

Entering a new concern

Access SAIMS from the portal under Learning and Teaching/Managing assessment/Academic integrity management/Manage concerns.

From Manage Concerns – leave all fields blank and click on the add a new value tab

- Use the look up icon to select the term.
- Choose the course code from the list of course/s you convene.
- You will then be able to enter the student details – select the student from a look up list or enter the student ID number.

Go to the concern detail tab and use the look ups and radio buttons to enter details of the concern

- Assessment type – this should be the assessment type as per the course profile.
- Assessment weighting – as per the course profile.
- If it is a group based assignment – check the box.
- Related Student – complete the related student's field if it is a group assignment to list the other group members or if there is collusion between students or of the student has used another student's paper and you have identified the other student.
- Use the radio button to indicate if the concern was identified through text matching software.
- Type of concern – use the look up to choose the concern type. If you need to select more than one concern type add a row by clicking the + button and selecting a new concern type.
- Evidence – enter a brief description of the nature of the concern.
- Attach the Evidence – for example this will be a pdf copy of the Turnitin or SafeAssign report or other evidence (eg marked up assessment item), or exam incident report, this will be sent to the student with the concern letter.

Was the concern identified through text matching software? Yes No

Type of Concern

Type of Concern: 0010 Referencing eg. Failing to indicate a quote, but citing source or inadequate paraphrasing assignment, no in-text citation but source is cited in reference list

Evidence:

Note: The maximum File Size that can be attached is 10MB.

Add Attachment

Attached File

1 CCJ23_Ass_1_Safdar.pdf

Internal Evidence:

NOTE: This evidence will not be sent to the student

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Add Attachment

Attached File

1 Matches_to_bla_bla_writing.docx

In your initial evaluation, based on the seriousness matrix, is the concern:

Initial Level of Concern 01 Tier 1 Level of Concern [Seriousness Matrix](#)

Submit Concern

- Internal Evidence – provide any further details or information related to the concern or a related student and add any attachments for example to provide additional information, such as a copy of an assessment item of a related student, other examples and links to where material has been copied from, background information for any investigation undertaken prior to submission of the concern. Please note – the Internal evidence will not be sent to the student.
- Select the initial level of concern (Tier 1 or Tier 2)
- Hit submit.
- If you have more than one student you need to enter a separate concern for each student (please also refer to Duplicate Concern).

Once the concern has been submitted it will come to the SAIC. The SAIC will assign the concern to the decision maker. You will be sent a workflow email notifying you of further action required.