GRIFFITH UNIVERSITY

Student Academic Integrity Management System

Create a new concern

The Course Convenor will create a new concern when a possible concern of student academic misconduct has been identified.

Step before	Refer to the job aid *Overview*.

To access the Student Academic Integrity Management System, log into Griffith Portal, and choose *Learning and Teaching*, *Managing your teaching*, *Academic integrity management*.

- Choose Manage Concerns.
- Choose [Add a New Value] (Add a New Value) and the Student Information page will be displayed.
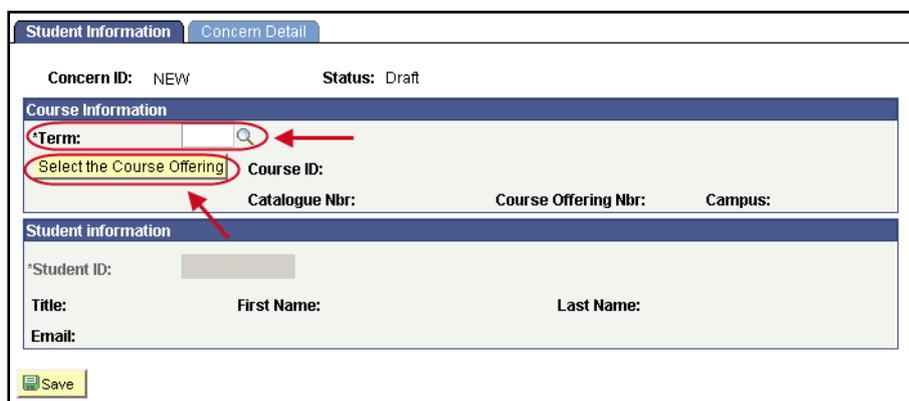
Figure 1 New concern

Course information

Field	Instructions
Term	Term refers to the semester (or tri-semester or study period) and year when the concern was identified. Choose [🔍] (Term search) to select the course term for which the concern will be raised.
Select the Course Offering	Choose [Select the Course Offering] (Select the Course Offering) to display a list of courses for the selected term. Select the course from the list displayed and choose [OK] (OK).

Table 1 Course Information

The selected term and course details will be displayed in the Student Information page.

Student information

Figure 2 Student information

Field	Instructions
Student ID	Choose 🔍 (Student ID search) to select the student about whom the concern is being raised.

Table 2 Student information

Concern detail

Choose Concern Detail (Concern Detail) to display the fields for entering the details of the new concern.

Figure 3 Concern detail

Concern detail fields

Field	Instructions
Assessment Task	Choose 🔍 (Assessment task search) to select the assessment task. Select the *Assessment task type* or *Other* if there is no suitable assessment task type. This will display a text box for typing in details.
Assessment Weighting	The assessment weighting is the percentage the assessment task is worth overall for the semester or tri-semester. Type in a whole number in the Assessment Weighting text box.
Group Based	Select the ☑ (Group based checkbox) if the assessment was group-based otherwise leave it blank.
Related Student	Choose 🔍 (Related Student ID search) to select another student that is associated with this concern (e.g. Where two students have copied from each other). Multiple students can be added. Choose ➕ (Add) to add another student that is associated with this concern. Choose ➖ (Delete) to delete a student.
Raiser	The Raiser is the academic staff member who identified the concern about academic integrity (eg. They may be Course Convenor or a Course Instructor or Tutor). If the raiser was a different person to the default shown choose 🔍 (Raiser search) to select the new person's details.
Raiser Date	If the date the concern was raised is different to the default date then choose 📅 (Calendar search) to select another date.
Text matching software	Select Yes if the concern was detected using text matching software (e.g. SafeAssign).
Type of Concern	Choose 🔍 (Type of Concern search) to select the type of concern. Select the *Type of Concern* or *Other* if there is no suitable type. This will display a text box for entering details. Multiple types of concerns can be added. Choose ➕ (Add) to add an additional type of concern. Choose ➖ (Delete) to delete a type of concern.
Evidence	Type in information about evidence for the concern in the evidence text box.
Attachment	Choose [Add Attachment] (Add Attachment) to attach an evidence file. Multiple files can be attached by repeatedly choosing [Add Attachment] (Add Attachment).
Initial Evaluation	Select your initial evaluation for the new concern from the drop down list (Tier 1 or Tier 2).
Seriousness Matrix	The Seriousness Matrix can be accessed using the [Seriousness Matrix] (Seriousness Matrix) link.

Table 3 Concern detail fields

Save

Choose [Save] (Save) at any time to save the concern.

The concern will now be saved as a draft.

The saved concern is able to be accessed for editing at a later time.

Note	If you need to duplicate a concern choose [Save] (Save) and DO NOT submit the concern. This saves the concern as a draft. When you have completed the duplicate concern (refer to *Duplicate a concern*) then open the original concern, edit if required and submit it (refer to *Edit a draft concern*).

Submit concern

Choose [Submit Concern] (Submit Concern) to send the concern to the Student Academic Integrity Coordinator.

You cannot edit a concern once it has been submitted.

Step after	If you have submitted a concern and receive a notification via email that you are to investigation the concern refer to *Edit, send and view a concern letter* then refer to *Record investigation outcomes.*
	If you have saved the concern and need to edit and submit it, refer to *Edit a draft concern.*
	If you need to create a duplicate of a draft concern (e.g. you saved the concern but did not submit it) refer to *Duplicate a concern.*

Related job aids

- Edit, send and view a concern letter.
- Record investigation outcomes.
- Edit a draft concern.
- Duplicate a concern.

Additional learning tools / Sources of information

- See https://intranet.secure.griffith.edu.au/teaching/academic-integrity-staff for links to workbooks, job aids and self-paced tutorials.
- For assistance with Academic integrity process contact the Student Academic Integrity Coordinator. Phone 373 54275 or email sai-coordinator@griffith.edu.au
- For assistance with technical difficulties phone EIS-Assist 373 55544.