Academic Integrity Reporting

Thank you for taking the time to deal with academic integrity issues.

The Academic Integrity Committee (AIC) are professors just like you who lament this task. These notes are to help make the reporting process happen with a minimum of tension. A new, efficient application process has been set up (designed by ICT professors; programmed by students for their capstone project).

Every term, the ITAS Academic Integrity Committee deals with an incredibly large number of cases. Sending the wrong forms or forwarding them to the wrong address can easily lead to lost documentation. Inaccurate or incomplete data pass your headache on to the AIC.

Here is an updated set of instructions for filing a report:

Should Academic Integrity report be filed?

With strong and clear evidence, file an AI Report.
- Evidence might be:
    - old assignment from previous term
    - same, unusual, and wrong answers from 2 or more students on a test
- If doubtful, contact your student:
    - Teams is more effective than email or chat message; ask them about it directly
- A student confession is NOT needed, as the evidence alone should be strong enough

Procedures after deciding to file a Report.

1. Download Report and Response forms:

- Appendix C and D in the Supporting Documentations from AIP link given below:
    https://www.senecapolytechnic.ca/about/policies/academic-integrity-policy.html

2. Accuracy of student identifiers:

- Use student identifiers from Blackboard class list or Grade Centre columns in the following way:
    {First Name & Last Name}, Student ID (number), Username (@mySeneca.ca)

3. Rename Student Response file:

Student Response-{First Last names}-{Course}.docx

Example: Student Response-davidtrinh-MST200NAA.docx

- There is no need to fill in any part of form. We often end up finding mistakes when profs try to help students fill out the form. It is better to let them do it.

4. Rename AI Report file:

AI Report-{First Last names}-{Course}.{ docx | pdf }

Example: AI Report-davidtrinh-MST200NAA.docx

- Fill in the report, page 1 only. The rest is for the committee.

5. For Incident Description, avoid identifying other students, as this could be a breach of privacy. Use generic statements like:

- "Student cheated on Test 1 by sharing answers with/from/to another student or using a resource not permitted under the test's conditions."
- "Student submitted Project 2 containing the work of others without citation or reference (plagiarism)."
- "Student submitted Assignment 3 from a previous term."
- Specifics for a, b, or c can include which parts indicate the lack of academic integrity.
- "Student made their work publicly available"

6. Email the Report and Student Response form to the student and CC the Academic Integrity Committee at ai.itas@senecapolytechnic.ca. This way committee can know when the student got the report. No evidence should be sent to students.

Knowing when the report was sent to student is important as the committee must wait 5 business days to allow responses to come in before the AIC can review the case.

Student Responses must be submitted to the AI Committee at ai.itas@senecapolytechnic.ca within 5 days. (If they are not told this, we open ourselves to appeal.)

For example: While grading your work, I found it bore a high resemblance to {another student's work / an uncited resource}. Because of this, I must file an Academic Integrity report on the matter. I have attached a copy of the report to this email, as well as a response form. Your response is invited. Please fill out the response form **within 5 days** and email it to ai.itas@senecapolytechnic.ca and CC me.

7. When filing three or more reports, create a spreadsheet with the columns as given in the sample:

Student Name format: (Blackboard First & Last)	Student Number	Student email

https://seneca.sharepoint.com/:x:/s/ITASSDDS/EQHAPx06qgZNuZSgZhoFYXABz1VLea M_Fw6ldh BPA6U4Ng?e=JvaRt6

- Additional column(s) to cross-reference multiple students related to a single incident and any other details or commentary not appearing in the official AI Report are welcome.
- Your spreadsheet helps the AIC greatly with the clerical overhead in logging and tracking AI reports.

8. Evidence must be sent separately in one or more files named as:

AI Evidence- {First Last names}-{Course}[differentiator if more than one file].{ ext }

Example: "AI Evidence-davidtrinh-MST200NAA-1of2.doc"

Evidence must include:

- Assignment/test question(s)/spec… This can be screenshot of relevant part; it must be present.
- Student submission and anything else that is relevant (like screenshots of other students' work or website).
- Descriptions and highlighting of the parts which alerted you that cheating/plagiarism occurred.

Help the committee understand what you see because **it is often not obvious to the AIC** why it is an AI violation. There are multiple ways to do this:

- a Word document with a highlighted side-by-side comparison of problematic parts
- a video highlighting the problematic parts

We need your help to see where the problem is and what should be ignored.

Where should the documentation be sent?

Email your AI Reports, evidence files, and (reporting spreadsheets) to ai.itas@senecapolytechnic.ca only.

If the files are too ungainly for an email attachment, create a folder in your OneDrive and share an **editable** link to ai.itas@senecapolytechnic.ca:
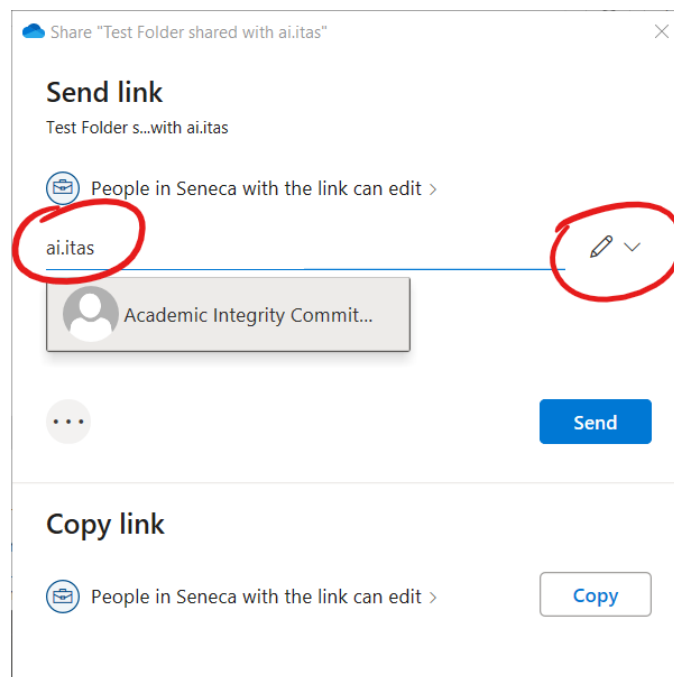
Please email

ai.itas@senecapolytechnic.ca

if you have any concerns or queries.

Thank you!