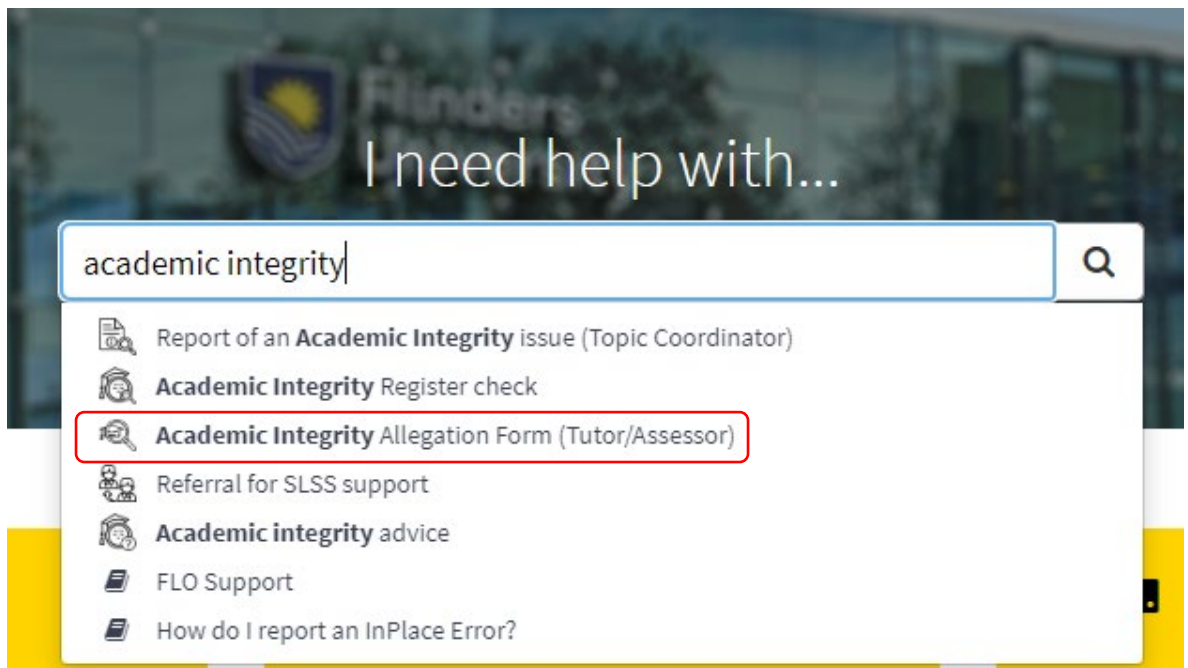


## Lodging an Academic Integrity Allegation Form (Tutor & Assessor) (Replaces Form A)

### COMPLAINTS AND INTEGRITY MANAGEMENT IN SERVICE ONE

Allegations of academic integrity need to be reported by Tutors/Assessors via the Academic Integrity Allegation Form in Service One.

To locate this form in Service One, type "academic integrity" into the Search bar. Then select the **Academic Integrity Allegation Form (Tutor/Assessor)**.



Fill out all fields on the form:

#### STUDENT DETAILS

Student Details

\* Name

\* Topic coordinator

\* College / Portfolio

## Lodging an Academic Integrity Allegation Form (Tutor & Assessor) (Replaces Form A)

### COMPLAINTS AND INTEGRITY MANAGEMENT IN SERVICE ONE

**Name** = Student Name

**Topic Coordinator** = Type in Topic Coordinator's name. Select the correct name once it appears.

**College/Portfolio** = Select appropriate option from the drop-down list

#### Assessment Details

Topic delivery mode

-- None --

Topic availability

-- None --

Assessment exercise name

Assessment exercise weighting

Assessment exercise type

-- None --

**Topic delivery mode** = Select appropriate option from the drop-down list

**Topic Availability** = Select appropriate option from the drop-down list

**Assessment exercise name** = Type in applicable assessment exercise name (Free text)

**Assessment exercise weighting** = Type in applicable % (Free text)

**Assessment exercise type** = Select appropriate option from the drop-down list



# Lodging an Academic Integrity Allegation Form (Tutor & Assessor) (Replaces Form A)

## COMPLAINTS AND INTEGRITY MANAGEMENT IN SERVICE ONE

### TOPIC DETAILS

#### Topic Details

Topic name

Topic code

**Topic name** = Type in name of topic (Free text)


**Topic code** = Type in topic code (Free text)




### ALLEGATION DETAILS:

#### Allegation Details

\* Allegation type

\* Allegation 

Please describe the actions of the student and how they have failed to meet academic integrity requirements 


**Allegation type** = Select appropriate option from the drop-down list

**Allegation** = Please describe the actions of the student and how they have failed to meet academic integrity requirements (Free text)

## Lodging an Academic Integrity Allegation Form (Tutor & Assessor) (Replaces Form A)


### COMPLAINTS AND INTEGRITY MANAGEMENT IN SERVICE ONE

Click on the paperclip icon at the bottom of the form to **Add attachments**, including the student's assessment exercise, the Turnitin report and any other relevant supporting documents that may support the allegation.

 Attach the student's assessment exercise, the Turnitin report and any other relevant supporting documents that may support the allegation.



**Submit**

 Add attachments

Once done, click **Submit**.

#### Note 1:

The Topic Coordinator nominated on the Academic Integrity Allegation Form will be notified via email that a My Request in Service One has been generated on their behalf, to let them know a new allegation has been allocated to them for action.

#### Note 2:

The Student Policy and Integrity Services Team (SPIS) will be automatically prompted to conduct an Academic Integrity Register Check when the allegation form is lodged. SPIS will send the Topic Coordinator the outcome of the register check via a Quick Messages email from Service One.