

Sending the Concern letter

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

To access a concern that has been assigned to you, from Manage Concerns, leave all fields blank and hit search and this will bring up a list of concerns assigned to you. Click on the concern and you will be prompted to send the concern letter.

- Go to the letters tab.
- Click on the edit button against the concern letter, this will open a blank template.
- Use the look up icon to choose the letter template options for either Course Convenor or Dean Learning and Teaching.
- A template will automatically populate with the students information and attach a copy of the documentation (as submitted with the concern).
- You can edit the letter template (eg to indicate a specific meeting time).
- Hit the ok/submit button.
- Go back to the letters tab and click the send button (against the concern letter).
- A view button will appear so the completed letter can be viewed (prior to and after being sent).
- The email will be batched as part of a workflow process and emailed overnight. When a letter has been sent a date and time stamp will appear against the letter.

The student then has 14 days to provide a written response or arrange a meeting time with you.